



**CALVIN**  
**CHRISTIAN SCHOOL**

2020-2021

Student and Parent Handbook

Dear Students and Parents,

Welcome to the Calvin Christian School community. It is a privilege for us to partner with you in your child's education. Our main goal is to provide a strong academic education that connects faith and learning within the context of a safe, secure environment. We also desire to have your family make deeper connections with the school.

To assist you in establishing those connections, we encourage you to read through this handbook. The handbook will help you become familiar with the background of the school and its policies and procedures as well as give you other important information concerning home and school communication and opportunities to serve. Please keep in mind that new policies may be implemented, or current policies modified, throughout the school year. If a change is made, the school will notify you.

Once again, we look forward to working alongside you and your family to prepare your child to know and understand God's world, to serve others and to fulfill his/her calling as a Christian.

Dr. Jeffery L. Pratt, Ph.D.  
Superintendent  
Calvin Christian School

## **2020/2021 CALVIN CHRISTIAN SCHOOL LEADERSHIP**

### ADMINISTRATION

Superintendent - Dr. Jeffery Pratt  
Upper School Principal - Mr. David Illman  
Elementary School Principal - Dr. Jeffery Pratt  
Assistant Elementary Principal - Mr. Paul Lapka  
Director of Early Education - Mrs. Heidi Vander Woude  
Director of Community Life - Mrs. Heather Souders  
Director of Athletics - Mr. Bill Stout

### SCHOOL BOARD

President - Mr. Doug Brouwer  
Vice President - Mr. Joshua Van Ee  
Secretary - Mrs. Carolyn Cooper  
Treasurer - Mr. Arnie Veldkamp

#### Members at Large:

Mr. Aaron Faber  
Mr. Karl Gailey  
Mr. Jeff Cooper  
Mr. Chris Brouwer  
Mr. John Tiersma

# TABLE OF CONTENTS

## Section 1: INTRODUCTION

School History and Accreditation	4
Statement of Faith	5
Mission Statement	5
Educational Philosophy	6
Goals and Objectives	7
Organization	7
Staff	7
Statement of Christian Conduct	8
Enrollment and Retention Policy	8
Financial	8
Admission	9-10

## Section 2: GENERAL INFORMATION

Contact information	11
Campus Hours	11
K-8 Extended Care	11
Communication Protocol	12
Photo Publication Policy	13
School Supplies	13
Problem Solving and Conflict Resolution	14
Food Services	15
Lost & Found	15

## SECTION 3: CHARACTER, SERVICE, CHAPEL

Service	16
Chapel	17

## SECTION 4: SCHOOLWIDE LEARNING OUTCOMES

Core Beliefs	18
Schoolwide Learning Outcomes	18

## SECTION 5: MEDICAL & EMERGENCY PROCEDURES

Immunizations	20
Emergency Cards	20
Medication at School	20
Nut Policy	20
Lice and Infectious Disease Policy	20
Medical Excuses	21
School Insurance	21
Crisis Management Plan	21
Emergency Drills	22

## SECTION 6: EXTENDED CARE

Extended Care	23
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## SECTION 7: BEHAVIOR, CONDUCT, DISCIPLINE

Policies Regarding Serious Public Sins	25
Substance Abuse Policy	25
Periodic Canine Campus Searches	26
Unplanned Pregnancy Policy	26
Off Campus Behavior Policy	27
Employee and Student Dignity	27
Reporting of Child Abuse	28
Attendance	28
Excused Absences	29
Dress Code Policy	30
Student Conduct	31
Steps of Discipline	32

High School and Junior High Discipline Code	33
Suspensions	33
Bullying	34
Classroom Conduct	34
Examples of Unacceptable Behavior	34
Cheating	35
Lockers and Concern for Property	35
Stealing/Vandalism	35
Nuisance Items	35
Cameras, Phones, and Recording Devices	35
Electronic Items	35
Cell Phones / Smartwatches	36
Earbuds and Headphones	37
Skateboards	37
Dangerous Items	37
Chromebooks	37
Study Hall	38
Library	38
Bus or School Van	38

## SECTION 8: ACADEMICS

Grading, K-8	40
Assessments and Homework	41
Textbooks	42
Opportunities	43

## SECTION 9: HIGH SCHOOL SPECIFICS

Grading System	44
High School Course Requirements	44
Course Requirements for NHS	45
Requirements for Valedictorian and Salutatorian	45
Honors and AP Classes	46
Requirements for Taking Online Classes	46
Dual Credit	47
Add / Drop Policy	47
Transfer Students	48
Honor Roll	47
Grade Reports and Exams	48
Standardized Testing	48
National Honor Society Membership Requirements	48

## SECTION 10: RESPONSIBLE CITIZENS

Attendance	51
Passes & Leaving Campus	52
Supervision	53
Discipline Code	53
Parking	54
Counseling	54
Advocate Program	54
Opportunities & Extracurricular	55
Eligibility for Extracurricular Activities	56
Letters and Athletic Awards Policy	58
Participation Standards	59
CCHS Traditions	61

## APPENDIX 1:

E-Learning, Online Class, and Remote/Distance Learning Policies	62
International Policy for E-Learning, Online Class, and Remote/Distance Learning Policies	65

## SECTION 1: INTRODUCTION

### SCHOOL HISTORY AND ACCREDITATION

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

Guided by Proverbs 22:6 and with a strong commitment to Christian education, members of the Christian Reformed Church of Escondido formed a Christian school society in the late 1950's. As a result of many prayers and hard work, Calvin Christian School opened its doors on September 5, 1961. Calvin Christian High School followed later and began serving students in September 1980.

Our academic program and curricula meet or exceed the prescribed standards set by the State of California and as a result, Calvin Christian School has maintained full accreditation by the Western Association of Schools and Colleges and membership with Christian Schools International.



## STATEMENT OF FAITH

Calvin Christian School serves Christian parents and their children. A variety of churches are represented at our school. The education at Calvin Christian comes from a biblical perspective founded in the Reformation. The following Statement of Faith articulates the basic biblical beliefs that form the foundation of Calvin Christian and its educational practices.

- We believe that there is only one God, eternally existing in three persons: The Father, Son and Holy Spirit. This God has revealed himself to us by his creating, preserving, and governing the universe and by the written Word of God, the Bible.
- We believe the Bible is the only inspired, infallible, inerrant, and authoritative standard for what we believe and how we live.
- We believe that humanity was created in perfection, but Adam and Eve, our first parents, fell into sin. Therefore, every person is born in sin and is corrupted in their spirits, thoughts, emotions, and wills. Apart from the work of God, we are spiritually helpless and dead in sin.
- We believe that Jesus Christ is true and eternal God. This eternal Son of God became man, died on the cross to atone for the sins of all who believe, rose bodily from the dead, ascended into heaven and sits at the right hand of God the Father. Jesus will return to earth in power and glory on the final day to judge the living and the dead. He is reigning now at God's right hand, and he sends his Holy Spirit into the world.
- We believe in the Holy Spirit who is eternally co-equal with the Father and the Son in power and glory. The Holy Spirit works to bring the dead to life by giving sinners the gift of faith and by enabling them to honor God in their lives.
- We believe in one holy, universal church founded on and affirming the teachings of the apostles.

## MISSION

The mission of Calvin Christian School, in cooperation with the home and church, is to teach the whole child from a biblical worldview, founded in the Reformation, providing children from Christian families with an excellent education for a life of Christ-centered service.

## EDUCATIONAL PHILOSOPHY

***Inviting students to be formed by God's love in Christ for a life of wonder, worship, work, and wisdom.***

Education shapes how children view and relate to the world and themselves, what fills their imaginations and enamors their hearts, and how they regard their bodies and use their minds. The Bible emphasizes the importance of training children, as the beginning years are foundational for the rest of life (Deuteronomy 6:7, Proverbs 22:6, Ephesians 6:4). At Calvin, we partner with Christian parents, along with their churches, in the formation of their children as disciples for a life of Christ-centered service. We know that our efforts must be pursued with a dependence upon God, praying for the Holy Spirit to work in their lives as we train them. The following four areas anchor Calvin's educational process from preschool through grade 12.

First, children need to pursue proper relationships with God and others. Instruction and modeling are required for children to develop a Biblical view of their worth, purpose, and duty in all of life. It is paramount that their identity be cultivated in a love and respect for God that flows out of His love for them in Christ. All of their other relationships are based on this foundation, as they learn to love and respect their parents, teachers, and all fellow image-bearers of God.

Second, children need to have hearts filled with wonder for God's world. Their natural curiosity should be nurtured through joyful exploration, yielding a life-long love for learning. Exposing children to what is true, good, and beautiful leads them to treasure and pursue these things as they grow and mature. A sense of wonder for God's creation and redemptive plan produces a desire to worship and glorify God.

Third, children need to care for and control their bodies in a way that honors God. Physical training that accords with God's design develops natural gifts and promotes healthy living. Even more, this training leads to discipline and growth in character. Everything from the fine-motor skill of holding a pencil to full-bodied athletic movements are expressions of and testaments to God's wonderful design.

Fourth, children need to cultivate thoughtful minds able to discern God's order. The training of the mind requires more than the acquisition of knowledge; it includes the process of learning how to think both with language and numbers. As children progress through different stages of maturity, the skills of interpretation, reasoning, and self-expression must be continually honed, fostering a love for true wisdom and growth in eloquence. Equipped with the tools for learning, they will be able to engage culture deeply and to serve profitably through their future work and calling in a God-honoring manner.

## GOALS AND OBJECTIVES

- Calvin Christian will offer a curriculum that provides a quality education and a knowledge of God's Word and world.
- Students will demonstrate personal growth and development in academic, spiritual, emotional and physical aspects of life.
- Students will become aware of their responsibilities as citizens by understanding the fundamental and governmental structure of society.
- Students will acquire skills and interests that encourage a life of service, enrich their lives and prepare them for the challenges of further education, future careers and family life. Informed by a Christian perspective, students will develop skills in the areas of reading, writing, communication, critical analysis, self-discipline and decision making.

## ORGANIZATION

Calvin Christian School is a parent controlled and operated organization. Membership of the society consists of parents and guardians of children attending the school and all persons who have reached the age of 18, provided that they are in agreement with Article II of the society's Constitution. Article II states, "The society and all instruction given in its school(s) is based on the infallible Word of God as expressed in the standards of the Reformed faith."

Voting members are those members of the organization who through belief and church affiliation hold to the infallible Word of God as expressed in the standards of the Reformed faith.

Calvin Christian School is governed by a nine-member board that meets regularly to conduct the business of the school. Voting members meet at least once a year to elect three board members to serve a three-year term. The voting members also adopt the proposed budget and vote on any major expenditures or projects.

## STAFF

All employees of the school are Christians who strive to live lives that reflect their Christian beliefs. All teachers and administrators are graduates of accredited colleges and/or universities and most are credentialed. Many have advanced degrees and training. Ongoing professional growth is required of all teachers and administrators.

The staff considers itself to be a partner with the Christian home. Students and parents are encouraged to discuss any problems, whether academic, spiritual or personal, as they arise. Aside from the regularly scheduled parent/teacher conferences, teachers are willing to have personal conferences as necessary. Though each teacher will work to help each child grow academically, the subject matter will never be more important than the student. Principals and administrators also welcome input from students and parents.



## STATEMENT OF CHRISTIAN CONDUCT

Calvin Christian School is a religious institution providing education in a distinctly Christian manner. As a Christian institution we expect all leaders and all school employees to promote and live lives that are consistent with our Statement of Faith and consistent with scriptural description of Christian conduct.

Every leader and employee must be a role model in judgement, dignity, respect, and Christian living. Certain behaviors are unacceptable according to biblical standards and violate the leadership and employee requirement of being a Christian role model. These behaviors which are unacceptable include but are not limited to those described in Scripture (Romans 1:18-32; Romans 12:1,2; I Cor. 6:9-20; I Thess. 4:3-8;).

Furthermore, these same scriptural directives apply to the school's admission policy, student behavior policies, discipline of students, and other policies.

## ENROLLMENT AND RETENTION POLICY

Calvin Christian School is based on the infallible Word of God as expressed in the standards of the reformed faith. These standards include the Westminster Confession, the Belgic Confession, Canons of Dort, and the Heidelberg Catechism. Students who are enrolled in the Calvin Christian School must be from families that practice their faith in their homes as well as maintain an active membership or affiliation in a church. Church membership is strongly encouraged where applicable. [At least one parent must be a committed Christian.]

Parents who apply to have their children at Calvin Christian are expected to live a lifestyle consistent with their Christian faith. Behaviors of parents that are inconsistent with a Christian lifestyle as outlined in Scripture (Romans 1:18-32; Romans 12:1,2; I Cor. 6:9-20; and I Thess. 4:3-8 for example) will be denied admission. Current parents who live a lifestyle inconsistent with Christian Biblical behavior could have their children removed from school if that lifestyle does not change.

## FINANCIAL

Parents must remain on the payment schedule agreed upon at the time of enrollment. Monthly payments must be made by the agreed upon date each month or the child(ren)'s enrollment will be considered in question and will be reviewed by the Finance Committee and School Board.

According to Calvin Christian School's board policy, if a student attends any part of a quarter and is then withdrawn or expelled, the parents/guardians are responsible for the full tuition charged for that quarter.

## ADMISSION

### **Kindergarten Admission:**

To enroll in kindergarten, a child must be five years old before September 1. All students must pass Calvin's kindergarten screening test.

