

- I. INTRODUCTION
  - A. STATEMENT OF FAITH
  - B. PHILOSOPHY OF EDUCATION
  - C. CALVARY BAPTIST CODE OF ETHICS
  - D. ACCEPTANCE POLICY
  - E. DISMISSAL POLICY (E.C. 48900, 48915)
  - F. CHURCH ATTENDANCE POLICIES
- II. ACADEMICS
  - A. HONORS/GENERAL – COLLEGE PREP/GENERAL
  - B. HOMEWORK
  - C. MAKE-UP WORK
  - D. TEXTBOOKS
  - E. GRADING POLICIES
  - F. QUARTER AND SEMESTER TESTS
  - G. PROGRESS REPORTS
  - H. PHYSICAL EDUCATION CLASS
  - I. ELIGIBILITY
  - J. HONOR ROLL
  - K. DOLLARS FOR “A’S”
  - L. GRADUATION – JUNIOR AND SENIOR HIGH REQUIREMENTS
  - M. MY RECORD OF CREDITS EARNED
- III. ATHLETICS
  - A. PLAYERS’ GUIDELINES
  - B. CHEERLEADERS’ GUIDELINES
  - C. STUDENT SPECTATORS
  - D. BEHAVIOR STANDARDS FOR CALVARY BAPTIST SCHOOLS SPECTATORS
  - E. ACCEPTABLE BEHAVIOR
  - F. UNACCEPTABLE BEHAVIOR
  - G. HOW YOU EARN YOUR LETTER
  - H. LETTERMEN’S JACKETS
  - I. PATCHES AND NUMBERS
  - J. SCHOOL COLORS, MASCOT & ALMA MATER
- IV. ATTENDANCE
  - A. ABSENCES/TARDIES (E.C. 48260.5, 48340)
  - B. MEDICAL APPOINTMENTS
- V. DAYCARE
- VI. DISCIPLINE
  - A. POLICY
  - B. VAN CONDUCT
  - C. HONESTY
  - D. CITIZENSHIP GRADES
  - E. GIRL/BOY RELATIONSHIPS
  - F. GUM, CANDY, FOOD, DRINK
  - G. PERSONAL PROPERTY
- VII. FINANCIAL
  - A. POLICY

- B. FUNDRAISING
- VIII. FOOD
  - A. LUNCH PROGRAM
  - B. SNACK BAR
- IX. ENGLISH TEST GRADES PLEDGE
- X. MEDICAL
  - A. ILLNESS WHILE AT SCHOOL
  - B. MEDICATION
- XI. OFFICE
  - A. APPOINTMENTS
  - B. CHANGE OF ADDRESS AND TELEPHONE NUMBER
  - C. LOST & FOUND
  - D. TELEPHONE CALLS
- XII. PREMISES INFORMATION
  - A. AUTOMOBILES
  - B. CAMPUS ACCESS
  - C. CLOSED CAMPUS
  - D. EARTHQUAKE DRILLS
  - E. FIRE DRILLS
  - F. LOCKER ROOM/REST ROOM AREAS
  - G. OFF LIMITS
  - H. SCHOOL VISITORS
- XIII. SPECIAL OCCASIONS
  - A. AWARDS ASSEMBLY
  - B. CHAPEL
  - C. SPECIAL PROGRAMS
- XIV. DRESS CODE
- SIGNATURE PAGE

**School wide S.L.O.'s**

**Commitment to Life Long Learning**

**Biblical Knowledge**

**Service to God through Community**

## INTRODUCTION

We want Calvary Baptist Schools' students to be known by their positive **Christian testimony** for the Lord Jesus Christ. The standard which should operate in their lives is that expressed by the Apostle Paul in these verses of Scripture:

"Whatsoever you do in word or deed, do all in the name of Jesus."  
Col. 3:17

"What, know ye not that your body is the temple of the Holy Spirit, which is in you which ye have of God and ye are not your own? For ye are bought with a price: Therefore glorify God in your body and in your spirit which are God's." I Cor. 6:19-20

Calvary Baptist Schools is dedicated to training young people who are willing to give their best to the service of our Lord in any of the various walks of life to which He may call them. Our rules are not designed to produce a group of people all alike, and it is fully recognized that spiritual growth is never the result of superimposed rules. Some of our rules and practices are necessary simply for the smooth and efficient operation of the school. Others are guidelines to Christian conduct that will honor our Lord. Still others are for the purpose of character training or formation of good habits. It is hoped that all students will be led by the working of the Holy Spirit within their hearts to live with and be obedient to these rules and practices.

It is the prayer of the faculty and administration of Calvary Baptist Schools that the enrollment of a student in this school is for Christian education, and that this can never take second place.

### **A. STATEMENT OF FAITH**

We believe that the Bible is the inerrant, inspired Word of God.

We believe that the God is a triune Being: Father, Son, and Holy Spirit.

We believe that Jesus was born of the virgin Mary, conceived of the Holy Spirit.

We believe that the Lord Jesus Christ died for our sins, according to the Scriptures.

We believe that all who believe in Him are justified by their faith on the grounds of His shed blood.

We believe that He arose from the dead, ascended into Heaven, and is coming again for the believers.

We believe that as Lord of Lords and King of Kings, He will establish His kingdom on earth.

We believe that the primary responsibility of the believer is to share the Gospel of Christ in all the world and to every creature.

### **B. PHILOSOPHY OF EDUCATION**

The educational philosophy of Calvary Baptist Schools is based on a God-centered view of truth as it is presented in the Bible. We have the following goals for the educational process at Calvary:

1. Bring each student into a personal fellowship with God.
2. Help the student develop a Christian mind and Godly life style.
3. Aid in the search for God's will for each individual student.
4. Help the student learn to see all truth as God's truth.

5. Help the student interpret all ideas through God's Word.
6. Equip students with the basic tools of learning by providing a quality academic education fully integrated with Biblical principles.
7. Instill in the hearts of students a strong love of country.
8. Train students to care for their bodies as temples of the Holy Spirit.
9. Uphold the sanctity of our homes and the ministry of our Bible-believing churches.