### **Transfer Student Admission:**

1. Upon successful conclusion of the admission interview, the office will request a transfer of transcripts/report cards from the current school. If timing is a factor, report cards from the last two years may also be accepted.
2. All students in grades first-fifth will be tested to determine academic placement and to provide information as to how the school can best serve their needs in the upcoming school year.
3. The principal reviews the past two years of transcripts/report cards to determine placement. If placement is in question due to homeschooling, an unknown school, poor academic performance or any other reason, more information will be requested from the previous school or other resources.
4. Transferring students who are not 6 years old by September 1 and desire to enter first grade will be tested for academic readiness. The principal may also determine social maturity by reviewing the kindergarten report card and by discussing the situation with the kindergarten teacher or preschool personnel. Under-aged students may be required to repeat kindergarten to ensure first grade readiness.

### **Homeschool Student Admission:**

Calvin Christian will admit students who have been homeschooling under the conditions described below:

When students return to or enter Calvin Christian after homeschooling, the following procedures will be followed:

1. Certification indicating instruction was given under a supervised program must be provided.
2. Placement at Calvin Christian will be determined by school personnel based on the student's age and the student's performance on a recognized test to be approved by Calvin Christian school personnel.
3. Any high school credits granted will be listed on the student's transcript as "home schooling." All letter grades to be included in cumulative G.P.A. must be from a verifiable home school program.
4. A maximum of 12 high school transfer credits will be granted per year. An appeal may be made to the administration for recognition of credits above 12 in one year.
5. Credits in certain academic areas can be accepted only at the discretion of the administrator, based on passing a proficiency test or other information. Courses including a lab experience such as, but not limited to, Computer Science, Keyboarding, Physical Education, Fine Arts, Applied Science, and Laboratory Science courses would be examples of such credits needing special approval.
6. In order to receive a Calvin Christian diploma, no more than half of the total number of credits required for graduation will be granted from home school education. This must include full time attendance for the student's Junior and Senior year.

**Part-Time Students:**

Part-time students are subject to all policies, procedures, rules and expectations. Students in grades 6-12 may enroll as a part time student. Students entering grade 9-12 must be enrolled in 4 classes to be eligible for sports programs and enrolled in 2 classes to be eligible for participation in the school theater productions.

**International Student Admission:**

International students will be admitted using the same admission criteria used for local families. The Board has established a limit for the number of international students to be no more than one per classroom in elementary grades. For Junior High and High School, the number of international students shall be no more than 10% of the student body.

## **SECTION 2: GENERAL INFORMATION**

### CONTACT INFORMATION

Preschool  
1868 North Broadway  
Escondido, CA 92026  
760-520-8431

Elementary School  
1868 North Broadway  
Escondido, CA 92026  
760-489-1159  
760-489-0335 (fax)

Junior High and High School  
2000 North Broadway  
Escondido, CA 92026  
760-489-6430  
760-489-7055 (fax)

### CAMPUS HOURS

Main Office Hours: 7:30 - 4:00 p.m.  
Preschool Office Hours: 6:30 a.m. - 6:00 p.m.

### EXTENDED CARE

Elementary Extended Care: 6:30 - 7:45 a.m. and 3:00 - 6:00 p.m.  
Junior High Extended Care: 6:30 - 7:30 a.m. and 3:00 - 6:00 p.m.

Calvin is a closed campus. Therefore, all visitors must first report to the campus office where they will need to check in and obtain a visitor's pass. This requirement includes parents and guardians who pick up and drop off students during the school day.

If a student has an appointment or becomes ill and must leave school, the parent must sign him/her out in the office.

## COMMUNICATION PROTOCOL

In any family, good communication is essential to maintaining good relationships. Calvin Christian School strives to keep communication lines open in all areas by using the following tools:

### NEW PARENT ORIENTATION:

All parents new to Calvin are required to attend this meeting early in the school year. This informational meeting will outline the philosophy of the school as well as provide practical information about the school's operation, schedules, parent involvement, hot lunch and other programs at Calvin Christian.

### "BACK TO SCHOOL NIGHT":

Early in the year, the school hosts this special evening where parents can come to school and meet the teachers. At that time, the teachers explain their classroom policies and plans.

### CALVIN FAMILY MEETING:

Once a month, the Superintendent will host a Calvin Family Meeting to share

### SCHOOL DIRECTORY:

Shortly after the school year begins, each family receives an all-school directory which contains the names, addresses and phone numbers of all the teachers and the families who have students enrolled in Calvin Christian. It also contains a listing of all the staff, the school board members, CCS Service Group officers and Booster Club officers. The directory also provides class lists for each grade, a school calendar, Junior High sports schedule and information about CCS Service Group.

### INFORMATIONAL BULLETINS:

Teachers usually send home a weekly "newsletter" that highlights the topics of study and important events for the week. For students in grades 6-8, a Junior High Monday Monitor is shared home with lists of quizzes, projects, tests for the week. In addition, a Monday Bulletin is provided by the office each week. It contains special announcements and lists important events for the whole school community. It is shared home every Monday with the youngest student of each family. Additional copies are available at both school offices and on the website and Crusader App.

### WEBSITE:

Our website [www.calvinchristiane.school](http://www.calvinchristiane.school) offers current information about the school and provides access to many other school resources.

### CRUSADER APP:

Available for download on Apple and Android devices, the Crusader app is an easy to use tool with access to the school calendars, the Monday Bulletin, the Junior High Monday Monitor, send a voice memo to the principal, report and absence, get tickets for an event and more! Download instructions are available on the CCS website under Parent Central.

#### STATE OF THE SCHOOL:

Each spring a report on the progress of the Strategic Plan and other key issues will be given to the school community. The date of the meeting will be published later in the school year.

#### PARENT-TEACHER CONFERENCES:

After the first quarter of school has been completed, the office schedules parent-teacher conferences. During these meetings, parents meet with teachers to review their child(ren)'s progress. In addition, teachers are available to schedule a conference with parents throughout the year as needed.

#### CRUSADER CONNECTION

The Crusader Connection is Calvin Christian School's online portal for students and parents, grade 6-12. Students and Parents will receive a unique user login and password. This online site provides information about grades, assignments and other helpful information to parents and students.

#### PHOTO PUBLICATION POLICY

Calvin Christian School utilizes student photos in various forms of media, including but not limited to, print advertising, marketing materials, social media, and the school website. It is the policy of the school to exclude student names from photos. If a student name is requested to publish with a photo, the school will request permission before publishing.

See appendix for the Photo Publication Policy form.

#### SCHOOL SUPPLIES NEEDED

Because of the range in ages and grade levels, students in different classes will need different supplies. The teachers in grades K-5 publish a list of the specific items their students will need in the August issue of The Crusader. Students are not required to bring all of their supplies on the first day of school but should bring the items within the first week of school.

#### PROBLEM SOLVING AND CONFLICT RESOLUTION

It is our earnest desire to better establish our mutual commitment (school and parents) to support and fulfill the mission, goals, and objectives of Calvin Christian School. However, as imperfect human beings, we acknowledge that misunderstandings, disagreements, and conflicts will arise from time-to-time. In Matthew 18 Jesus provides a structure for how we, as His followers are to communicate with one another when conflicts arise.

To assist all of us (parents, students, school faculty, and staff alike) to model Christ-like behavior more completely in our communication with one another, the following outline of basic expectations and commitments has been established. All teachers, administrators, staff, and board members have carefully read this outline, have agreed that these expectations are reasonable, and are committed to using them as a guide in their daily communication and behavior with students, parents, and one another. We ask that you, as your

child's parent/guardian, also carefully read these mutual expectations and commitments and, by your signature, indicate that you will agree to use these as a guide for your and your child's communication with teachers, administration, staff, and other families.

The staff at Calvin Christian School welcomes questions and comments from parents and students. Though the staff work hard to communicate clearly and keep misunderstandings to a minimum, they also recognize that no school community, teacher or student is perfect. Occasionally problems or difficulties may arise for individual students. If this occurs and the student or parent feels an issue needs to be addressed specifically, please follow the guidelines.

*See the Parent-School Partnership Agreement in the back of this handbook.*

#### Calvin Christian's Problem-Solving Procedure

Step 1: The student or parent should first contact the staff member directly involved in keeping with the principle of Matthew 18:15-17. Most misunderstandings can be worked out by simply discussing the matter openly with the staff member first involved in the conflict.

Step 2: If, after contacting the teacher, the student or parent is not satisfied with the situation, they may contact the principal, who will review the problem and work with the teacher and student/parent to resolve the issue. The principal may also present the matter to the superintendent.

Step 3: If the previous steps have been taken and the student/parent desires a further review of the situation, the student/parent may present the issue to the school board. They may inform the board by letter or by phone. Individual board member names and numbers are listed in the school directory. They are also welcome to address the full board in person at the monthly board meeting. For very serious problems, a special meeting of the board may be called. The decision of the board is final.

#### FOOD SERVICES

Students may bring their own lunches and eat them outside at the picnic tables. If the weather is bad, students eat in classrooms or inside hallways. The school offers milk (chocolate or white) at a reduced price through a government milk program. If a student wants milk, he/she must order it through the school office.

Hot lunch is available for purchase. For elementary students, parents must pre-order hot lunch via EZParentCenter.com. Pre-order deadlines are posted in the Monday Bulletin and on the Hot Lunch page of the website. For students in Junior High and High School, parents may choose to pre-order a hot lunch, deposit funds in their lunch account (via EZParentCenter.com or by dropping funds off to the school office), or students may pay for their food at the lunch window. Junior High and High School students have the option to purchase snacks during break.

If your student is ill or not attending school on a specific day, you must call and cancel a pre-ordered hot lunch order by 9:00 a.m. in order to receive a lunch credit.

### LOST & FOUND

In order to help the school return lost items to students, coats, backpacks and other items should be labeled with the student's name. All items presumed to be lost or misplaced by students will be placed in the Lost and Found box.

Items will be donated on a timetable set by the administration. Notices will be sent home at least two weeks prior to the donation. Families will be contacted prior to donation for any clearly labeled item. The school assumes no responsibility for lost items

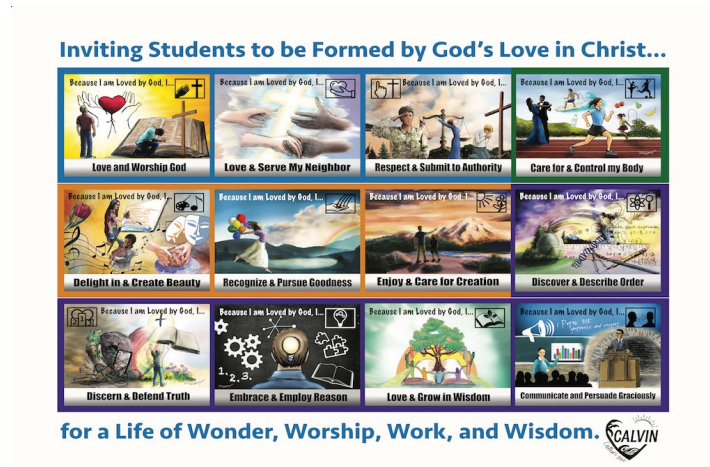


## SECTION 3: CHARACTER, SERVICE, CHAPEL

Inviting students to be formed by God's Love in Christ for a life of Wonder, Worship, Work, and Wisdom.

Because I am loved by God, I...

- Love and Worship God
- Love & Serve My Neighbor
- Respect & Submit to Authority
- Care for & Control my Body
- Delight in & Create Beauty
- Recognize & Pursue Goodness
- Enjoy & Care for Creation
- Discover & Describe Order
- Discern & Defend Truth
- Embrace & Employ Reason
- Love & Grow in Wisdom
- Communicate & Persuade Graciously



### SERVICE

#### **Parent / Guardian Service**

Parental involvement helps build community and helps keep tuition costs more affordable. Parents are encouraged to model service for their children. It helps adults and students catch the vision that service is an important part of the Christian life.

At Calvin Christian School, every family must provide 10 hours of service for the school each school year or pay \$200 in lieu of the requirements. Each family will receive a form to fill out that lists how they met their 10-hour requirement and it should be submitted to the school office by May 15 (the service year will run from June 1 to May 31). Completion of service hours cannot be carried over to the next year unless specific approval has been given. Parents, adult siblings of current K-12 students, guardians, or grandparents may complete all hours. Current K-12 students' volunteer time cannot be counted toward the requirement. All service to the school through school committees, support groups, classroom volunteers, etc. will be counted. Board members and teachers may not count committee time in their service hours. All fees collected will go toward improving the building and grounds as directed by the Property and Transportation Committee.

#### **High School Student Service**

All students will be required to show understanding, growth, and involvement in serving others. A minimum of 15 hours of service and all paperwork must be completed and received by the last day of each school year. There are three types of service and students must do at least two (2) hours of service of each type. Details and reporting forms are available on the school website. A pass (P) or fail (F) grade will be reported on the transcript.

This is a graduation requirement so if a failing grade is received it must be made up, replaced with a passing (P) grade.

If a student receives a Failing grade that (F) must be made up by completing an additional 15 hours of service in addition to the original 15 hours of service. In order to make up an F in service learning BEFORE the first day of the next school year the original 15 hours and the additional 15 hours of service must be completed and all paperwork submitted to the principal before the first day of the next school year. If that deadline is not met then the number of extra service hours increases by an additional 15 hours on the first day of each semester following the failed grade. Four (4) years of passing service learning is a graduation requirement.

### **Junior High Student Service**

All students will be required to show understanding, growth, and involvement in serving others. A minimum of 10 hours of service and all paperwork must be completed and received three weeks prior to the last day of school. Students will then make their presentations on their service learning in homerooms during the last three weeks of the fourth quarter. There are three types of service and each student must do at least two (2) hours of service of each type. Details and reporting forms are available on the school website. A pass (P) or fail (F) grade will be reported on the end-of-the-year report card.

If a student receives a Failing grade and would like to change that grade to a Pass by the first day of the next school year then they must complete another 10 hours of service and submit all of the paperwork to the principal before the first day of the next school year. After that day the grade cannot be changed.

### **Elementary Student Service**

Elementary students are developing an understanding of how to serve others by taking part in various service projects throughout the year.

### **CHAPEL**

Students at Calvin Christian School participate in chapel on a regular basis. The elementary campus gathers on one morning per week for a brief chapel service including songs, a brief talk, and announcements. The high school and junior high campus meet for chapel one day per week on separate days. Opportunities for scheduled small group Bible study and discipleship groups occur on a regular basis each month.

## SECTION 4: SCHOOLWIDE LEARNING OUTCOMES

Core Beliefs: Our purpose is to teach the whole child from a biblical worldview, founded in the Reformation. Our strong core curriculum forms the foundation for student learning. Students and staff are expected to meet high standards and to be active in the learning process.

Students are encouraged to acquire knowledge, seek truth and apply what they learn to every area of their lives. Our goal is to prepare students to become independent learners with the necessary skills and motivation for lifelong learning and service.

With that said, Calvin Christian School Students are expected to demonstrate growth in these five areas:

### Capacity for Life-Long Learning

Students develop skills that enable them to be lifelong learners, exploring God's calling for their lives and enhancing a life of Christian service.

### Christian Citizenship

- Students demonstrate Christ-like behavior.
- Students engage in service-learning activities.
- Students recognize the importance of responsible Christian stewardship on property, abilities and time.
- Students understand themselves as a part of a culturally diverse world.

### Cognitive Growth

- Students acquire a comprehensive, organized body of knowledge.
- Students become critical thinkers who:
  - comprehend and evaluate information
  - solve problems
  - draw conclusions supported by evidence
  - apply and communicate what they learn.
- Students evaluate what they learn according to God's revelation.

### Communication

- Students will read, write, speak, and listen reflectively and critically.
- Students effectively communicate their knowledge.
- Students clearly articulate a point of view.
- Students engage in significant dialogue with peers and adults.
- Students interact collaboratively with other students to reach a common goal.
- Students communicate in a Christ-like manner.

### Creativity

- Students understand that creative expression is a gift from God that should be used to glorify Him.
- Students cultivate creativity in communication, the fine arts, and problem solving that encourages others and honors God in all ways.
- Students demonstrate original thinking that reflects God's truth, goodness and beauty.

## **SECTION 5: MEDICAL & EMERGENCY PROCEDURES**

### IMMUNIZATIONS

California state law requires that no student may be admitted to school, even for the first class period, without written evidence of required immunizations signed by a physician. Immunization records will be kept on file at the school office. Medical exemptions are accepted if signed by a M.D. or a D.O.

### EMERGENCY CARDS

An emergency card must be on file for each student. On this card, parents should supply the names and phone numbers of the student's doctor and dentist and inform the school if the student has special medical problems or needs. Parents need to list three friends or relatives who can be contacted in the event of an emergency. On the card, parents may also grant the school permission to dispense Tylenol or aspirin to the student. Without specific written permission, the school will not be able to dispense either. Any allergies should also be noted.

### MEDICATION AT SCHOOL

Necessary medications may be administered by school personnel consistent with legal requirements.

### NUT POLICY

Calvin Christian School recognizes that peanut allergies represent a health and safety hazard, which can have serious consequences for those who have such an allergy. In order to keep students safe from an environment that may be harmful to them because of such an allergy, Calvin Christian School prohibits the use, serving, or selling peanuts, peanut butter or any product containing peanuts or peanut oil by students, staff members, employees, visitors, or guests of Calvin Christian School. For purposes of this policy, "Peanuts" will mean all products that use or contain peanuts or use peanut oils. This peanut prohibition will be in effect 24 hours a day, seven days a week, and will apply to anyone present in the Elementary, Junior High or High School Buildings or grounds.

When the School has been informed of a student's severe allergy to any other type of nut, through a doctor's note, we will work with the student's family to take further steps to assure the safest environment possible. Where the School is able to, the School will follow the recommendations of the student's doctor.

It is the policy of Calvin Christian School to keep an emergency action plan, submitted by a parent/guardian, on file for each student that has a peanut or other nut allergy.

### LICE AND INFECTIOUS DISEASE POLICY

To help parents better identify head lice, it is important to know that head lice are tiny, wingless, parasitic insects that live and feed on blood from your scalp. Nits are yellowish-white and remain firmly attached to the hair until they hatch. Lice are clear when hatched and then develop a reddish-brown color. Though head lice is a

nuisance, it has not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

Calvin Christian School, K-12, protocol regarding head lice:

- We will not automatically send a student home that appears to have head lice.
- We will notify the parent if nits are found on a student and will send the student home if live lice are visible and the student would benefit by beginning treatment as soon as possible.
- We will no longer be doing class-wide head checks for lice at school except when deemed necessary by administration.
- We will notify all parents of students from the campus where a suspected case of head lice was discovered (ex: Elementary, Junior High or High School).
- Students must be lice and nit free upon return to school. The student will be checked before attending classes.

Calvin has procedures in place to deal with infectious diseases. You will receive notification from school if a student in your child's class has lice, chicken pox, impetigo, pink eye (conjunctivitis), ringworm, scabies, pertussis (whooping cough) or scarlet fever. Please notify the school if your child is absent due to one of the conditions listed.

#### MEDICAL EXCUSES

When necessary, students may be excused from selected activities for medical reasons. A note from a parent is enough for a period not to exceed three days. Longer or repeated periods of non-participation will require a doctor's statement. In such cases, appropriate alternate assignments may be given.

#### SCHOOL INSURANCE

All students who participate in extracurricular activities should have health and accident insurance. The school will provide supplemental health insurance for all students for activities that take place at school or at a school event.

#### CRISIS MANAGEMENT PLAN

Plans on how to deal with earthquakes, fires and lock-down situations have been established at Calvin. A Crisis Management Plan is in place, and a Crisis Management Team has been assembled to carry out the plan and communicate information to parents as needed. The plans and procedures will be reviewed with the staff and students throughout the school year. In addition, the staff and students will participate in earthquake, fire, and lock-down drills to prepare for an actual event.

## EMERGENCY DRILLS

Students will be evacuated from the buildings when it is safe. Fire drill routes will be used. In a serious earthquake disaster, the students will be kept at school until parents check them out through the office.

Fire drill procedures are practiced at the start of school and reviewed throughout the year. Every room is supplied with a fire extinguisher and exit maps are posted near the exit doors of the room.

Lock-down and active threat procedures are practiced and reviewed throughout the year. All students are secured inside locked rooms during the drill and communication is maintained with the office.

## SECTION 6: EXTENDED CARE

The school offers Extended Care for students enrolled in CCS's Elementary and Junior High school, Monday through Friday. Extended Care is a drop-in program. Students do not need to be pre-registered. A parent may call the office to inform their student that they need to attend Extended Care if needed. Calvin Christian School does not provide Extended Care on holidays or teacher-in-service days. Afternoon Extended Care is NOT available on noon-dismissal days.

If a junior high student will be attending a CCS sponsored activity after school and will require Extended Care after the activity, special arrangements should be made with the Junior High Extended Care supervisor. Please call the main office during business hours to notify your student or the JH Extended Care office after 4:00pm at 760-705-1220.

### AM Extended Care

Kindergarten - 8th grade

6:30-7:45 a.m.

### PM Extended Care

Kindergarten - 5th grade

2:50-6:00 p.m.

Junior High (grades 6-8)

3:15-6:00 p.m.

***\* There is a \$1.00 per minute charge when a student is picked up after 6:00 p.m.***

Morning Extended Care and Afternoon Elementary Extended Care - 760-705-1489

Junior High Afternoon Extended Care - 760-705-1220

Parents must sign their children in and out of Extended Care. Students can only be checked out to adults listed on the Emergency Card unless the Extended Care supervisor receives verbal consent from an authorized parent or guardian. Only adults (18 years and older) can pick up, unless prior written instructions are given by parents.

For elementary students, if he/she is not picked up before the 3:00 bell, they will be sent to Extended Care. All Junior High students not picked up by 3:15 will be sent to Extended Care.



**Rules**

All school rules are applicable when students are in Extended Care. Here is a short list of general rules:

- Student language and conversations will be appropriate.
- Vulgar or blasphemous language will not be tolerated.
- There will be no physical contact made with another student.
- Students will treat each other with kindness and respect.
- Students will be respectful to supervisors and other adults.
- Stealing is not tolerated.

**Discipline**

All school procedures regarding discipline and behavior, including use of electronics and phones, are applicable for Extended Care. See Section 8 below for more details.

**Billing**

Families will be billed at the end of each month during the school year.

## **SECTION 7: BEHAVIOR, CONDUCT, AND DISCIPLINE**

### GENERAL PROCEDURES FOR POLICIES REGARDING SERIOUS PUBLIC SINS

Christian Schools are institutions for sinners, redeemed, but nevertheless sinners. Policies regarding certain public serious indiscretions such as, but not limited to, premarital sexual activity, alcohol and drug use, and others need to be addressed. The policies and administration of the policies should reflect discipline and love. The admission of indiscretion by the guilty party and the effect on the rest of the student body should be considered when decisions are made regarding continued attendance and conditions for that attendance.

Even though a student has sinned, it is preferable that the student should be in school to benefit from a sound Christian academic program provided by caring Christian adults. Students should not be deprived of a Christian education only because of their sin. A young person who has seriously erred will need the support, compassion, and the wisdom of the Christian community. In addition to helping young people recognize behavior as sinful, confessing that sin, and accepting God's forgiveness, we should give support and guidance as decisions concerning the future are made and perhaps the lives of others are affected.

Students may not be able to continue in school. To be considered for continued attendance they must acknowledge their sin. In all situations the school will strive to avoid the perception that the sin is acceptable. If the student remains in school, the role of the student in activities needs to be examined carefully. Restrictions may be made to impress upon the student that the direction of his or her life has changed. Adult decisions that require much thought, counseling, and prayer are necessary. The school may need to limit activities in order to direct student time and attention to these decisions and responsibilities rather than in extra-curricular activities.

If expulsion takes place, it will be because the school, working with church and home, has made a difficult decision that it is best for the student body and perhaps even the student involved. In all recommendations of expulsion, the school will carefully consider its decision in the light of Biblical guidelines. The main goal is to restore or establish a proper relationship with Jesus Christ.

### SUBSTANCE ABUSE POLICY

Calvin Christian School is interested in promoting values and behaviors that are consistent with a Christian lifestyle. Any student in possession of, under the influence of, using or contributing to the use of non-prescribed drugs (including tobacco and alcohol) or drug paraphernalia, controlled substances or hallucinogens at school or any function in which Calvin Christian is involved shall be subject to school discipline. Any violation of the Substance Abuse Policy shall be reported to the administration. Discipline procedures for a violation of the Substance Abuse Policy are as follows:

Upon suspicion of use:

1. The parent will be contacted and involved.
2. In certain situations, the student may be reported to the police.

3. The administration has the right to require the suspected student to take a drug test at the expense of the parent. Repeated tests may be required. Test results must be forwarded to administration.

#### 1st Offense:

1. The parent will be contacted, and an immediate conference will take place. An immediate
2. 1-5 day suspension (or as befits the offense) will be made.
3. One or more faults will be assigned.
4. Church authorities will be involved when appropriate.
5. Police will be involved when appropriate or when required by California law.
6. The student's status and participation in co-curricular activities will be determined in conjunction with the family, administration and counselor and will be consistent with other school policies. Discipline may include the possibility of exclusion from school sponsored events such as student council events, Christmas Dinner, Junior-Senior Banquet, Senior Trip, Grad Nite and the graduation ceremony.
7. Students may be required to obtain testing and qualified counseling at the expense of the parent until such time as determined by both parent and administration to be enough.
8. Selling, providing, transferring, arranging or negotiating any sale, provision or transfer of any illegal substance will be considered more serious offenses.
9. A recommendation for permanent expulsion can be made at any time.

#### 2nd Offense:

The administration will bring a recommendation to the Board regarding further attendance. This recommendation can include repeating previous steps listed under the 1st offense or stricter recommendations.

#### PERIODIC CANINE CAMPUS SEARCHES

Calvin Christian does reserve the right for the school to search all vehicles, lockers, backpacks, purses, duffle bags, and persons for tobacco, alcohol, drugs, and contraband of all types when on campus or in conjunction with a school sponsored activity, including the use of professionally trained enforcement dogs. The goal of this policy is not to "catch" students doing wrong, but rather to discourage tobacco, alcohol, and drugs from being on campus thus making them less available. If anything is found by a detection dog, we will deal with it according to the discipline guidelines in the parent and student handbook.

#### UNPLANNED PREGNANCY POLICY

Both student fathers and student mothers may be considered for continued education at Calvin Christian. The following policy and procedures extend to those who choose to get married or decide not to get married. Abortion is not considered a Biblical option.

1. When the school becomes aware of a pregnancy the administration will meet with the student(s) and student's parents. Students will be given assistance, when appropriate, in informing parents.

2. In the conference with the student and his/her parent(s) the discussion will include but not be limited to the following:
  - a. The recognition and confession of sin by the student(s) and parents.
  - b. The goals of the student(s) and parents and their commitment to school policy and procedure.
  - c. The attitude of student(s) and parents.
  - d. The attitude of the student(s) to the student body and student body response.
3. The administration may contact the student's pastor to discuss the spiritual condition of the student and parent and to form a cooperative plan for reconciliation and healing.
4. After the conference the administration will assess the student's recognition of sin, commitment to a restored life, cooperation with the educational goals of Calvin and the administration. After consultation with appropriate school officials, the administration will make a recommendation regarding further attendance to the School Board.
5. Recommendations regarding further attendance will include the following:
  - a. Student's participation in co-curricular and other school activities. Students may appeal to the administration for resumed involvement in activities after the birth of the child.
  - b. Requirements for counseling.
  - c. Length of attendance at Calvin Christian.
  - d. Requirement that student fathers and mothers must meet all academic requirements in order to graduate or receive credit.