The authority for such an education comes both from God's command that children be taught to love God and place Him first in their lives (Deut. 6:5-7), and from the fact that parents are responsible for the total education and training of their children (Prov. 22-6; Eph. 6:4). At the parent's request, the Christian school, along with the church, becomes a partner in giving this education.

**C. CALVARY BAPTIST CODE OF ETHICS**

Continuing with our Christian philosophy of education founded on the Word of God, and firmly believing that this includes all aspects of life, we thus subscribe to the following code of Christian ethics in regard to all students.

The principles of:

LOVE, as found in John 13:34

DECENCY AND ORDER, as found in I Corinthians 14:40

RESPECT, as found in I Thessalonians 5:11-14

**D. ACCEPTANCE POLICY**

Calvary Baptist Schools does not discriminate in admissions with respect to sex, race, color, or national origin. We accept students of myriad academic abilities. The following types of students, however, are not accepted here at Calvary Baptist Schools:

1. Students who do not want to attend here.
2. Students who desire to work against the cause of Christ.
3. Students who will not cooperate with school policies, rules, or teachers.
4. Students who use alcohol, narcotics, or tobacco.
5. Students who cannot obtain the necessary recommendations.
6. Independent students – students who do not live with a parent or legal guardian.

**E. DISMISSAL POLICY (E.C. 48900, 48915)**

Attendance at Calvary Baptist Schools is not a right, it is a privilege. Students must protect this right by proper conduct while a student is here. While minor infractions can be expected of all students, for none of us is perfect, there are some major infractions, which cannot be tolerated. These are as follows:

1. Failure to abide by tenets of the acceptance policy. If while attending Calvary Baptist Schools, a student is found to be in violation of any of the tenets of the acceptance policy, he will be asked to withdraw from school.
2. Defacing property.

3. Disrespect/willful disobedience.
4. Language (vulgar, inflammatory, offensive, demeaning language or the use of God's name is prohibited)
5. Harassment and Hazing – No student may engage in or participate in hazing or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to another student. (E.C. 32050-32051)
6. Stealing (Also see Honesty Policy, pg. 17)
7. Alcohol, Tobacco, and Narcotics
  - (a) No student is permitted to drink alcoholic beverages or use tobacco or illegal drugs while in attendance at Calvary Baptist Schools.
  - (b) Any student who publicly or privately indulges in these practices will be subject to dismissal from Calvary Baptist Schools.
  - (c) Any student who pretends to use, jokes concerning the use of, or glorifies the use of alcohol, tobacco or narcotics will be subject to dismissal.
  - (d) Any student who attempts to influence others to use, or procures for them, alcoholic beverages, tobacco, or illegal drugs will be subject to suspension or dismissal.

There are many indicators that may lead us to suspect a student may be abusing illegal substances. Changes in behavior patterns, sleeping during class time, a drop in grades and changes in attendance should be addressed immediately by parents. A student suspected of using an illegal substance will be asked to take a drug test at a medical facility chosen by the school.

Should the drug test prove negative, the student will be allowed to return to class. Calvary Baptist Schools will pay for school-ordered drug tests whose results prove negative.

Should the drug test prove positive, indicating usage of an illegal substance, the student will not be allowed to return to classes at Calvary Baptist Schools.

Please be aware that suspected possession of an illegal substance on a California school campus necessitates a call to the local police.

8. Possession of a deadly weapon (on campus).
9. Continual disrespect for or disruption of chapel service.

## **F. CHURCH ATTENDANCE POLICIES**

Calvary Baptist Schools was established in 1970 to serve the Christian families and students of the greater Pomona/San Gabriel Valleys. We firmly believe that the Bible instructs all Christians to emphasize “the assembling of ourselves together” to attend church. **Because we believe this so strongly, all students are strongly encouraged to regularly attend church. You are not required to attend Calvary Baptist, but we strongly urge all students to attend a local, Bible-believing church.**

## **I. ACADEMICS**

### **A. HONORS/GENERAL – COLLEGE PREP/GENERAL**

It is the philosophy and intent of Calvary Baptist Schools to offer courses, which not only fit our students’ plans for life but also fit their unique academic abilities as well. It is for these reasons that we offer advanced courses termed “Honors or College Prep” and regular courses termed “General”.

In order to be enrolled in an Honors or College Prep, a student must have a 3.0 average before taking the course and must maintain a 3.0 average while taking the course. These courses are designed to prepare students for California Colleges and Universities. Their scope and sequence is structured to meet University of California Board of Regents recommendations.

General courses are more flexible in content and may be fashioned to meet either the overall needs of the class or those of individual students. These courses serve the needs of students who plan to attend junior colleges or perhaps enter the job market shortly after graduation.

All students of Calvary Baptist Schools can also take all classes on line for an additional fee, including AP classes. Calvary Baptist Online Academy (CBOA) is also available for credit recovery. Talk to the office for more information about how to register.

### **B. HOMEWORK**

It is assumed that students will have regular homework each evening. The amount will vary, but the student should have a regular place of study without distractions by other people (if possible) and without radio, TV, computers and video games, etc.

Parents are urged to take note of the work that is done. They can do this by reading the assignment, which each student should copy neatly into his homework planner. Parents can compare the assignment given against the work accomplished.

It should be carefully noted that regular daily mastery of the material is the most important part of the course. There should be some review and polishing for tests, but “cramming” should not only be unnecessary, but should also be avoided since it will accomplish little except to formulate bad habits. One-third of the grade earned in class comes from homework/daily work.

### **C. MAKE-UP WORK**

A student has two (2) days per day of excused absence to make up missed work. Any work not made up in this amount of time is to be recorded as a zero (0). This means that a student who has an excused absence of three days has six days to complete all make-up work. A student who has an excused absence for one day has the day he returns to school plus one more day to complete all make-up work. Work missed because of an excused tardy is to be made up on the day of the tardy or by the end of the following day.

### **D. TEXTBOOKS**

As your parents will not doubt testify, textbooks are very expensive. As soon as you receive them, **please write your name in ink in each book.** Do your best to keep your books in top shape. Remember that most can be sold to other students next year.