#### OFF CAMPUS BEHAVIOR POLICY

Calvin Christian School reserves the right to administer appropriate disciplinary measures for severe misbehavior of students which occurs off campus. This includes activity which may or may not be school related.

#### EMPLOYEE AND STUDENT DIGNITY

Calvin Christian School intends to provide its employees and students with an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments or actions because of race, national origin, age, sex, physical characteristics or disability, and that violates the person and scriptural principles is not permitted.

Calvin Christian School does not condone or allow harassment of others by employees, supervisors, students or other persons who may be present in our facilities. Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate superior. Students may report to a teacher, counselor or administrator. Employees may report to any building administrator. Each report will be given serious consideration and investigated thoroughly. Appropriate action will be taken to eliminate such harassment. All reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report.

Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of termination (for employees) or expulsion (for students).

The following guidelines help define what is appropriate behavior. The following acts are judged by Calvin Christian as being inappropriate:

1. Using vulgar, profane, belittling, snide, or intimidating language to students or teachers in their hearing.
2. Making sexual innuendo to students or dressing in ways that might readily be construed as sexually provocative to students.
3. Teachers meeting a student at a location in school or outside of school that is not easily observed by another adult.
4. Teachers touching a student in a place or in a lingering manner that could readily be interpreted as a sexual advance.
5. Students making unwanted sexual advances.
6. Grabbing, pushing, slapping, poking, or physically touching a student in a manner that could be readily construed as violent and motivated by anger.
7. Teachers being in a car alone with a student without the expressed consent of the student's parents.
8. Teachers using controlled substances illegally or inappropriately when involved in a student activity.
9. Behaving in a way that does not respect another's bearing of God's image.

#### REPORTING OF CHILD ABUSE

Calvin Christian School will follow state guidelines in reporting any suspicions of child abuse to the appropriate authorities. Any student who feels that he/she is being abused should report the situation to a teacher, counselor or principal. All reports will be investigated by school or government authorities and appropriate steps will be taken.

#### ATTENDANCE

The Elementary School day runs from 8:05 a.m. – 2:50 p.m. Regular attendance is vitally important for a successful school experience. Absences should be avoided if possible. Absences will be recorded on the permanent record. Calvin Christian School allows students a maximum of 15 absences per semester. A letter will be sent home when a student reaches 9 absences. Students arriving on campus between 8:10 a.m. and 9:00 a.m. will be marked tardy. Students arriving after that time will be marked either a half or full day absent. Promptness to class is very important. Students are to be in their seats and ready to work when the bell sounds. Tardies will be assessed for being late for school.

#### **Elementary School:**

Students arriving on campus between 8:10 a.m. and 9:00 a.m. will be marked tardy. Students arriving after that time will be marked a half or full day absent. A letter will be sent home when a student reaches 9 tardies in a semester. Tardies will be recorded on the student's permanent record.

#### **Junior High and High School:**

Students receiving three unexcused tardies will be given a discipline hour.

## EXCUSED ABSENCES

### **Elementary School:**

When a student is ill, the parent should notify the school office by phone on the morning of the student's absence. The parent may request that the student's assignments be sent to the office for pickup or that they be sent home with a relative or friend. Teachers will make every effort to get the student's homework ready. Because of time pressures, they may not be able to do so for a student absent only one day. Students will be expected to make up for any missed work as soon as possible. Teachers who have specific guidelines for making up work will convey them to their individual classes.

### **Junior High and High School:**

Steps to follow when absent or arriving late:

1. A parent must call school before 9:00 a.m. on the day of the student's absence or late arrival.
2. If a student is tardy, he/she must stop at the office for an admit slip before going to class.
3. When absent for an appointment a parent should notify the school at least a day in advance
4. whenever possible

### **Rules for making up assignments:**

1. If a student is sick for more than one day, a parent may call the office to ask for assignments. Teachers will have assignments in the office by 3:30 p.m.
2. Parents and students are responsible to see that all missed assignments are completed in a timely manner. Students are allowed one additional day for each day missed due to sickness to complete assignments.
3. Students are expected to complete all of their assignments on time. If an assignment is not complete or is done poorly, he/she will be assigned to a Friday homework hour from 3:00 - 4:00 p.m.

### **Prearranged Absences:**

An arranged absence will be permitted with parental consent and with prior consent of the principal. Approval for a prearranged absence needs to be given well in advance. The following guidelines should be observed:

1. Avoid any unnecessary absences from school. Students miss a great deal when absent from classroom instructional time. Even the best students cannot make up work on their own when they did not have the benefit of classroom instruction, especially if they miss a test or the introduction to a unit.
2. Parents should endeavor to confine trips and vacations to school vacation days.
3. Parents are responsible along with their child to see that homework is completed without delay upon return to school.
4. The teacher(s) will cooperate as much as possible in assigning the student advance work. However, this is not always possible, as some work cannot be prepared in advance. Also, teachers cannot always gauge the exact speed of progress a class will make in covering material. Make- up work takes longer to correct, so feedback to the student on those assignments may be delayed.
5. In some cases, teachers may find it best to give the student special assignments.
6. The student may not receive credit for assignments that are not completed by the due date.

### **Unexcused Absences:**

Penalties for unexcused absences can include any or all of the following:

1. An "F" grade will be given for all work missed during unexcused absences, but the work must be made up for the information.
2. Discipline hours will be assigned for unexcused absences.
3. Faults may be assigned.

In Junior High, first period tardies constitute a special situation. In order to establish good morning habits only 6 delayed arrivals per semester can be excused by an acceptable note of explanation from a parent or phone call that must be received that morning. After six first-period tardies, each subsequent tardy will be assessed, regardless of the reason. A discipline hour will be given for every three unexcused tardies per semester.

### **DRESS CODE POLICY**

The students at Calvin Christian School are a witness to our community, so their dress and appearance should reflect their Christian lifestyles. The purpose of the dress code at Calvin Christian School is to set boundaries where students have the freedom to express their individuality while maintaining modesty and proper standards for a Christian learning environment and honoring and reflecting the image of Christ. Extremes in dress or grooming are not acceptable when they are perceived as challenges to accepted standards, draw undue attention to the individual, or distract from education.

The school relies on parental judgment in most decisions of dress and asks parents to guide their students to make neat and discrete choices.

We require the following:

- All clothing must be appropriate – clean, in good repair (not torn, tattered or with holes, etc.), modest, not distracting.
- Hair must be neat, well-groomed and moderate.
- Accessories (including backpacks and binders) should reflect the same principles as clothing.
- NO FLIP FLOPS. Shoes, or sandals (with a heel strap) must be worn at all times.

The following guidelines are not an exhaustive list but should help further define the above standards:

1. Dresses, skirts, and shorts must be modest in length – longer than extended fingertips. Shorts must be worn under dresses and skirts. [Here's a good test: place arms at your side and the hem must extend beyond the longest fingertip.]
2. All shorts must be of modest length; students in junior high and high school must have at least an inseam of 4 inches.
3. The following examples are considered inappropriate:
  - Swimwear, pajamas, frayed or cut-off clothing
  - Clothing which promotes questionable products, activities, lifestyles, or musical groups
  - For boys: tank tops, sleeveless shirts, plain white T-shirts
  - For girls: any skintight clothing not covered with another article of clothing.

- i. Example: Yoga pants and stretch pants
4. Hair coloring must be natural in color, style, and application.
5. A boy's hair may not be longer than the bottom of the collar nor worn in any hair style that draws undue attention, like a ponytail or mohawk.
6. K-10: Boys must be clean-shaven, and sideburns may not extend below ear bottom.
7. Undergarments must be worn and may not show. Sports bras included.
8. Girls may not show cleavage (standing or sitting) or bare midriff (when standing). Here's a good test: Extend your arms parallel to the floor and make sure you are covered.
9. Hats, hoods, or sunglasses may not be worn in the classroom, library, or chapel spaces.
10. No visible body piercing or tattoo is acceptable except for modest ear piercing for girls.

Dress code standards apply to all school events, including concerts, sporting activities, and extra-curricular gatherings.

It is the responsibility of students and parents to see to it that the dress code is followed. Teachers will address violations when they observe them or send the student to the administration. In addition to daily observance of the dress code by the faculty there may be random dress code checks throughout the year. The administrator's judgment is final as to what is or is not appropriate.

#### **For Junior High and High School:**

When a dress code violation occurs, the student must change into alternative clothing which the office will provide. Offensive clothing will be confiscated for the day and a discipline hour assigned. If a violation occurs during the last two weeks of the fourth quarter, a discipline hour is automatically assigned.

#### **STUDENT CONDUCT**

The items in this section do not necessarily make an exhaustive list. Certain conduct and penalties are outlined in order to establish the tenor of our community and to encourage conduct that is honoring to Jesus Christ.

Discipline at Calvin Christian School is an act of love modeled on Christ's dealing with his disciples. God loves us enough to discipline us. (Psalm 94:12, Proverbs 3:11-12, Hebrews 12:6, Hebrews 10-11). We who are placed in authority over children by God and parents follow the advice found in Proverbs 13:24 and Proverbs 23:13, realizing that we will be called into account for our discipline (Hebrews 13:7) and recognizing the importance of the task. We expect students who attend Calvin Christian with the help and grace of God in Christ to follow the Great Commandment to love God with all their heart and to love others as themselves (Matthew 22:37-39).

We recognize and accept the responsibility to nurture and guide students in their academic, spiritual, and social development. For this reason, we seek:

- to structure classroom learning in such a way that teaches and provides opportunity to practice discipleship.
- to model responsive, responsible discipleship for children.



- to establish wise expectations and limits that encourage respect for God, others, and his creation; including other students, teachers, learning, time, property and equipment and more.
- to enforce these expectations consistently.
- to deal with infractions of expectations and limits in ways that respect children, that helps them to reflect on what they have done and to participate in making remedy; that uses natural consequences when possible; that ensures the safety of others and the integrity of the learning situation.

### STEPS OF DISCIPLINE

Note: All levels below are under the discretion of school staff (duration, time given, and severity). Please use the steps as guidelines.

Students will be disciplined in a spirit of love, concern, and restoration. It will include counseling and prayer as appropriate. Discipline will be administered as personally and discreetly as possible (Matt 18:15). Parents will be informed by a note, phone call, or e-mail, depending upon the severity of the disciplinary action. At times the parents will be asked to participate in the discipline process.

Teachers at Calvin Christian take responsibility for classroom management and discipline in their classrooms with the support of the principal and in communication with parents. Students are expected to know the specific rules and guidelines established by their teacher and will be expected to abide by them. If it is determined that a student is not responding to the teaching and discipline of the teacher(s), the following steps may be taken (depending on situation, order of discipline may vary):

1. **Teacher In Class:** The teacher deals with the infraction in an appropriate manner. This might include a warning, time-out, removal of privileges, assigning of extra tasks, or other disciplinary actions worked out between the teacher and student(s). Parents will be notified depending upon the severity of the infraction.
2. **Teacher Involves Principal:** In the event that the teacher feels they need more support, the student is sent to the school office. A conference with the principal will occur, and if the circumstances warrant, appropriate disciplinary action will be taken and a student discipline report will be recorded. Parents will be notified.
3. **Principal Involves Others:** When a student continues to be sent to the principal, a conference with the parent(s), teacher, the student, and principal will be scheduled. A plan will be developed in order to help correct the behavior and bring about restoration.

A note on suspension: It may be determined that a suspension is warranted. A suspension, either in-school or at-home, unfortunately results in missed class time and may have a negative effect on grades. However, any and all missed work must be made up and turned in, including the taking of tests, on the day the student returns in order to receive full credit. If extra time is given, the typical late penalties, as determined by the individual teacher, will apply. It is the student's responsibility to find out what work was missed.

The School Board retains the right to re-interview families at any time upon the recommendation of the principal or superintendent. The purpose of this interview is to reconsider the enrollment of the student.

### HIGH SCHOOL AND JUNIOR HIGH DISCIPLINE CODE

The joyful Christian is disciplined. Student life at Calvin Christian School should reflect this. When discipline problems arise, the discipline code provides a way for teachers, parents and administration to work together to solve these problems.

Our discipline code, called the "Fault System," has two parts: discipline hours and faults. All students begin each semester without discipline hours or faults. Classroom misconduct, disrespect and profanity are some examples of behavior that warrants the assignment of a discipline hour. **Three discipline hours equal a fault.** A student may also be given a fault for flagrant disrespect, defacing of school property, cheating, etc. All faults must be approved by the principal.

Discipline hour (DH) is scheduled from 3:00 to 4:00 on Wednesday afternoons. Students serving discipline hours are at the disposal of the teacher in charge, who may employ them in any manner he/she finds suitable or beneficial for the school. **If a student cannot stay for an assigned DH, he/she must present a written notice from his parents or have his/her parents call the principal. Failure to appear without prior notice will result in an additional hour being assigned.** All Discipline Hours must be served each semester before report cards will be given.

The procedures and penalties of each of the faults are as follows:

First Fault: Students will have a conference with the principal. Parents will be notified by the principal.

Second Fault: Parents and students will have a conference with the principal. Students will serve a one-day in-school suspension. One-week suspension of all extracurricular activities.

Third Fault: Parents will be notified by the principal by phone. Students will serve a 3 day in-school suspension. Two-week suspension of all extracurricular activities.

Fourth Fault: Parents will have a conference with the principal. Junior High staff and principal will meet to determine possible recommendations of students being expelled. Suspension of all extracurricular activities if not expelled.

### SUSPENSIONS

A suspension, either in-school or at-home, unfortunately results in missed class time and may have a negative effect on grades. However, any and all missed work must be made up and turned in, including the taking of tests, on the day the student returns in order to receive full credit. If extra time is needed then the typical late penalties, as determined by the individual teacher will apply, unless special arrangements are made by the

principal for extended time to complete the make-up work. It is the student's responsibility to find out what work was missed.