Should you lose a textbook, the office will be glad to order another one for you. However, a parental note is required. You will be required to pay all shipping charges if a special order is necessary. **Calvary Baptist Schools is not responsible for books stolen or lost.**

Please note that **NO** graffiti, marking or writing **of any nature** is allowed on or inside of your textbooks, folders, notebooks, binders, bookbags, homework planners, etc.

No writing that could be construed as gang-related is allowed at any time. No magic markers, paint pens, or felt tip markers are allowed on campus at any time.

### **E. GRADING POLICIES:**

Letter grades at Calvary Baptist denote the following:

An "A" grade indicates outstanding achievement, representing proficiency in the 90% to 100% range.

A "B" grade indicates good achievement, representing proficiency in the 80% to 89% range.

A "C" grade indicates average achievement, representing proficiency in the 70% to 79% range.

A "D" grade indicates below average achievement, representing proficiency in the 60% to 69% range.

An "F" grade indicates failure to achieve, representing deficiency in learning as evidenced by scores below 60%.

Percentage grades are given on progress reports and report cards. On permanent record cards, these are converted to letter grades.

### **F. QUARTER AND SEMESTER TESTS**

Quarter and semester tests are required in grades 6-12. These tests may count as much as 10% of your quarter grades and serve as an indicator of achievement and comprehension. Students should prepare well for tests in order to keep their grades high. Students who are on suspension or whose accounts are not current may not take exams.

## **G. PROGRESS REPORTS**

Each three-week period, progress grades are updated online for all students. It should be understood that these grades indicate achievement at that point in the quarter. Consequently, a student receiving a progress grade may be able to raise his/her grade with extra effort and help.

The first and second quarter grades will be averaged and placed on your permanent record as a "semester" grade. The third and fourth quarter grades will be averaged and recorded as the second "semester" grade.

Students are reminded that success or failure on report cards directly affects future opportunities and are urged to do their best at all times. **All grades can be checked on a daily basis on Renweb. Please see the office for your log in and password.**

## **H. PHYSICAL EDUCATION CLASS**

P.E. classes are graded on participation, dress, and effort. Each time a student doesn't dress or participate, points are deducted from the grade. A student who is too ill to participate in P.E. must bring a note from parents or a doctor. A parental note will only excuse a student for two consecutive days. A doctor's note is required after that time.

All students enrolled in P.E. must wear the school-adopted P.E. uniform. The uniform consists of a T-shirt and shorts. In addition to the T-shirt and shorts, proper underwear, athletic shoes, and athletic socks must be worn during P.E. Uniform sweats may be worn over the P.E. uniform during cold or inclement weather. If you have played a sport at Calvary Baptist Schools, your spirit packs are also acceptable. **NO OTHER ATTIRE IS ACCEPTABLE.** A student who refuses to participate in P.E. will be asked to leave Calvary Baptist Schools.

## **I. ELIGIBILITY:**

A 3-week grading period is used for evaluating all students. If a student receives one "F" during a grading period, he/she will be required to provide proof from the teacher of that class that all work and assignments are being done and turned in on time daily. During this period of non-play, the student is expected to come to practice and work on the missed assignments. He/she is also required to attend any game where he/she is benched.

A student with more than one "F" will not be eligible to play until after the his or her teachers have provided a note saying that the student/athlete has worked the grades up to a passing grade. The student must make up all work and provide proof that he is turning in assignments on a timely basis. Students are also required to maintain a 2.0 grade point average in all courses. Therefore, a student with an excessive number of "D's" may also be considered ineligible and will be required to abide by the above as well.

## **J. HONOR ROLL**

Student Honor Roll will be published each quarter. To be eligible for the Honor Roll a student must:



FOR "A" & "B" HONOR ROLL

FOR STRAIGHT "A" HONOR ROLL

1. Make All A's and B's	1. Make All A's
2. Have good citizenship marks from all teachers	2. Have good citizenship marks from all teachers

The decision of who qualifies for the Honor Roll shall rest solely with the CBS Principal.

**K. DOLLARS FOR "A'S"**

One of the many distinctive traits of Calvary Baptist Schools is our "Dollars for A's" program. Under this program, graduating seniors are paid for each semester grade of "A" that they received while a student at Calvary.

**L. GRADUATION – JUNIOR AND SENIOR HIGH REQUIREMENTS**

Please note that graduation from Calvary Baptist Schools, whether junior or senior high, is an earned status. Calvary Baptist Schools does not automatically promote any student. Our students must complete and pass all classes in order to be graduated. Please also realize that all work transferred from other institutions must meet our standards. Junior High Graduation requirements are listed on the next page with High School requirements following.

In addition to the academic requirements, high school students are required to complete 10 service hours for each year of high school in attendance at Calvary. Service hours must be arranged in advance through the school office. Final approval of hours served rests with the school administrator. **Location of service hours MUST BE APPROVED BY OFFICE PRIOR TO SERVING. Calvary Baptist reserves the right to not approve any hours that were not okayed prior to serving.**

**My Record of Credits Earned**

Required Credits	Subjects	Classes	Date Taken	Credits Earned	Notes
4 for Graduation (CP for CSU & UC)	English	English I			
		English II			
		English III			
		English IV			
2 for Graduation 2 for JC 3 for CSU 4 for UC	Math	Algebra I			
		Geometry			
		Algebra II			
		Advanced Math			
2 for Graduation 2 for JC 3 for CSU 4 for UC	Science	Physical Science & Lab			
		Biology & Lab			
		Chemistry & Lab			
		Physics & Lab			
3 for Graduation	History/ Social Science	World History			
		U.S. History			
		Government (1 sem.)			
		Economics (1 sem.)			
2 for Graduation (CSU & UC)	Foreign Language	Spanish I			
		Spanish 2			
		Spanish 3			
		--			
2 for Graduation	PE	PE Year 1			
		PE Year 2			
		Sports Year 1 or 2			
		Sports Year 3 or 4			
1 for Graduation	Visual and/or Performing Arts	Art I or II			
		Art III or IV			
		Young Spirit I or II			
		Young Spirit III or IV			
Enough to complete Graduation total credits	Electives	Computer			
		Yearbook			
		Early Childhood			
		Teacher's Aide (1/2 cr)			
220 - Gen. Diploma	min. GPA 2.0	Grades of A-D	CREDITS SUBTOTAL:		
220 - JC	min. GPA 2.0	Grades of A-D			
240 - CSU	See CSU website	Grades of A-C only			
250 - UC	See UC website	Grades of A-C only			
<b>To graduate from Calvary Baptist Schools: Bible is required (one course for each year of attendance)</b>					
4 for Graduation	Bible	Bible I			
		Bible II			
		Bible III			
		Bible IV			
<b>TOTAL CREDITS EARNED:</b>					

## I. ATHLETICS

Students are encouraged to participate in our interscholastic sports program. Please remember that participation is a privilege and students must maintain high academic and behavior standards in order to take part. **Students should always be mindful that CBS team members represent Christ and our school.**

### A. PLAYERS' GUIDELINES

1. Shall be attired at games in appropriate dress clothes.
2. Shall at all times give of your best.
3. Shall at all times respect the authority of coaches, referees and team captains.
4. Shall refrain from yelling, stomping, throwing of any objects or any outward display of emotion including facial displays, in regard to officials and their decisions.
5. Shall refrain from making remarks to opposing player for the purpose of injuring said player in any way, or to make him fear you in any way.
6. No physical action shall be displayed to an opposing player for the purpose of injuring said player in any way, or to make him fear you in any way.
7. While on the bench, no remarks are to be made to the opposing team players or spectators. Remarks shall be confined to positive ones encouraging teammates.
8. Effort should be consistently made to gain the respect of both teammates and opposing team members.
9. Shall consistently strive for proper team spirit, by encouraging those who by words or deeds seem to destroy team spirit.
10. Shall remember that at all times as Christians we are representing Jesus Christ and the principles of Christianity.
11. Shall discuss with the coaches any incident that you feel would hinder team spirit or might reflect on the Christian standards of the team. This is to be done in private.

### B. CHEERLEADERS' GUIDELINES

1. Shall remember that we are representing Jesus Christ and the principles of Christianity.
2. Shall present ourselves at all times in language and actions that would be suitable for a proper young lady.
3. Shall wear attire that will reflect modesty and the principles of Christianity.
4. Shall maintain, both on and off the playing field or court, a friendly, cordial attitude toward other cheerleaders, visiting cheerleaders, players, officials, spectators and anyone attending the event.
5. Shall consistently strive for improved team support among the students.
6. Shall construct cheers for the purpose of intelligently and emotionally (within reason) encouraging the team members to play their best. Cheers are not to be the kind used for creating noise for the sake of noise, or used to flare, or which could contribute to any emotion that might bring disgust or reproach on the name of Jesus Christ.
7. Shall refrain from booing or making any other derogatory remarks to opponents or officials.
8. Shall endeavor to keep spectators from booing.

**C. STUDENT SPECTATORS**

1. Must be in school uniform at all school functions.
2. Shall support the team and the cheerleaders by cheering with the cheerleaders.
3. Shall make positive remarks to encourage team and players.
4. Shall refrain from booing or making derogatory remarks to opposing team members or officials.
5. Shall remain silent during free throws of both the home team and visitors and at any other times that the cheerleaders shall direct.
6. Shall not use, or bring to games, any horns or other noisemakers.
7. Shall not leave a game until the game is completed.

**D. BEHAVIOR STANDARDS FOR CALVARY BAPTIST SCHOOLS SPECTATORS**

We believe that a Christian should endeavor to be an example in all things.

The athletic arena gives us an unparalleled opportunity to exhibit our faith and our Savior to others.

We ask all parents, friends and students to abide by the following guidelines at athletic contests.

As you watch and enjoy the game, please remember the following points:

1. Your ticket is a privilege to observe an athletic contest and support high school activities, not a license to verbally assault others or to be generally obnoxious.
2. We expect you to respect all decisions made by the contest officials.
3. We expect you to be an exemplary role model by positively supporting teams in every manner possible.
4. We expect you to respect all fans, all coaches, and all participants.
5. We ask you to be a fan – not a fanatic.

**E. ACCEPTABLE BEHAVIOR**

1. Applause during introduction of players, coaches and officials.
2. Players shaking hands with opponent who fouls out while both sets of fans recognize player's performance with applause.
3. Accept all decisions of officials.
4. Cheerleaders lead fans in positive school yells in positive manner.
5. Handshakes between participants and coaches at end of contests, regardless of outcome.
6. Treat competition as a game, not a war.
7. Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
8. Applause at end of contest for performances of all participants.
9. Everyone showing concern for injured player, regardless of team.
10. Encourage surrounding people to display only sportsmanlike conduct.

**F. UNACCEPTABLE BEHAVIOR**

1. Yelling or waving arms during opponent's free-throw attempt.
2. Disrespectful or derogatory yells, chants, songs or gestures.
3. Booing or heckling an official's decision.
4. Criticizing officials in any way: displays of temper with an official's call.
5. Yells that antagonize opponents.
6. Refusing to shake hands or give recognition for good performances.

7. Blaming loss of game on officials, coaches or participants.
8. Laughing or name-calling to distract an opponent.
9. Use of profanity or displays of anger that draw attention away from the game.
10. Doing own yells instead of following lead of cheerleaders.

#### **G. HOW YOU EARN YOUR LETTER**

Earning your letter at Calvary Baptist Schools is an honor. At Calvary, we put emphasis on the athlete, not the outcome of the game.

When an athlete earns a letter at Calvary Baptist, it speaks highly of his/her character, not the win and loss record.

To earn a letter at Calvary Baptist in a particular sport, you must do several things:

1. You must have shown up for all practices. Any absences from practice must be excused by the coach or you will not receive your letter.
2. You must also stay eligible. If you cannot stay eligible, you have failed in your commitment to your parents, your team, and yourself.
3. You may not be suspended for any reason. Any suspension results in a forfeit of lettering, although you continue to play.
4. Finally, your coach must okay your attitude for the season. If you did not display a Christian character during any part of the season, **practice or play**, you cannot earn a letter.