The School Board retains the right to re-interview families at any time upon the recommendation of the principal or superintendent. The purpose of this interview is to reconsider the enrollment of the student.

### BULLYING

For the purpose of clarity and understanding between students, parents, and teachers about the important issue of bullying, the following definition will be used:

*The use of superior strength and power (physical, verbal, social) to inflict repeated and intentional harm upon another for no reason along with the threat of further harm. Most serial bullying is not the result of misunderstanding or mutual conflict, but about the pleasure some receive when dominating, harming, and humiliating another person. Bullying happens when a person, or a group of people, repeatedly and on purpose say and do things to someone who has a hard time defending himself or herself.*

This definition is from our 6th-grade anti-bullying curriculum, *The Protectors - Freedom from Bullying*, which is intended to be shared in chapels, assemblies, and in small groups with all our students K-12 throughout the year. The goal of the curriculum is to help students learn how to alter the atmosphere that allows bullying, learn behavior that brings God's love and perspective into bullying situations, and learn how God calls each of us to love and care for others.

### CLASSROOM CONDUCT

Student conduct within the classrooms should express an attitude of respect for the instructor and a willingness to obey his/her guidelines. Food and beverages (other than water) are not allowed to be consumed in the classroom during class sessions, though snacks may be allowed at designated times. Any item brought into the room which proves to be disruptive may be confiscated without return.

### EXAMPLES OF UNACCEPTABLE BEHAVIOR

1. Lying is a serious breach of trust and will be confronted and appropriately dealt with.
2. The use of vulgar or blasphemous language will not be tolerated.
3. The public display of affection is not appropriate.
4. Ongoing harassment (bullying) or fighting.
5. The unauthorized use of the school's name or school personnel (ie. Internet postings).
6. Reckless driving on or around campus, including the parking lot, will result in a \$25 fine for the first offense.

Penalties for unacceptable behavior can include any or all of the following: contacting parents, a discipline hour, a fault, and a suspension. Further occurrences will result in increased penalties.

## CHEATING

Any form of cheating (including plagiarism) will result in an “F” on the assignment or test for all involved, notification of parents, and other discipline. A second offense in a semester, in addition to the “F”, may include further discipline.

## LOCKERS AND CONCERN FOR PROPERTY

Students may not leave books, coats or other personal belongings in the hallways. All such items must be kept in the lockers provided by the school (6th-12th grade only). Items left on the floor will be confiscated and payment will be required for their return. Student lockers are subject to search at any time for any reason by a member of the staff. Lockers must be kept clean, neat, and free of any writing, stickers, etc. Locks are available for \$5.00

## STEALING/VANDALISM

A student who willfully destroys, steals or damages classmates’ property or school property must make full restitution or payment for the damage, and is subject to discipline, including possible suspension.

## NUISANCE ITEMS

Items not allowed at school include air-soft guns, knives, lasers, lighters, and water pistols. Any of these or similar items brought on campus will be confiscated.

## CAMERAS, PHONES, AND RECORDING DEVICES

Students are not allowed to record audio or video of other students, classrooms, teachers, staff or any other situations on school property during the school day (including on field trips) for any reason with the exception that faculty may grant permission for specific student projects. Violations will result in loss of the device until a meeting with parents and may include further discipline depending on circumstances. The school reserves the right to review and/or erase all recorded content on the device before returning it. Cell phones and other personal electronic devices are also subject to this policy. There shall be no posting of pictures by any device without permission.

## ELECTRONIC ITEMS

Personal electronic items that are taken to school should stay in a student’s backpack until the student leaves the school grounds, including portable video game players or music devices. Any items like those mentioned that are taken out during the school day may be confiscated by the classroom teacher and not returned until the end of the day.

## CELL PHONES/SMARTWATCHES

(and any iPad or device that could be used as a phone)

### **Elementary**

It is understood that student cell phones have become an important convenience for parents, however, cell phones can also be used very inappropriately in school. All cell phones and devices with WiFi access may not be used during the school day starting when a student arrives on campus to the end of the school day at 3:00 p.m. They should be turned off the whole day.

### **Junior High**

It is understood that student cell phones have become an important convenience for parents, however, cell phones can also be used very inappropriately in school. All cell phones and devices with WiFi access may not be used during the school day starting when a student arrives on campus to the end of the school day at 3:00 p.m. They should be turned off the whole day.

Personal WiFi networks from mobile phone hot spots or any other devices are prohibited as they interfere with the school WiFi service.

**1st Offense:** the cell phone is taken for 24 hours / or a Discipline Hour will be given if they want to have the cell phone back at the end of the school day.

**2nd Offense:** the cell phone must be picked up by the parent and a Discipline Hour is given.

**3rd Offense:** a Discipline Hour will be given, the cell phone will be returned to the parent and the student may not have a cell phone at school for a week.

**Continued offenses:** a Discipline Hour will be given, the cell phone will be returned to the parent and the student may not have a cell phone at school for a month or more.

The purpose for this stricter policy is that cell phones are becoming widely used inappropriately in the classrooms (texting) and could be used to cheat or disrupt other students' education.

Cell phones may not be used as a translator during school. If a student needs a translator then they may only use a device whose only purpose is as a translator, not with the capability to take pictures, email, or share information with another device.

### **High School**

It is understood that student cell phones have become an important convenience for parents, however, cell phones can also be used very inappropriately in school. They may be used at school ONLY during

break and lunch, OUTSIDE OF THE BUILDINGS, NOT in classes or in-between classes, until the end of the school day.

Personal WiFi networks from mobile phone hot spots or any other devices are prohibited as they interfere with the school WiFi service.

**1st Offense:** the cell phone is taken for 24 hours / or a Discipline Hour will be given if they want to have the cell phone back at the end of the school day.

**2nd Offense:** the cell phone must be picked up by the parent and a Discipline Hour is given.

**3rd Offense:** a Discipline Hour will be given, the cell phone will be returned to the parent and the student may not have a cell phone at school for a week.

**Continued offenses:** a Discipline Hour will be given, the cell phone will be returned to the parent and the student may not have a cell phone at school for a month or more.

The purpose for this stricter policy is that cell phones are becoming widely used inappropriately in the classrooms (texting) and could be used to cheat or disrupt other students' education.

#### EARBUDS AND HEADPHONES

Students may only use earbuds or headphones during class in conjunction with their Chromebook. No Bluetooth or wireless earbuds are allowed during the school day.

#### SKATEBOARDS

Skateboards, roller blades, scooters, bicycles, etc. can only be used for transportation to and from school. Bicycles should be locked up during the school day. Skateboards, roller blades, and scooters must be checked in at the school office.

#### DANGEROUS ITEMS

Items which could be used to threaten or cause harm may not be brought to campus, including the parking lot. Any violation may result in severe discipline.

## CHROMEBOOKS (6th-12th grade)

Each student must bring their headset and Chromebook to school every day. The Chromebook must be fully charged.

1. Your family is responsible for the replacement cost of the Chromebook in the case of loss or theft
2. Fees for breakage:
  - a. First time: No charge
  - b. Second time and subsequent breakage: Cost of repair
  - c. Chromebook breakage must be immediately reported to the Tech Office.
3. Chromebooks MUST be stored in the supplied cases, no other item besides the Chromebook may be stored in the case, they should never be stored with the touchscreens facing out, and they should not be transported in backpacks.
4. Email accounts of students are monitored, and must be used in a Christ-like manner. Students must check their school email at least once per week, but checking daily is encouraged and may be required for some classes.
5. They must keep their Chromebook protected from damage and safe from theft.
6. Chromebooks are for use only during class time and not during free, unmonitored times while on campus (such as before and after school, between classes, breaks, and at lunchtime.)
7. Discipline Policy:
  - a. Students who forget to bring their Chromebook to school, or bring it without a sufficient charge, or leave it out unattended on campus, or store it in the case with the touchscreen facing out, will receive a discipline hour after a total of three occurrences of these infractions.
  - b. If 2 discipline hours for this offense occur the student and parents will meet with the principal.
  - c. Using a Chromebook inappropriately during class time will result in discipline ordinary to each teacher.
  - d. After the end of the second and fourth quarters these limits will zero out for a fresh start.

## STUDY HALL

Study hall periods are to be used for quiet study and reading. Students may not work together unless permission is granted by the study hall supervisor. Assigned seating will be provided for study halls. If a student does not have homework to do or proper reading material available, he/she will be assigned a special writing project using the resources of the library.

## LIBRARY

Library privileges may be suspended for students who do not cooperate with the following rules:

1. Library study hall is for quiet study time only. Those not studying quietly will be asked to leave. Disruptive students will receive discipline hours.
2. Books and magazines must be cared for properly. Students damaging library materials will be charged the replacement cost.

3. A book can be checked out for a two week period. A fine of 10¢ a day will be charged for overdue books.
4. Magazines and reference books may be checked out of the library for a short period of time.
5. All library fines must be paid and books returned before report cards will be issued.

### BUS OR SCHOOL VAN

Section 14263 of the State Regulations for Pupil Transportation says: Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across the street. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation.

#### **Rules for Bus/Van**

1. Wait for the bus/van to make a complete stop before loading or unloading. There must be no pushing or shoving while waiting in line. Line up in single file while waiting for the bus/van. When boarding the bus/van go directly to your seat and remain there until you reach your destination.
2. Act in a Christian manner, showing courtesy and consideration, while riding the bus/van. Shouting, loud talking, gossiping, spitting, name calling, rowdiness, etc., will not be tolerated.
3. Bad language is not allowed.
4. Always sit facing forward. Keep your hands, head and arms inside the bus/van at all times. Windows will be lowered only with permission from the driver.
5. Do not eat or chew gum on the bus/van.
6. No glass containers (such as dinner plates, cake dishes, casseroles, ceramic containers) will be allowed on the bus.
7. Throwing litter from the windows is against the law and will not be tolerated.
8. Never tamper with the bus/van or any of its equipment.
9. Obey the driver in every situation.
10. Everyone must be absolutely quiet at railroad crossings.



## SECTION 8: ACADEMICS

Calvin Christian offers a full, well-rounded curriculum to all students. All subjects are taught from a Christian perspective.

### GRADING

The following grading scale is used in grades 3 - 8. Teachers may adjust the scale slightly depending on the difficulty of the material. As appropriate, the grade given may also reflect the student's effort and attitude. In grades K-2, letter grades will not be used.

#### Grading System

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

Incomplete: Under special circumstances an "I" for incomplete will be given. In such a case the student has two weeks to complete the work. If work is not completed the "I" grade will become an "F."

Cumulative G.P.A. is calculated using each of the quarter grades but not the final grades through 8th grade.

#### **Honor Roll:**

For students in grades 6-8, after each quarter of the school year, the grade averages of the students are reviewed. Those students who achieve an average GPA of 3.00 or better, and no D's or F's for that quarter will be listed on the Honor Roll.

Benchmark Scale for Grades K - 5 (grades for K-2, skills for 3-5):

4 = Exceeds Grade Level Expectations

3 = Meets Grade Level Expectations

2 = Approaching Grade Level Expectations

1 = Below Grade Level Expectations

Progress reports are sent by mail at the five week point of the first quarter. They are then sent home at the five week point of each following quarter as necessary. In some elementary grades, parents will be contacted by phone or email. Report cards are sent home with students at the end of each nine-week period. Special arrangements must be made with the office to have them mailed home. Also, please notify the office if your child needs more than one copy due to family circumstances.

## ASSESSMENTS AND HOMEWORK

### **Academic Testing Program:**

Twice a year, in the fall and in the spring, all students in Kindergarten through 8th grade will take a national standardized test, the (MAP) Measures of Academic Progress. Results will be shared with families upon completion.

### **Homework:**

New material is first taught in class. When the teacher is assured that the students have enough understanding and skill to succeed independently, homework may be assigned as practice, review, and / or application. Homework is an important component of education at Calvin Christian School. Teachers will keep in mind the available time to do homework and church related activities that impact a portion of their class.

First through fifth grade homework assignments should average about 10 minutes in first grade up to 50 minutes per day in fifth grade. Fifth grade Band students will also be required to practice their instrument for 15 minutes each day.

### **Junior High Homework Hours:**

Teachers are encouraged not to overdue homework time. Also, students are provided ample time during school hours to work on homework. Some students may take a slightly shorter or longer time) of homework a night from the core content areas. Studying for tests may add time to homework. Junior High Band students should also expect to continue the habit of practicing their instrument daily. Teachers provide review guides before tests. Teachers work together to avoid scheduling more than two tests for students on any given day, but exceptions may occur out of necessity, especially near the end of the grading periods.

If a student does not turn in homework, a teacher may assign that student a homework hour to be served from 3-4 p.m. on the upcoming Wednesday afternoon. Notices will go out on Monday and once a Homework Hour is assigned the student is required to attend even if the missing work has been completed.

Grade 8 students will have mid-year and end-of-the-year exams to help prepare them for high school. They will receive review materials to help prepare for a scheduled exam a week prior to the exam.

**Division of Responsibility of Homework:**

<b>TEACHER</b>	<b>STUDENT</b>	<b>PARENT</b>
To give assignments that the students/class can do without parental assistance.	To make sure assignments are received and understood.	To help students plan their time so that their schedule allows sufficient study time on a regular basis.
To assign work only after careful consideration of student/class needs, maturity, and ability.	To bring home necessary books and materials.	To provide a working environment that fits the students' needs.
To adequately prepare and properly motivate the student/class prior to assigning the work.	To do work neatly and legibly.	To encourage the child and to be understanding. To insist that the work be done with a positive attitude.
To report progress to both the child and the parents.	To show completed assignments to the parents.	To help the student but not do the work for them. Help the student to understand the idea or concept, memorize the fact, or gain the skill.
To contact parents and keep them informed when students are not completing a satisfactory number of assignments.	To complete and return assignments when due.	To check that homework has been completed and returned when due.