#### **H. LETTERMEN'S JACKETS (Varsity)**

##### **1. BOYS**

The boys' letterman's jackets are on file at C & L Custom Jackets in Cypress. They are royal blue with leather sleeves. At the end of each sleeve, and the collar, are white and yellow stripes.

All school rules for design of the jackets are on file at C & L. Calvary Baptist reserves the right to deny any student the right to wear a letterman's jacket on campus and at all school functions if it does not comply with the regulations on file at C & L.

##### **2. GIRLS**

The girls' jackets are also on file at C & L Jackets in Cypress. They are all blue with a gold hood.

All school rules for design of the jackets are on file at C & L. Calvary Baptist reserves the right to deny any student the right to wear a letterman's jacket on campus and at all school functions if it does not comply with the regulations on file at C & L.

**If you chose to buy a jacket somewhere else, please understand that you must abide by the rules on file at C & L.**

##### **3. BOYS AND GIRLS**

The order in which you put your individual sports on the letter depends on the order in which you earn them. The first sport you play goes on the top and so on down the letter in order of sports played. The priority is on neatness – neatly spacing out each sport played. Behind each sport symbol must be room for bars.

## **I. PATCHES AND NUMBERS**

Your graduation year goes on the top of your left sleeve:

Example: 02

Your league accomplishment patches will also go on the left sleeve.

Your number from your favorite sport (if you play more than 1 sport, you may only put 1 number)

Example: 33 from football goes on the top of your right sleeve

You may also put any individual awards you have received on that right sleeve, such as "All League", etc.

No other things may be put on either sleeve.

## **J. SCHOOL COLORS, MASCOT & ALMA MATER**

Colors: Royal Blue & Gold – White trim may be used

Mascot: Cougar – Displayed on a shield with a sword

### **ALMA MATER**

Calvary Cougars we love so and

We don't want to let you go.

Through the years you will remain

Our forever guiding flame.

Things we learned here will be part

Of our lives and rule our hearts.

God's Word has been our textbook

And His love is in each look.

Friends made here are gifts of love

From our Father up above.

Teachers reached a part of me

That through Christ can now be free.

Calvary Cougars we love so and

We don't want to let you go.

## **II. ATTENDANCE:**

### **A. ABSENCES/TARDIES** (E.C. 48260.5, 48340)

Parents must be notified when a student is absent from school.

There are three types of absences or tardies at Calvary Baptist Schools:

1. EXCUSED – Due to dentist, doctor, illness, death, etc. Work may be made up.
2. PARENTAL UNEXCUSED – Absence due to parent's decision. **Please note that teachers are not required to help students make up work for absences designated as parental unexcused.** Parents should exercise great caution when scheduling trips, vacations, and days off during the school year. SCHOOL IS THE OCCUPATION OF EACH STUDENT. Great care must be taken by the family and the school to not only encourage excellence in the quality of academic work but also in the area of attendance. A STUDENT SHOULD BE IN SCHOOL.

PLEASE NOTE THAT VACATIONS TAKEN DURING SCHOOL HOURS DO NOT COUNT AS EXCUSED. ALSO, SOME OF OUR HOLIDAYS DO NOT COINCIDE WITH HOLIDAYS AT OTHER SCHOOLS. WE DO NOT EXCUSE ABSENCES WHICH OCCUR BECAUSE OF THESE DIFFERENCES.

3. UNEXCUSED – Student's choice or negligence. Parent not responsible. WORK MAY NOT BE MADE UP. This type of absence could result in suspension or expulsion.

When returning from an absence or when late to school, a student must **FIRST** visit the school office. The student must bring a note from his parents to explain the nature of the absence or tardy. If no note is brought, unexcused will be recorded and NO MAKE UP WORK WILL BE ALLOWED. The admit must be obtained on the student's time before school begins, not after class begins. If you are tardy because you were in the office for an admit, it will be an unexcused tardy. Please note that parents are called on all absences and that tardies carry after-school detention penalties.

It is the student's responsibility to take the absence note to each of his teachers. The teacher will list any missed assignments on the slip, but the student is responsible for making up all missed work in a timely manner.

**TARDIES** - Students are expected to arrive at school on time and to be in their assigned classroom for each class period on time. **Students who are late arriving in the morning may not be sent to class.** Students arriving after the tardy bell will receive one detention for every two tardies occurring in one week. Detentions are 30 minutes in length and must be served either before or after school hours. In addition, all detentions must be served within one week of the date they are assigned or further disciplinary action, including Saturday school or suspension, will be taken. Students who continue to arrive late will be subject to a parent conference and withdrawal from the class. **Students that are tardy between classes without a note from school personnel will receive one detention per tardy.**

**TRUANCY** - When a student is absent without a valid excuse for three or more days or is late to school more than thirty minutes on each of three days, he or she is truant and must be reported to a school official. (E.C. 48260, 48264-66) When a student has been truant from school, a conference will be held with the parent or guardian. If the student is absent again without excuse for one or more days, or late one or more days, he or she should again be reported. If the student is reported truant three more times during the school year, even after parent conferences, the student will be reported to the local school district for follow-up. (E.C. 48261-48263)

#### **B. MEDICAL APPOINTMENTS**

For medical appointments during school hours, students should bring a note from home, check out at the office, and check back in at the office upon return. Effort should be made to avoid arranging such appointments at test time. Medical appointment checkout forms require a signature from the staff at the doctor's office indicating the time of arrival and departure.

### III. **DAYCARE**

Junior high and high school students may arrive on campus no earlier than 7:00 a.m. There is no additional charge for that time. Extended Day Care is only available as a service to students from kindergarten through 5<sup>th</sup> grade. Students in junior high and high school must be picked up immediately following dismissal. They may only remain on campus if they are participating in our after-school athletics program.

### IV. **DISCIPLINE**

#### A. **POLICY**

Students who violate school policy are subject to disciplinary action. Disciplinary actions may include detentions, assignment of service hours, in-school or out-of-school suspensions, withdrawal, or expulsion. The school administrative staff is responsible for determining the type of disciplinary action that will be taken when school policies are violated. An effort will be made to contact parents regarding discipline issues.

Suspension is a temporary removal from school. A student can be legally suspended from class by a teacher for a day for good cause or when other means of correction fail to bring about proper conduct. The administrators can also do this for up to five days at a time for good cause.