**TEXTBOOKS**

All textbooks needed for classes will be available from classroom teachers on the first day of school. Non reusable supplementary books may need to be purchased by the students.

Books are returned to the teacher at the end of the school year. For excessively worn or damaged textbooks, a fine will be assessed to the student.

## OPPOR TUNITIES

### **Fine Arts Festival:**

Each year students in grades 5-8 take part in the Fine Arts Festival. They compete with their classmates in categories of art, drama, writing, speech and music. Winners of the local competition go on to compete with students from other Christian schools at the Regional Fine Arts Festival.

### **Field Trips:**

Field trips provide a different environment where students can learn and socialize outside of the classroom. Parent chaperones are welcome to attend as outlined below:

- For safety and liability reasons and to minimize any potential distractions, parent chaperones (and guardian who accompanies the class) are not allowed to bring siblings with them on any school field trip. There are no exceptions to this policy. The school recognizes that while all field trips are valuable experiences for students, some outings are more educational in nature while others are more social.
- The teachers reserve the right to limit the number of chaperones that attend educational field trips. For other field trips, teachers reserve the right to limit the number of chaperones to one parent/guardian per student.
- In cases where the number of chaperones is limited, the teacher will give the designated Room Parents priority when determining who will attend.
- For planning purposes, parents should communicate with the teacher well in advance (at least five school days) if they would like to accompany the class on the trip. The teachers cannot guarantee a parent's attendance without prior notification.
- Chaperones will need to sign a liability waiver concerning medication usage.

### **Celebrating Special Occasions:**

The teachers at Calvin Christian are always happy to celebrate special occasions with their students. Each year the room mothers organize the class Christmas party and the teacher's birthday party. Students are welcome to observe their own birthdays by providing a treat for their entire class. Parents should contact the teacher in advance to schedule a time. Birthday invitations should not be distributed at school unless every classmate receives one.

### **Junior High Athletics:**

All Junior High students participate in an intramural program. The seventh and eighth graders, and on rare occasions sixth graders, may compete in a sports league with local schools. Tryouts happen for each seasonal sport after school several weeks before the first game. Practices are usually on Tuesdays and Thursdays. There is also an opportunity for sixth graders to participate on athletic teams that travel to play in tournaments at Ontario, California. The different seasons and schedule of boys' and girls' games are listed in the school directory and on the website.

## SECTION 9: HIGH SCHOOL SPECIFICS

### GRADING SYSTEM:

GRADE	SCORE	HONOR POINTS
A+	97-100	4.3
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	0-59	0.0

Incomplete: Under special circumstances an "Inc" for incomplete work will be given. In such a case the student has two weeks to complete the work. If work is not completed the "Inc" grade will become an "F."

### HIGH SCHOOL COURSE REQUIREMENTS:

To graduate from Calvin Christian, students must meet the following requirements:

ENGLISH	8 credits (4 years)
FOREIGN LANGUAGE	2 credits (1 year)
SCIENCE	4 credits (2 years)
SOCIAL STUDIES	6 credits (3 years)
MATH	6 credits (3 years)
FINE ARTS	2 credits
OLD TESTAMENT	2 credits (1 year)
NEW TESTAMENT	1 credit (1 semester)
CHURCH HISTORY	2 credits (1 year)
DOCTRINE	2 credits (1 year)
RHETORIC	2 credits (1 year)
PE/HEALTH	4 credits
<b>TOTAL REQUIRED COURSE CREDITS</b>	<b>41</b>

Electives                      7 credits of electives, 3 of which must be courses other than band or choir

Service-Learning            A passing (P) grade must be received each year

**TOTAL CREDITS REQUIRED TO GRADUATE:            48 credits**

Each Core Block course passed is worth 1 credit per **semester**. Each Midday course passed is worth 1 credit per **year**. Students may register for no more than two study halls and/or tutorials without permission from the principal. Credits: A grade of "D-" or better must be achieved in a course in order to receive credit.

NATIONAL HONOR SOCIETY APPROVED COURSE OF STUDY EMPHASIZING ACADEMIC CHALLENGE

In order to keep track of your course of study, check (  ) the courses that you have already taken and underline the courses in which you are currently enrolled.

Department	Bible	English	Foreign Language	Math	Science	Social Studies
Years Required	3	4	3	3	3	3
Courses	Bible 1 <b>Bible 2</b> Church History Doctrine/Ethics	English 1 <b>English 2</b> English 3 English 4 ** AP English Literature	<b>Spanish 1</b> * Spanish 2 ** Spanish 3 ** Spanish 4 ** AP Spanish	Algebra 1 <b>Geometry</b> * Algebra 2 ** Pre-Calculus ** Adv. Math ** AP Calculus	<b>Biology</b> Physical/Earth * Chemistry ** AP Biology ** Physics	<b>World History</b> US History * AP US History Gov't/Econ

1. In order to be eligible for National Honor Society (NHS), students must be enrolled in, or have previously received credit for, bold courses.
2. NHS students must take 2 \* courses during their junior year.
3. NHS students must take 3 \*\* courses during their senior year.
  - o Courses taken previously may be counted, but only one course may be counted per department (column) per year.
4. NHS students are strongly urged to take AP courses.
5. International students for whom English is a foreign language may substitute:
  - o English 2 for Spanish 2
  - o English 3 for Spanish 3
  - o English 4 for Spanish 4

REQUIREMENTS FOR VALEDICTORIAN AND SALUTATORIAN

- A student must meet the requirements for NHS.
- A student must take at least one AP course.
- A student must be enrolled at CCHS for at least three academic semesters and must finish the senior year at CCHS. (Transcripts of transfer students will be reviewed to assure that requirements have been met. See the TRANSFER STUDENTS policy for more details.)
- Courses taken outside of CCHS (online or at another school) will be given 5.0 credit only if the same (or comparable) course is offered at CCHS.
- Rank will be determined by the first 7 1/2 semesters of high school work.
- In the case of a tie, the students will be declared “co-valedictorians” (or “co-salutatorians”)

- However, in the case of a tie for valedictorian, no salutatorian will be recognized.

## HONORS AND ADVANCED PLACEMENT (AP) CLASSES

The purpose of Honors or Advanced Placement (AP) Classes is to provide a challenging curriculum for high academic achievers. These classes are significantly more difficult than regular curriculum classes.

### **Prerequisites:**

1. A minimum overall GPA of 3.0 (B).
2. The recommendation of previous teacher(s) in the subject area.
3. Maintaining a semester grade of "C".

### **Credits:**

1. When calculating the GPA of honors course(s), the value is based on a 4.5 scale. (i.e. A=4.5, B=3.5, C=2.5, D=1.0).
2. When calculating the GPA of Advanced Placement courses, the value is based on a 5.0 scale. (ie. A=5.0, B=4.0, C=3.0, D=1.0)
3. Honors and Advanced Placement courses are identified on the student's transcript.
4. CCHS will accept transfer Honor and Advanced Placement credits at face value if they correlate with our requirements. This includes online courses taken by CCHS students.

All online or other non-Calvin courses taken by CCHS students must be approved by the administration and the department chairperson prior to enrollment.

## REQUIREMENTS FOR TAKING ONLINE COURSES

1. All online courses taken for credit must be approved by the administration.
2. Content of an online course will be a determining factor in getting approval for taking online courses.
3. Students may only take two online courses per semester (exceptions can be made by administration.)
4. Students may not take an online course for credit if the course is offered by Calvin Christian and available in the student's schedule.
5. Students may use an online course to replace a required course only if one of the following is true:
  - a. the required course does not fit in the students' schedule; or
  - b. the online course is a foreign language course not offered at Calvin Christian.
6. Online courses will be noted as such on the Calvin Christian transcript.
7. Grades for online courses will be used in the cumulative grade point average calculation (the grading scale embedded in online courses will be used to determine the grades).
8. Online courses should be University of California A-G approved, but this is not a requirement.
9. Only University of California A-G approved online courses will be used in calculating the cumulative grade point average used to determine the valedictorian and salutatorian.
10. Online Advanced Placement (AP) courses will be given 5.0 credit under Calvin Christian guidelines.
11. Parents must pay the extra cost for online courses. The school will pay for the cost of any online course if that course is offered during the current year but does not fit into the student's schedule.

## DUAL CREDIT

In partnership with Colorado Christian University (CCU), Calvin Christian High School will offer a 'dual credit' option to our high school students.

Students enrolled in a dual credit eligible course are eligible to receive college credit for selected upper level courses at Calvin Christian High School. For an additional \$200, students enrolled in dual credit classes, can receive credits that are transferrable to most colleges. Through dual credit courses, students receive college credit during high school at a much-reduced rate of a college course; therefore, it can reduce the cost of a college education and the time needed to complete a degree program.

\* Each college has its own policy regarding transfer credits; but because CCU is fully accredited, most schools will accept the dual credit if the student earns a grade of C or better.

## ADD / DROP POLICY

Students may add a class only during the first two weeks of a semester. They may drop a class no later than the first Progress Report of each semester provided they will then have no more than 2 study halls/tutorials.

**PE/SPORTS TEAM CREDIT:** Students may receive a semester credit of PE for successfully participating in two (2) full sport seasons. This will be listed on the transcript as "PE Team Sport" with a grade of "Pass", and receive one (1) credit.

**REPEATED COURSES:** Students may repeat a course. The repeated course will be noted as such on the transcript. Both courses will be listed on the transcript along with both grades, but only the higher grade will be counted as a credit and included in the cumulative GPA.

## TRANSFER STUDENTS

Credits for all classes, both regular and honors, will be accepted at face value if they correlate with our requirements.

To evaluate transfer student transcripts for valedictorian and salutatorian consideration, the following guidelines will apply:

- Transfer students will receive their AP/Honors semester credits up to the equivalent number of AP/Honors semester credits that a Calvin student can take.
- Transfer students will receive all AP/Honors credits transferred when GPA for class rank is calculated.



## HONOR ROLL

After each quarter of the school year the grades of the students are reviewed. Those students who achieve an average of 3.00 or better for that quarter will be on the Honor Roll. Those students achieving at the top of their class for the quarter will be on the High Honor Roll.

Each grade level has a different minimum GPA that students must reach to be on the High Honor Roll for that quarter (based on the number of honor and AP courses available to each grade). Those minimums are as follows: for freshmen; they must reach a quarter GPA of 3.8; for sophomores they must reach a 4.0; for juniors a 4.2; and for seniors a 4.4.

## GRADE REPORTS AND EXAMS

Report cards are sent home with students at the end of each nine-week period. Special arrangements must be made with the office to have them mailed home. Progress reports are available online at any time. At each mid-quarter teachers check student progress and contact parents of struggling students.

Exams are scheduled during the last week of each semester. The exam grades count for not more than 20% of the semester grade. A special exam schedule will go into effect during exam week. Students may leave school after their last exam for the day. Students may not leave the campus between exams on an exam day.

## STANDARDIZED TESTING

Students who are new to the school may be subject to testing for evaluation before placement.

Each year all students take the following standardized achievement tests:

Freshmen - PSAT 8/9

Sophomores - PSAT

Juniors - PSAT (to prepare for the SAT and qualify for consideration for National Merit Scholarship tests)

Seniors - N/A (opportunities for job shadows, college visits, or career testing)

Students receive information about college entrance exams (SAT and ACT). Advanced Placement (AP) testing is available for students who take AP courses. AP courses offered at Calvin are AP Biology, AP Calculus, AP Computer Science Principles, AP English, AP Spanish, and AP US History.

## NATIONAL HONOR SOCIETY

**Criteria for membership:** *(effective class of 2024, please see updated requirements in appendix)*

Each spring, Calvin Christian High School inducts students into the National Honor Society. The National Honor Society is a nationwide organization that recognizes high school students for excellence. Students are chosen for membership based on four criteria: scholarship, leadership, service and Christian character. NHS is open only to Sophomores, Juniors and Seniors. To qualify, students must have a 3.55 cumulative GPA and must complete the requirements of the school's "Approved Courses of Study

Emphasizing Academic Challenge." Students who qualify academically must submit applications in early spring detailing their activities and accomplishments in other areas. They must have three faculty recommendations as well. Acceptance letters are handed out after the membership process is complete. To remain in NHS a member must maintain at least a 3.4 cumulative GPA and continue to meet all requirements and criteria. If a student fails to maintain the standards of an academically rigorous course load, then they will be removed from NHS membership after receiving a letter of removal from the Calvin Christian NHS Chapter moderator.

Procedures for removal from the National Honor Society for issues other than academic rigor:

1. After the first quarter the advisor will review the status of current members. Students who fall below the requisite GPA, accumulate discipline hours or otherwise fail to maintain the National Honor Society standards of scholarship, leadership, service and character shall be warned by a letter sent to the home and discussion with the advisor.
2. At the end of the second quarter the faculty council will review the candidate's performance for progress. The advisor will meet with the candidate and if there is insufficient improvement, a second warning letter will be sent home.
3. At the end of the third quarter the faculty council will again review the performance with a recommendation for dismissal if the criteria requirements are not attained. In a case of dismissal, the faculty council should investigate the case thoroughly before any action is taken. If the council determines that the facts warrant consideration of dismissal, the member should be notified in writing of the violation and the possibility of dismissal. A hearing should then be scheduled. A parent/guardian may be present with the member. The primary focus of the hearing is to allow the member to present his/her case.
4. Dismissal should be used sparingly. The purpose of discipline is to reeducate the student to more appropriate behavior. In cases involving flagrant disregard of school rules or civil laws, however, the faculty council may recommend immediate dismissal. In such a case no written warning is required.
5. If a member is dismissed, written notice of the decision should be given to the member, his/her parents, and the principal.
6. A student may appeal the decision through administrative channels.
7. The dismissed member may appeal under rules that govern disciplinary appeals in the school.