If a student is suspended, parents or a guardian will be notified and a meeting held with them. At the meeting, administrators will discuss why the student was suspended, what school rules were broken, and how long the suspension should last.

Students can be suspended for up to five days at a time with a maximum of twenty days in a school year. (E.C. 48900.5-48903, 48911) Students who have received more than two suspensions are subject to review by the Calvary Baptist Schools Board in regularly scheduled meetings. At that time, the Board will make further recommendations as to whether or not a student may continue at Calvary. It is possible that a student will be required to sign a Behavior Contract as a condition of continued enrollment or may be asked to withdraw.

#### B. **VAN CONDUCT**

From time to time students will use our vans to go to school functions. This is a privilege and we must guard it well. The following rules will always apply:

1. Students must obey the driver.
2. Vans must be cleaned by passengers after use.
3. No throwing objects from windows.
4. No yelling or hollering.
5. Passengers must be seated at all times. Seatbelts must be worn.
6. No horseplay.
7. Enter and exit in an orderly manner.
8. No eating or drinking inside vehicle.



**C. HONESTY**

Cheating is not only considered wrong at CBS, but also carries penalties with it. Any copying of another student's work inside or outside of class is considered a type of thievery (taking that which does not belong to you). A teacher is required to confront a student when there is evidence that cheating has occurred. The offense will be recorded on the student's discipline record, parents notified, and disciplinary action taken. The student will receive a grade of "0" on the assignment.

A second offense will result in a parent/teacher/student conference with administrators. The student will receive an "F" for that class and will be withdrawn from the class. The student's program will be collapsed when possible, so as not to create an open period. Finally, a student will be removed from any extra co-curricular program.

**D. CITIZENSHIP GRADES**

We firmly believe that a Christian should be different inside and out. For that reason much emphasis is placed on self-control and proper behavior. The citizenship grade is our thermometer of Christian behavior. A low citizenship grade may well indicate a spiritual problem evidenced by a sullen, belligerent attitude. We urge all CBS students to watch their attitudes and behavior as closely as they watch their grades. After all, the world can only judge us by what they see, and we always want to protect our witness.

**E. GIRL/BOY RELATIONSHIPS**

Calvary Baptist is interested in fostering wholesome Christian relationships between boys and girls. A public display of physical affection is in poor taste. A "hands-off" arrangement in personal relationships between our students is the expected standard in our school. Our students should accept the fact that Christian conduct is different from non-Christian. In fact, our statement that we are Christians, is not very valid unless we prove by our conduct that there is such a difference.

**F. GUM, CANDY, FOOD, DRINK**

Gum is not allowed at school or school functions. A detention will be issued for the first offense. A one-day suspension will be incurred for a second offense. Students must understand that we are serious about taking care of school property and that the damage caused by gum is not acceptable. Additionally, gum carelessly thrown out can find its way into the hands of young preschoolers who are naturally curious.

No candy is allowed in the hallways or in the classrooms. Candy purchased at the snack bar must be eaten at the snack bar. This applies to all age levels. Food and drinks may not be stored in the hallways. Trash from candy must be thrown away properly. Drinks are not allowed in the classroom. Drinks that have been opened may not be stored in the book bag area.

**G. PERSONAL PROPERTY:**

Please do not bring toys, games, etc., to school. These items will be taken from students and kept in the school office until a parent comes to get them. Unclaimed articles will be considered to have been donated to Calvary Baptist Schools for disposal. Any article not necessary for the completion of class activities is a toy (distraction) and will be taken from you.

**H. CELL PHONES, IPODS, AND OTHER ELECTRONIC DEVICES**

**In accordance with the state education code, students may have cell phones on campus, but only in compliance with previously established Calvary Baptist Schools' policies. Such devices may be used on the CBS campus only before or after school hours, during break and lunch and during passing periods. Use of such a device at ANY OTHER TIME, or if it causes a classroom disruption, will result in confiscation and returned only to the student's parent/guardian. Repeat violations of this policy may result in Saturday School or suspension. THE SCHOOL IS NOT RESPONSIBLE FOR ANY STOLEN, LOST OR MISPLACED ITEMS BROUGHT TO SCHOOL (Ed. code 48901.5).**

**V. FINANCIAL POLICY: See Financial Agreement Sheet**

- A.** One of the school's main obligations is to take care of the funds that God has granted us. The continuation of our entire ministry depends on this factor.

Please note that monthly tuition payments are due **in advance on the first of the month**. A grace period of five (5) days is allowed. This does **NOT** mean however, that the payment is due on the fifth of the month. **All** payments are due on the **FIRST** of the month in advance. A payment received on the sixth (6) or later will be subject to a **LATE CHARGE OF \$25!!**

Please do not make late payment or expect exceptions to this policy.

We do accept credit or debit cards as a form of payment.

**B. FUNDRAISING**

There are several fundraising activities that occur during the year at Calvary. These activities provide much of the income needed to pay for improving our school, its facilities and programs. It has always been our goal to keep tuition costs down, and fundraising is one way to do this. **Our Fundraising Policy requires that each student has to participate in two fundraisers per school year.** The student must meet the minimum money to be raised for that particular fundraiser they have chosen. We encourage the student and family to participate in more than just 2 of the fundraisers, if not all of them.

Students will be provided with information about specific fundraisers. In past years, these have included gift-wrap, candy, and cookie dough. In addition, during the spring we hold our annual Jog-a-Thon. As a further encouragement, individual and class prizes are awarded to top sellers.

For our junior high/high school students who enrolled in Young Spirit/New Direction, Yearbook, and Student Council, additional fundraisers are scheduled to help students offset the cost of various activities. Our athletic department may also run

periodic fundraisers in order to raise money for a specific item that they may need. All fundraising activities are managed through the school office. Any questions you may have should be directed through the school office. We hope you and your family will be able to be a part of all our fundraising events.

**VI. FOOD**

**A. LUNCH PROGRAM**

The junior high and high school students should bring a sack lunch or purchase lunch from the snack bar. Our athletic department will sponsor lunch specials on Fridays.

**Lunch from fast food establishments may not be brought on campus by parents or friends.**

**STUDENTS ARE NOT ALLOWED TO HEAT PERSONAL LUNCHES IN THE SCHOOL OVEN OR MICROWAVE.**

The school does not supply paper goods, cups, utensils, or napkins for students bringing their lunches.

**B. SNACK BAR**

The snack bar is open before school from 7:05 a.m. until 7:20 a.m., during morning break, lunch and 4:00 p.m. (for day care students). Remember that the use of the snack bar is a privilege and may be withdrawn from individual students or the entire student body if behavior warrants. Students who are rude or messy will be refused service. If the area around the snack bar is not kept tidy, it will be closed as a reminder to keep our campus clean. The snack bar does not supply utensils, paper goods, or napkins to students bringing their own lunches. The snack bar does not heat personal items for students, nor does the cafeteria.

All food bought at the snack bar must be eaten in the proper area. In case of rain, lunch will be moved to the cafeteria. Students may not open containers of food or drinks until they have reached their destinations. (Junior high eats in the cafeteria, and high school eats at the snack bar.)

**VII. ENGLISH TEST GRADES PLEDGE**

Students receive an English test grade for the following:

- (1) Returning the final page of this handbook signed to their English teacher
- (2) Participating in the Fall Festival
- (3) Participating in the Christmas Program
- (4) Participating in the Graduation Services (K, 8<sup>th</sup>, 12<sup>th</sup>)

**VIII. MEDICAL**

**A. ILLNESS WHILE AT SCHOOL**

If you become ill while at school, your parents will be called so that you may go home. Until your parents arrive, you will remain in the school office.

The emergency card of each student must contain the name of local individuals who can pick you up in case you get sick.

**B. MEDICATION**

All medicine brought on campus must come to the school office. It must remain there during the day. Prescription medicine must be in its original container with an appropriate label and directions for administration. A note explaining how and when medicine is to be used is required. We must have permission in advance to give over-the-counter medications such as Tylenol and other pain relievers. Students may **never** carry medications while on campus. Inhalers must also be kept in the school office. (E.C. 49423)

**IX. OFFICE**

**A. APPOINTMENTS**

Students have planners that may be used for informal, daily communication with teachers. Three-week grades are issued to give parents continual feedback as to how a child is performing. If a parent needs to have further communication with a teacher, he or she may contact the school office to arrange for a phone conference or on-premises conference, subject to the availability of staff. Teachers are generally available ½ hour before school starts and ½ hour after it ends.

Calvary Baptist Schools operates on the Matthew 18 principle which reminds us to deal directly with anyone who has offended us. Parents who believe they have an issue with a specific teacher must go directly to that teacher, one on one. We have found that most issues are resolved at this level. However, there may be times where a parent still has unresolved concerns. If that occurs, a parent may call the school office and ask for an appointment with the administrators. The parent must let the secretary know the nature of the problem, and an appointment will then be scheduled with the parent(s), the teacher in question, and the administrators. **No appointments will be made with administrators regarding a student's classroom performance until the parents have first discussed their concerns with the teacher.** Parents wishing to meet with administrators regarding other subject matters should contact the school secretary, give a brief description of the matter, and the secretary will pass this information on to the administrators. There may be times when the administrators will refer the call to another party. Otherwise, an appointment will be scheduled at a time when the administrators are available to meet. Our School Board meets monthly. However, these meetings are not open to non-board members. After going through the above procedures, a parent may submit a letter to the board for further consideration. All letters are delivered to the board president and handled during the next regularly scheduled meeting. A written response will be provided as soon as possible after the meeting has been held and the issue discussed.

**B. CHANGE OF ADDRESS AND TELEPHONE NUMBER**

If a student should move during the school year, please notify the office as soon as possible of your new address and telephone number. It is very important that the office have this information, especially in case of emergency.

Also, if a parent changes employment, please give the office that change of information.

**C. LOST & FOUND**

All lost and found articles should be taken to the daycare room. If you lose something, please check the daycare room first. Items left on the benches after school are also locked in the daycare room overnight. At the end of each quarter unmarked articles will be considered donated to the school for disposal. Please put your name on each article that you bring to school.

**D. TELEPHONE CALLS (see Contraband section - No Cell Phones Allowed):**

Student use of the school telephone is not allowed. **Only emergency calls** are permitted. **No calls are allowed for forgetting articles at home or to ask mom if you may go somewhere after school.** Please handle basic organization for school and your social calendar before leaving for school. Don't forget that ours is a business phone and we cannot afford to have it tied up with other calls. Many people must phone us each day and our line must be open.

**STUDENTS ARE NOT ALLOWED TO RECEIVE CALLS FROM FRIENDS OR OTHER STUDENTS.**

**X. PREMISES INFORMATION**

**A. AUTOMOBILES:**

Students who have a valid driver's license may drive their automobiles (or motorcycles) to school. **Before they begin driving to school**, they must obtain a "Parking Regulations" form from the school office, complete it, have parents sign it and return it to the school office. **After the form is returned to the office, driving is allowed.** It is to be understood that once students arrive at school and park their vehicles, they are not to return to them before the end of the school day without specific permission from the office. Student autos must be parked in north parking lot next to Forestdale. Students guilty of unsafe driving practices and transporting students illegally will have driving privileges suspended. Consequences may include suspension/expulsion. Once students are on campus, they may not sit in their cars. Calvary students are not allowed to arrive at school or leave school in the bed of a Pick-up truck.

**CAMPUS ACCESS**

6:00 a.m.-7:00 a.m. All students enter through the north (Forestdale parking lot) entrance. Gates close at 7:00 a.m. and access is only through the school office thereafter. **ALL visitors must check in at the office before coming onto school grounds.** Parents picking up students must do so through the school office until 4:00 p.m. After 4:00 p.m. the north gates will reopen until 6:00 p.m. closing.

**B. CLOSED CAMPUS**

Calvary Baptist Schools has a **closed campus** policy. This means several things to our students:

- (1) Once you arrive on campus, you must stay. This applies even if class has not begun. This also means that once you leave campus in the afternoon, you must go home and not return to the school campus.
- (2) No one may leave campus for lunch, etc.
- (3) Friends are not allowed to come on campus to visit, not even to the parking lot.
- (4) All visitors must check in at the school office.