LEADERSHIP: The student who exercises leadership:

- is resourceful in proposing new problems, applying principles and making suggestions.
- demonstrates initiative in promoting school activities.
- exercises influence on peers in upholding school ideals.
- contributes ideas that improve the civic life of the school.
- is able to delegate responsibilities.
- exemplifies positive attitudes.
- inspires positive behavior in others.
- demonstrates academic initiative.

- successfully holds school offices or positions of responsibility conducting business effectively and efficiently, and without prodding, demonstrates reliability and dependability.
- is a forerunner in the classroom, at work and in school, church or community activities.
- is thoroughly dependable in any responsibility accepted.

SERVICE: The student who serves:

- is willing to uphold scholarship and maintain a loyal school attitude.
- participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor or disadvantaged; family duties.
- volunteers dependable and well-organized assistance is gladly available and is willing to take on difficult or inconspicuous responsibilities.
- cheerfully and enthusiastically renders any requested service to the school.
- is willing to represent the class or school in class activities or in inter-class and interscholastic competition.
- does committee and staff work without complaint.
- shows courtesy by assisting visitors, teachers and students.

CHARACTER: The student of character:

- takes criticism willingly and accepts recommendations graciously.
- consistently exemplifies desirable qualities of behavior [cheerfulness, friendliness, poise, stability].
- upholds principles of morality and ethics.
- cooperates by complying with school regulations concerning property, programs, dress code, office, halls, chapel.
- demonstrates the highest standard of honesty and reliability.
- shows courtesy, concern, and respect for others.
- observes instructions and rules, punctuality and faithfulness both inside and outside the classroom.
- has powers of concentration and sustained attention as shown by perseverance and application to studies. • manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work and showing
- unwillingness to profit by the mistakes of others.
- actively helps rid the school of bad influences or environment.

Students who have the required GPA are given an application packet to complete. After the faculty reviews each student's application which includes three faculty recommendations, the student's essay and description of school, church, and community activities, they vote on each student individually.

## **SECTION 10: RESPONSIBLE CITIZENS**

### ATTENDANCE

Regular attendance is vitally important for a successful school experience. All absences should be avoided if possible.

#### **Absences:**

##### Limits:

1. Students who are absent for more than three periods are not eligible to participate in extracurricular activities that day, either events or practices. Extracurricular events include athletic events, school sponsored trips, events, concerts, Junior/Senior Banquet etc. If a student does participate when he/she is not supposed to, he/she will be subject to discipline and/or not be allowed to participate in the next practice/game.
2. More than 15 absences per semester in a class, excused or unexcused, will result in the loss of credit for that class and a grade of withdraw pass or withdraw fail, depending on the final grade. The student will remain in the class through the end of the semester. A warning letter will be sent home when a student reaches 9 absences.
3. A student is considered absent if he/she arrives to any class later than half of the class.

##### Steps to follow when absent or arriving late:

1. A parent must call school before 9:00 a.m. on the day of the student's absence or late arrival.
2. When the student returns to school, a parent/guardian must contact the office or written excuse.
3. An excuse should include: student's name, date of absence, reason for absence, parent's signature and be delivered to the office on the same day or at least within 24 hours of the absence.
4. Getting an admit slip is no excuse for being tardy to the first period class.
5. When absent due to a co-curricular event a student must make arrangements concerning missing work PRIOR to leaving.
6. When absent for an appointment a parent should give the school at least a day's notice whenever possible.

##### Rules for making up assignments:

1. It is the student's responsibility to inquire about and make arrangements for work missed.
2. For absences of more than two days duration, special arrangements must be made with the teachers.
3. All work missed due to excused absences must be made up within two days of the absence.

#### **Prearranged Absences:**

An arranged absence will be permitted with parental consent and with prior consent of the principal. However the following guidelines should be observed:

1. Avoid any unnecessary absences from school. Students miss a great deal when absent from classroom instructional time. Even the best students cannot make up work on their own when they did not have the benefit of classroom instruction, especially if they miss a test or the introduction to a unit.
2. Parents should endeavor to confine trips and vacations to school vacation days.
3. If your child must be absent from school for reasons other than illness, please notify the office at least two days in advance. Students must request a form from the office and have their parents and teachers sign it.
4. Arranged absences should be reserved for family emergencies such as funerals, medical procedures and counseling, or for college visits.
5. Parents are responsible along with their child to see that homework is completed without delay upon return to school.
6. The teacher(s) will cooperate as much as possible in assigning the student advance work. However, this is not always possible, as some work cannot be prepared in advance. Also, teachers cannot always gauge the exact speed of progress a class will make in covering material. Make up work takes longer to correct, so feedback to the student on those assignments may be delayed.
7. In some cases, teachers may find it best to give the student special assignments.

#### **Unexcused Absences:**

Penalties for unexcused absences can include any or all of the following:

1. An "F" grade will be given for all work missed during an unexcused absence, but the work must be made up for the information.
2. A discipline hour will be assigned for each unexcused absence, a fault may be assigned.
3. Skipping a full day will result in a fault (3 discipline hours) and 2 or more hours of study time after school.
4. Skipping a half day (3-4 classes) will result in 2 discipline hours and 1 or 2 hours of study time after school.

#### **Tardiness:**

Promptness to class is very important. Students are to be in their seats and ready to work when the bell sounds. Tardies will be assessed whenever a student is not in class on time. If there is a legitimate reason, during the school day, not to be in class on time, a note requesting an excuse should be brought from the supervising teacher. Tardies will be assessed for being late for school as well as being late for individual classes. Delayed arrivals, whether tardies or absences, constitute a special situation. In order to help students establish good morning habits **parents will only be allowed to excuse 6 delayed arrivals per semester** and ONLY if there is an acceptable reason given by a note of explanation or a phone call that must be received that morning. After those six, each subsequent tardy or delayed arrival will be assessed, regardless of the reason.

A discipline hour will be given for every three unexcused tardies per semester.

PASSES AND LEAVING CAMPUS

Students must have permission to leave a class, to go to the office, to another classroom, library, etc. A teacher can only excuse a student from his/her own class. Any time a student is out of a class he/she should be able to produce the pass for whomever may ask.

If a student must leave campus, he/she must sign out in the office. Before signing out, the student must present to the principal a written pass from a teacher or parent. Upon returning to campus, the student needs to check in at the office before going back to class. Leaving campus, which includes going to the parking lot, without permission will result in an immediate discipline hour; a second offense will result in a fault.

SUPERVISION

Supervision of students begins fifteen minutes before the start of the school day and ends fifteen minutes after school is dismissed. If a student is on the school grounds before or after these hours, supervision is the responsibility of the parents.

DISCIPLINE CODE (High School)

The joyful Christian life is disciplined. Student life at Calvin Christian High School should reflect this. When discipline problems arise, the discipline code provides a way for teachers, parents and administration to work together to solve these problems.

Our discipline code, called the "Fault System," has two parts: discipline hours and faults. All students begin each semester without discipline hours or faults. Classroom misconduct, disrespect, vandalism and tardiness are some examples of behavior that warrants the assignment of a discipline hour. A student will receive an automatic discipline hour from the office for every set of three tardies accumulated during a semester.

Discipline hour (DH) is scheduled from 7:00 to 7:45 on Thursday mornings for misconduct during the previous Thursday through Wednesday. Students serving a DH are at the disposal of the teacher in charge, who may employ them in any manner he/she finds suitable or beneficial for the school. If students cannot be at an assigned DH, they must speak to the teacher in charge or the Principal prior to the scheduled DH. Failure to appear for a DH will result in an additional hour being assigned. Discipline hours will not be rescheduled for extracurricular events, nor for any reason other than unavoidable emergencies. All discipline hours must be served each semester before exams can be taken, report cards given or credits assigned.

Accumulated discipline hours add up to faults. The mathematics of the fault system is as follows:

3 tardies =	1 discipline hour
3 tardies =	1st fault
3 tardies =	2nd fault
+ 2 discipline hours =	3rd fault
+ 2 discipline hours =	4th fault

Faults may be assigned for infractions other than the accumulation of discipline hours. For each of these, three detentions will be served. Faults may be expected for any major incident. A teacher may recommend to the administration that a student be given a fault in cases of serious misconduct. The administration will then decide if a fault will be assigned or if other punishment will be administered.

The procedures and penalties of each of the faults are as follows:

- First Fault:                   Parents will be notified by the principal.  
Student will have a conference with the principal.
- Second Fault:                Parents and student will have a conference with the principal.  
Student will serve a one-day in-school suspension
- Third Fault:                 Parents will be notified by the principal.  
Student will serve a 3 day in-school suspension.  
Student will be excluded from ALL extracurricular activities for the remainder of the semester (such as sports practices and events, drama, yearbook, senior class trip, Junior-Senior banquet, Grad night).
- Fourth Fault:                Principal conference with parents.  
Principal will recommend to the School Board or Executive Committee that the student's status be discussed regarding expulsion.

The School Board retains the right to re-interview families at any time upon the recommendation of the Principal. The purpose of this interview is to reconsider the enrollment of the student.

#### PARKING

Parking at school is a privilege. Students may use the parking spaces across the street on the church parking lot. All drivers must register the car(s) they will be driving to school with the office. Going to the parking lot without permission will result in a discipline hour. Careless driving or misconduct with cars may result in a fine or revocation of the privilege of parking a car near school. The school is not responsible for the security in the parking lot therefore valuables left in cars are at the owner's risk.

#### COUNSELING

Academic counseling is done through the high school counselor. This process involves standardized testing as well as career and college placement guidance.

The counselor and all staff members are available to counsel students concerning personal and social problems.

## ADVOCATE PROGRAM

Teachers are paired with students who might struggle in any area of high school life. There will be meetings throughout the year to encourage, follow up, or discuss progress and concerns.

## OPPORTUNITIES & EXTRACURRICULAR

### **Extracurricular Activities Offered:**

Aside from regular classes, Calvin Christian High School offers a variety of activities in which students are encouraged to participate. These activities take time and therefore care and wisdom is needed to decide how much time away from studies can be afforded. The activities include:

**Sports:** CCHS is a member of C.I.F. San Diego Section and participates in the Coastal League of the Southern Conference.

CCHS presently fields teams in:

Boys' and Girls' Cross Country

Boys' Football

Boys' and Girls' Soccer

Boys' Baseball

Girls' Volleyball

Boys' and Girls' Basketball

Boys' and Girls' Track

Girls' Softball

Boys' and Girls' Golf

**Yearbook:** Students participate in all aspects of producing the yearbook both during class and outside of class.

**Literary Magazine:** "Imaginations" contains poetry, short stories, essays and creative writing, all written by CCHS students. Students take part in selection, editing, art and layout.

**CCHS Theater:** Each year, CCHS students present a stage production. Students are encouraged to try out for roles in the play. They also may work as stagehands, help with set construction, or participate in other areas of production. During the Spring CCHS students present a musical. This is a great opportunity to develop gifts and incorporate both acting and musical talents.

**House Leadership:** Plans activities for students to boost student life. Representatives are elected from each class and officers are elected by the entire student body.

**Junior/Senior Banquet:** This formal banquet, in honor of the Senior class, is put on each year by the Junior class. Only Juniors and Seniors and their dates may attend.



**Student Clubs:** Student clubs may be organized by students with a faculty moderator and submission of an acceptable written constitution to the administration.

### ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Eligibility is a consent to participate in school-sponsored extracurricular activities which is granted based on an established set of guidelines.

- A. Definition of ineligibility. An ineligible student may not participate in any way in any extracurricular school activities.
- B. Loss of academic eligibility.
  - a. GPA below 2.0: A student with a grade point average below 2.0 will be ineligible.
  - b. Failing Grades: A student with a failing grade in any subject will be ineligible.
  - c. Incomplete: A student with an incomplete will be ineligible until the incomplete is made up. When a student makes up an incomplete, he will then be eligible if his average is above a 2.0 with no failing grades.
  - d. Missing Records: No student enrolling in CCHS will be eligible for any extracurricular program until a complete record of that student is on file at the office or until eligibility is determined.
- C. Eligibility checks.
  - a. Progress Reports: Grades of students will be checked at the time of mid-quarter progress reports. If a student has a GPA below 2.0 or an F in any class, he/she will have until the end of the quarter to improve. Quarter Grades are used to determine eligibility for the next quarter.
  - b. Quarter Grades: Report card quarter grades will be checked to determine eligibility until the following quarter. (Eighth grade 4th quarter grades will be used to determine academic eligibility for 1st quarter freshmen.)
  - c. Eligibility can be lost or regained at each quarter.
- D. Notification of Ineligibility.
  - a. Parents: The parents of an ineligible student will be notified of the loss of eligibility. Ineligibility will be effective on the date specified in the notification letter.
  - b. Teachers and Coaches: Teachers, coaches, and directors of extracurricular activities will be given a list of ineligible students.
- E. Probation.
  - a. Conditions. Only students ineligible because of a GPA lower than 2.0 may appeal for probation eligibility. Probation may be granted if all of the following are true:
    - i. The student has no failing grades.
    - ii. The student has fewer than three faults.
    - iii. The student is not in his first quarter at CCHS.
    - iv. A written appeal is submitted to the principal.
    - v. Probation is approved by the majority of the faculty.
  - b. Probation can be granted only once per year and lasts only for the one quarter in which the request is made.
- F. CIF Rules: CCHS athletes are subject to all California Interscholastic Federation rules regarding eligibility on the basis of scholastics, residency, transfer, age, amateur status, and semester limits.

#### G. Behavior Eligibility.

Students in extracurricular activities represent Calvin Christian School to the community and other schools. Extracurricular activities are not a required part of the curriculum. Therefore, extra-curricular is a privilege and not a right. Students who participate in extracurricular programs are held to a higher standard of behavior than what is deemed necessary for academic and other school-required activities.