**C. EARTHQUAKE DRILLS**

WHEN – Once a month

SIGNAL – Several short pairs of rings of the bell will signal an earthquake drill

DRILL PROCEDURES

Students should get under their desks with their hands folded over their heads. After one (1) minute has passed, please exit the building as outlined for fire drills. Students should carry a book or other object over their head to protect them from falling objects.

ALL CLEAR – “All Clear” will be signaled by a succession of three short rings of the bell. Students are to return to class in a single file line.

**D. FIRE DRILLS**

WHEN -- Once a month

SIGNAL – Continuous ringing of all bells

EXIT ROUTES

- (1) Those nearest doors leave first
- (2) All books/materials must be left on desks
- (3) Teacher to check roll outside
- (4) Class must leave as quickly as possible without crowding or confusion. Students must exit in a single file line.
- (5) Classroom groups must stand quietly in lines outside until “All Clear” is sounded

ALL CLEAR – “All Clear” is signaled by three short rings of the bell. Students are to return to class in a single file line.

**E. LOCKER ROOM/ RESTROOM AREAS**

It is especially important that students exercise proper judgment and control in the locker rooms and rest rooms. A fall in either location could be quite serious. For that reason, no horseplay, loitering or playing of any type is allowed. During P.E., as during any other class, permission to go to the rest room is mandatory.

Students are allowed to use two (2) sets of rest rooms. One is located on the bottom floor of the gym. Students who are in class in the gym or Jackson Building must use these rest rooms during class time. The other rest rooms are located just south of the preschool.

**F. OFF LIMITS**

Jackson Building: Church Office Area, Church Office Restrooms  
Church Office Stairway, Fireside Room  
Preschool – Before, during and after school, Preschool Yard  
Parsonage & Parsonage Yard  
AND All Streets

**STUDENTS MAY ONLY BE IN AREAS WITH TEACHER SUPERVISION.**

**G. SCHOOL VISITORS**

We do not want a student on campus who is not enrolled at Calvary Baptist Schools. You may not bring your friends to school. Occasionally, we may have a prospective student on campus visiting classes. When this occurs, the student will be paired with a Calvary student and must abide by all school policy while on campus.

**XI. SPECIAL OCCASIONS**

**A. AWARDS ASSEMBLY**

The awards assembly is a very special day at Calvary Baptist Schools. On this day we recognize special achievement in the areas of attendance, citizenship and athletics. Trophies and certificates are presented to students who have distinguished themselves throughout the year. This program is during the last week of the school year.

**B. CHAPEL**

One of the high points of the week is our chapel service. Chapels are held on Wednesdays. Our Pastor assists in conducting chapels. Films, musical groups, plays and special speakers regularly supplement this schedule to make chapel enjoyable. It is extremely important that students be here for chapel. Do not schedule appointments for that time. Students are expected to wear the uniform dress code to chapels. This includes the royal blue uniform polo shirt and long pants for boys and royal blue uniform polo shirt and skirts for girls.

**C. SPECIAL PROGRAMS**

Students are required to attend three (3) “special programs” per year. These are Fall Festival, the Christmas program, and the Graduation program (K, 8 & 12). Please make certain to refer to the dates on the calendar to avoid scheduling conflicts.

**Non-attendance will directly affect English grades.** (See page 21, “English Test Grades Pledge)

XII. **DRESS CODE:**

Students enrolled in Calvary Baptist Schools, preschool through twelfth grades must be in school uniform. A detailed listing of the required items is available through the uniform company True Grits. All uniforms must be purchased through the authorized provider True Grits. True Grits is located in 1515 S. Sunkist St. #A, Anaheim, CA 92806. Students should make at least one initial visit to the store to establish sizes. Orders may be placed by phone (714-634-0411), fax or through the Internet ([www.truegrits.com](http://www.truegrits.com)). Online school code is **CBS071**. Items shipped to the school are not charged shipping fees.

All outerwear (jackets and sweatshirts) must also be purchased through True Grits. New students should purchase a jacket or sweatshirt before the cold season arrives. Jackets are available on an as-ordered basis. Students may layer a white, black, grey, navy blue, or gold thermal t-shirt under their short-sleeve polo shirt and/or may purchase long-sleeve shirts for the colder months.

Shoes, socks and belts may be purchased at any store. Any length of sock will be acceptable as long as the sock is visible when checked. Shoes must be lace-up style that fit the foot securely. Students may not wear oversize shoes. Laces **MUST BE TIED ON TOP AT ALL TIMES**. Belts must be coordinated with the pants and may not have metal spikes or other bold features.

Remember: When purchasing uniforms, all clothes must fit at the waist, hips, and length. Boys uniform shirts must be tucked in at all times and belts must be worn if the pants have belt loops. Girls uniform skirts must be no shorter than the top of the knee. (No Oversize clothing and No Extra-tight clothing.)

**We expect our parents to make certain their children are appropriately dressed before they arrive at school.**



**CALVARY BAPTIST SCHOOLS**

**STUDENT / PARENT HANDBOOK**

**SIGNATURE PAGE**

**I understand that I will receive an English test grade for the following activities:**

- 1. Turning in this signature page**
- 2. Participating in the Christmas Program**
- 3. Participating in the graduation ceremonies (8<sup>th</sup> and 12 grade students, Young Spirit/New Direction students)**

**I further understand that by signing this page, I am acknowledging that I have read the rules and standards of conduct for Calvary Baptist Schools and agree to cooperate with these standards to the fullest extent.**

\_\_\_\_\_

**Student**

**As a parent I have read the rules and standards of behavior for Calvary Baptist Schools. I further understand that my child will be held accountable to these standards. Therefore, I will cooperate with the school in its endeavor to maintain these high Christian standards.**

**I also acknowledge that there are certain activities during the school year where participation is required of all students. My signature is an acknowledgement of my agreement to these commitments.**

\_\_\_\_\_

**Parent**

\_\_\_\_\_

**Date**

# Calvary Baptist Junior High



## Student Handbook