- a. Depending on the severity of the offense, participants in extra-curricular activities may be required to miss part or all of the current season. In cases where the offense occurs at the end of a season, the student may be required to miss part or all of his/her next season of participation.
- b. Three faults:
  - i. A student is ineligible for the rest of the semester when he/she receives his/her third fault.
  - ii. Quitting a Sport /Activity
    1. If a student quits a sport after 1/3 of the season (except in the case of season ending injury), he/she is ineligible for the entire following sport's season.
    2. If a student quits a non-athletic extracurricular activity during that activity he/she is declared ineligible for that activity the next year.
- c. Drug, Alcohol, Tobacco or Student Dignity Policies:
  - i. A student may be ineligible if he violates the conditions of the Drug, Alcohol, Tobacco or Student Dignity Policies.
    1. Misbehavior as described above that occurs outside the season of activity may still be punished if it is deemed necessary by the administration which has determined that the violation of the policies listed have affected how the community views Calvin Christian School.
- d. All discipline for behavior will be at the discretion of the administration in accord with existing school policies. Parents may appeal the decisions of the principal with regard to any violations of the above eligibility requirements to the superintendent and decisions of the superintendent to the school board.

#### H. Attendance Eligibility.

- a. To be eligible for participation in a practice, game, play, production, school event, etc. a student must be in school for at least half of the day.

LETTERS AND ATHLETIC AWARDS POLICY

Calvin Christian High School believes that extracurricular participation is of value to both the students and the school. All who participate faithfully are worthy of recognition. Calvin Christian High School offers students an opportunity to earn a letter in two areas, sports and fine arts.

The very first time a letter is earned in any extracurricular activity, the student will be awarded with the cloth "CC", a pin representing that particular activity, and a bar. When subsequent letters in that activity are earned another bar is awarded. For a different extracurricular activity a different pin is given once, along with the bars for each year that a letter is earned.

To earn a letter in fine arts a student must:

1. Drama/Musical - Accumulate at least 8 points from either program based on the following scale:

a major leading role	8 points
a minor leading role	4 points
a minor role or chorus role	2 points
a technical support role	2 points
a backstage/crew role	1 points

2. Yearbook - Accumulate at least 8 points based on the following scale:

Editor	8 points
Staff member	4 points
- must complete at least 4 pages individually	
Photographer	2 points

To earn a letter in a sport a student must:

1. Be a member of a varsity team.
2. Meet participation standards.
3. Meet performance standards.

The participation and performance standards are the same for both fine arts and sports.

Each student will receive a certification of participation for each activity provided that the participation requirements are met.

A student who misses part of the season due to injury may still letter if all the requirements are met and if the student has participated in at least half of the season. Such a student is expected to remain a part of the activity as outlined by the coach or the director.

In each varsity sport a Most Valuable Player, Most Improved Player, and Sportsmanship Award will be presented. The recipients of these awards will be determined by secret ballot. Each team member will have one vote. Each coach will have two votes. The head coach will break any tied vote. The recipients of these awards will be announced at the awards banquet and will receive medals.

### PARTICIPATION STANDARDS

Students are expected to have no unexcused absences from practice, contests or performances. Advanced communication with coaches, directors, and administrators is essential for absences to be considered excused. Students will not receive any awards, letters, or certificates if they are academically ineligible or suspended for more than one day during any part of their current season.

Students must contribute to the team or program in a positive manner and show a Christian attitude and sportsmanlike conduct.

Athletes must also display athletic excellence as determined for each sport as follows:

#### **Cross Country (Girls)**

Must run a 5K course in a time of 23:59.99 minutes or less and a 3.0 mile course in a time of 23:14.99 minutes or less at least once during the season on home course or on invitational/playoff course. Must score in at least half of all scoring meets that the team participates in.

#### **Cross Country (Boys)**

Must run a 5K course in a time of 19:59.99 minutes or less and a 5.3 mile course in a time of 19:20.99 minutes or less at least once during the season on home course or on invitational/playoff course. Must score in at least half of all scoring meets that the team participates in.

#### **Football, Volleyball & Basketball**

Must make the varsity squad (when there is a separate, independent JV team.)

#### **Soccer**

Must play at least 50% of the minutes (when there is not a separate JV team.)

#### **Baseball/Softball**

Must play at least 50% of the minutes (when there is not a separate JV team.)

**Golf**

Must score in at least half of the team's matches. Must have an average score of 49 or lower in matches played

**Track**

Must achieve at least a minimum of:

<b>Event</b>	<b>Boys</b>	<b>Girls</b>
100 meters	12.49	13.49
200 meters	25.99	30.99
400 meters	55.99	1:05.99
800 meters	2:19.99	2:59.99
1600 meters	5:14.99	6:14.99
3200 meters	11:29.99	13:29.99
100 hurdle	17.99	18.99
300 hurdle	47.99	54.99
pole vault	11' 0"	8' 0"
high jump	5' 6"	4' 6"
triple jump	38' 0"	29' 0"
long jump	18' 0"	14' 0"
discus	100'	90'
shot put	36'	28'

An athlete must qualify in only one of these events to earn a letter.

CCHS SCHOOL TRADITIONS

Colors: Columbia Blue & Black

Nickname: Crusaders

**ALMA MATER**

Our thanks to Thee, O Lord we sing,  
For Calvin Christian High.  
We pledge to Thee our lives, our all,  
And Thy Name glorify.

Thy Word sheds light,  
Its holy truths our hearts with wisdom fill.  
With knowledge gained and talents used,  
We've grown to know Thy will.

Our Alma Mater, Lord be blessed,  
We lift this prayer to Thee.  
May what we learn and how we live,  
Christ centered ever be.

## APPENDIX 1

# E-Learning, Online Class, and Remote/Distance Learning Policies and Handbook

### PURPOSE

Maintain service to students in providing continuing access to classroom teachers, peers, and materials during special circumstances involving the closing of physical classrooms and on-campus limitations, whether planned or in the event of emergencies.

### PHILOSOPHY

Although under normal operations, Calvin Christian School is built to best serve families through live, on-site classroom teaching, we recognize that learning can (and should) happen anywhere, especially in the home. We are grateful to be equipped to handle a variety of unexpected and planned circumstances which require alternative learning solutions. As an extension of our families and in partnership with them, E-Learning days allow us to offer ongoing educational advancement by capitalizing on our rich technology infrastructure, providing students access to teachers, materials, and online interactions while face-to-face gatherings at the school are impossible. Our primary goals still involve first and foremost obeying our call to love God and love our neighbors, just as we would in person. In fact, when mobilizing our resources to accommodate E-Learning, we are aiming to provide loving service both to our own students and families as well as our extended community.

### DEFINITION

For all intents and purposes, E-Learning days are designed to follow closely a normal day of operation at Calvin, and most rules of classroom attendance, interaction, behavior, and instructional expectations still apply, though modified for distance learning.

### DIGITAL PLATFORMS

All teachers at Calvin Christian will use the same basic platforms for essential digital classroom operations. Additional tools and resources may be employed at teacher discretion to supplement the basic platform tools, so long as those resources smoothly interface through the primary platforms. Primary platforms will be reviewed periodically by administration to ensure best practices, training, and services.

**Primary Information Platform:** Google Classroom (part of Google E Suite)

**Primary Conference/Live Video Platform:** Zoom

**Video & Screen Capture:** ScreenCastify

**Whiteboard:** JamBoard

Parents will be expected to register and monitor student logins and access to provide students access to the digital classroom, and teachers should ensure and confirm that student access allows for successful continuation of learning.

### MATERIALS

Physical copies of materials, such as textbooks, will be provided by Calvin in accordance with standard classroom use. Students may be asked to take home materials in preparation for E-Learning events. Teachers may also supply access to digital texts and materials for student use.

Students are expected to arrive to their assigned classes prepared with the Chromebooks, a working set of earbuds or headphones, and their built-in microphone and webcam. They should also be prepared with basic writing materials, such as paper and pencil, depending on the stated expectations of the classroom teacher.

### TRAINING

All teachers at Calvin Christian must receive training and be familiar with basic operational expectations and functions to conduct ongoing classroom lessons, accessible through online/digital means. Inservice or special school days may be scheduled to meet this need, especially in case of an emergency or important changes.

### ATTENDANCE

Students are expected to have internet access at home or to make arrangements to procure internet access for instruction and to be present in the digital classroom during regularly scheduled meeting times. Students who do not have internet access or are not signed in during the scheduled class time will be considered absent. In that case, the student will be required to make up any assignments or missing work, just like a “sick” day. This may include reviewing archived videos, completing typed materials, or other exercises as deemed appropriate by the teacher.

Teacher-student interaction and participation will be recorded both for attendance and grading purposes to make the best use of the resources while students are at home.

If students will be absent, either for sickness or other planned reasons, parents should contact the main office via email to inform our staff. Teachers will keep track of absences and tardies in their classrooms, but an email for late arrivals to the office helps us account for all students, even while learning at home.

### COMMUNICATION

Teachers will communicate with students through a variety of means related to the key platforms, including email, classroom chats, webcam, selected online resources, Zoom, and Google Classroom. While teachers are expected to be available during their normally scheduled class periods for interaction with their enrolled students, communication outside those times will be much like normal operations. Patience will be required while awaiting a response, as teachers may be fulfilling either personal or professional responsibilities outside of



their particular classroom times, and school-day hours, expectations, and boundaries should still be observed. As always, remember mutual service and love towards one another.

### DRESS CODE AND BEHAVIOR

Students are expected to maintain Calvin's standards for dress and behavior in the online environment, including appearance on webcam, sharing of appropriate materials, and use of proper language, tone, and godly interactions. Student to teacher interaction must be respectful, just as student-to-student interaction should show respect, honor, and dignity. Lack of kindness or bullying will not be tolerated. Standard disciplinary practices will be in place and may include involvement of parents and administration if classroom correction is not received or if students merit more significant correction.

### CLASS PARTICIPATION, ASSESSMENT, AND GRADING

Just like the brick-and-mortar classroom, online learning environments most benefit students when participation is active and dynamic. Students will be expected to engage with their teachers and one another, including participating in live chats, webcam responses, polls, written/typed work, answering questions, and engaging in discussion. Online engagement will be assessed as part of a student's grade for each class. A variety of activities may be involved in a typical class session, just as in-person learning includes. Students will be expected to complete and turn in assignments by the given due dates. Original work and all standards of intellectual honesty will still apply. Teachers will post assignments, quizzes, tests, etc. on Crusader Connection, just like normal.

### TUITION

No change to Calvin tuition will be expected for remote/distance learning days. Tuition dollars will continue to fund and equip the staff and administration to provide excellent alternative lessons and activities for continued Christian education in fulfilling our mission.

At the same time, we understand that circumstances which could lead to necessary remote/distance learning days, especially in the case of emergencies, could accompany times of economic hardship. We want to support our Calvin community, so we do not want anyone to be without quality Christian education during such times. Please contact administration if this is a worry.

## INTERNATIONAL POLICY

### **CCS International Program**

#### **Student recommendation during COVID-19**

It is the official recommendation from SEVP (Student and Exchange Visitor Program) via I.C.E. (U.S. Immigration and Customs Enforcement) that all F-1 students currently in the United States should not travel or leave the country. It is, and has been, Calvin's communicated recommendation to remain in the area and not travel.

For students to retain their F-1 status, they must actively be enrolled in a course of study at an F-1 school. During this time, students in the CCS International Program must continue to progress in their course of study in order to maintain an Active status.

(effective for the Class of 2024 and forward)

## NATIONAL HONOR SOCIETY Criteria for membership:

Each spring, Calvin Christian High School inducts students into the National Honor Society.

The National Honor Society is a nationwide organization that recognizes high school students for excellence.

Students are chosen for membership based on four criteria: scholarship, leadership, service and Christian character.

NHS is open only to Sophomores, Juniors and Seniors.

To qualify, students must have a weighted 4.0 cumulative GPA including only courses that have a final exam and must complete the requirements of the school's "Approved Courses of Study Emphasizing Academic Challenge."

Students who qualify academically must submit applications in the spring detailing their activities and accomplishments in other areas. They must submit three faculty recommendations as well.

Acceptance letters are handed out after the membership process is complete. To remain in NHS a member must maintain at least a weighted 3.8 cumulative GPA including only courses that have a final exam grade and continue to meet all requirements and criteria. If a student fails to maintain the standards of an academically rigorous course load, then they will be removed from NHS membership after receiving a letter of removal from the Calvin Christian NHS Chapter moderator. Procedures for removal from the National Honor Society for issues other than academic rigor: 1. After the first quarter the advisor will review the status of current members. Students who fall below the requisite GPA, accumulate discipline hours or otherwise fail to maintain the National Honor Society standards of scholarship, leadership, service and character shall be warned by a letter sent to the home and discussion with the advisor. 2. At the end of the second quarter the faculty council will review the candidate's performance for progress. The advisor will meet with the candidate and if there is insufficient improvement, a second warning letter will be sent home. 3. At the end of the third quarter the faculty council will again review the performance with a recommendation for dismissal if the criteria requirements are not attained. In a case of dismissal, the faculty council should investigate the case thoroughly before any action is taken. If the council determines that the facts warrant consideration of dismissal, the member should be notified in writing of the violation and the possibility of dismissal. A hearing should then be scheduled. A parent/guardian may be present with the member. The primary focus of the hearing is to allow the member to present his/her case. 4. Dismissal should be used sparingly. The purpose of discipline is to reeducate the student to more appropriate behavior. In cases involving flagrant disregard of school rules or civil laws, however, the faculty council may recommend immediate dismissal. In such a case no written warning is required. 5. If a member is dismissed, written notice of the decision should be given to the member, his/her parents, and the principal. 6. A student may appeal the decision through administrative channels. 7. The dismissed member may appeal under rules that govern disciplinary appeals in the school.

Updated 3/29/2022