

Calvary Baptist Elementary School

“Build Each Other Up!”

“Therefore encourage one another and build each other up....”

1 Thessalonians 5:11



Student Handbook School Year 2019-20

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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. None of us likes to submit ourselves to the will of others, but it is essential that we do.

SCHOOL MISSION STATEMENT

Calvary Baptist Schools is a loving community that spiritually and academically equips, challenges, and inspires students to impact their world for Christ.

SCHOOL VISION STATEMENT

Students at Calvary Baptist Schools will be grounded in God's Word and challenged to achieve academic excellence as they prepare to use their gifts and abilities effectively to follow God's plan for their lives.

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 teacher.
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 enrolled 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 you are encouraged to attend a local, Bible-believing church.

I. ACADEMICS

A. 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. Teachers may either send a homework sheet with students on Mondays, or the homework will be written in the student planner each day. Please check with your student’s teacher to see which method is being used.

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.

B. 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.

C. TEXTBOOKS

Textbooks are very expensive. Please make sure that the student’s name is written **in ink in each book.** Do your best to keep books in top shape. If a student loses a

textbook, the parent must authorize the office to order a new one and pay all charges to replace the textbook.

No writing that could be construed as gang-related is allowed at any time.

No magic markers, paint or gel pens, or felt tip markers are allowed on campus at any time.

D. 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.

E. PROGRESS REPORTS

Each three-week period, progress grades may be viewed on ParentsWeb. Please sign up for access to ParentsWeb in the office. It should be understood that these grades indicate achievement at that point in the quarter. The first and second quarter grades will be averaged and placed on the student’s 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.

F. ELIGIBILITY

In order to represent Calvary Baptist Schools in any event – speech, choral, drama, cheerleader, athletics, etc. – a student must have a 2.0 (C) average, or better in the last grading period, without any “F” grades. These students must also have a record of above average behavior and conduct. Ineligible students must wait until the end of the following grading period in order to have the opportunity to restore their eligibility status. Students who fail to follow the Honesty Policy will be dropped from any of the above-named activities.

G. 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
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2. Have good citizenship marks from all teachers	2. Have good citizenship marks from all teachers
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The decision of who qualifies for the Honor Roll shall rest solely with the CBS Principal.

II. **ATHLETICS**

Students are encouraged to participate in our Interscholastic sports program. You will find it to be one of the finest around. A complete program for students 5th grade and up is offered. Please remember that participation is a privilege and students must maintain high academic 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.

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 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.

G. ELIGIBILITY

As stated in the academics section of this handbook, in order to represent Calvary Baptist Schools in any event – speech, choral, drama, cheerleader, athletics, etc., - a student must have a 2.0 (C) average or better in the last grading period, without any “F” grades. These students must also have a record of above average behavior and conduct. Ineligible students must wait until the end of the following grading period in order to have the opportunity to restore their eligibility status.

H. 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.

III. ATTENDANCE

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

Parents must notify school 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 give the student any missed work, but the student is responsible for making up all missed work in a timely manner. (No longer than two days for each excused absence)

TARDIES – It is extremely important that students be at school and in class on time each day. Establishing good habits at an early age will be beneficial to students as they mature. It is not acceptable for students to regularly arrive after classes have begun. Late students create a disruption to a classroom where activities have already begun. Parents may not take a late student directly to the classroom. A tardy slip must be picked up in the school office before the student goes to class. A pattern of lateness will require a meeting with the administrator to determine what actions may be taken to correct a situation. Accumulated lost time in the classroom may in extreme cases cause a student to repeat a grade or subject. Calvary Baptist Schools is required to report excessive absences and tardies to the student’s school district. The district may then take further action.

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 may 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 in the office, and check back in at the office

upon return. When returning, a note from the doctor or other medical practitioner, indicating the time of arrival and departure, is required to excuse the absence. Every effort should be made to avoid arranging such appointments at test time

IV. **EXTENDED DAY CARE POLICY**

The cost for Extended Day Care is \$150, which includes each school day and school-year holiday camps. Payment is due the first of each month prior to attending the Extended Day Care program. Extended Day Care hours are 6:00 - 7:00 a.m. and 3:00 - 6:00 p.m. on normal school days. Holiday camp hours are 6:00 a.m. - 6:00 p.m.

Elementary students may arrive on campus no earlier than 7:30 a.m. Students who arrive earlier than 7:30 a.m. MUST check into daycare for a charge of \$20 a day, unless prior registration and the monthly fee is paid. After school, students MUST leave immediately after dismissal. For the safety of the student, any student who remains on campus 30 minutes after school dismissal (3:00 p.m.) or after athletic events (practice/games) MUST immediately check into daycare and will be charged the daily rate of \$20. ***The late pick-up policy for extended daycare will be enforced.*** A late fee will be charged of \$10 for every 15 minutes after 6:00 p.m. the student is picked up.

V. **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 administrator 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, administrator 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 / TRANSPORTATION 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 administrator. 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. 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 area. 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.

F. PERSONAL PROPERTY

CELL PHONES 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).

VI. FINANCIAL

A. POLICY

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 TEN PERCENT!**

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

We do not accept credit or debit cards as a form of payment.

B. FUNDRAISING

There are five fundraising activities that occur during the year at Calvary. These activities provide much of the income needed to pay for ongoing student services. It has always been our goal to keep tuition costs down, and fundraising is one way to do this. Our Fundraising Policy requires parents to commit to our program at the time a student is registered. Each student is required to participate in a minimum of 2 fundraisers per 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. All fundraising activities are managed through the fundraising coordinator and the school office. We hope you and your family will be able to be a part of all our fundraising events.

VII. FOOD

A. LUNCH PROGRAM

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. Students may not store their lunches in the snackbar refrigerator.

B. BIRTHDAY PARTIES

While we understand that parents want to celebrate birthdays or other special occasions, we cannot allow these activities to consume our day. Birthday celebrations are limited to the lunch period. Please talk with your child's teacher about what day and the plans that you would like to make.

C. CAFETERIA CONDUCT

Students are asked to enter the lunchroom quietly, eat and exit to the playground area. No loud talking, running or horseplay is allowed. Students are not allowed to remain in the lunchroom after eating. No food or drink may be taken from the lunchroom. All lunches must be eaten in the lunchroom. No pushing or shoving will be tolerated.

VIII. MEDICAL

A. ILLNESS WHILE AT SCHOOL

If your child becomes ill while at school, you will be called so that you may pick up your child. Until you arrive, your child will remain in the school office.

The emergency card of each student must contain the names of local individuals who are able to pick up the student in case of illness.

B. MEDICATION

All medicine brought on campus must come to the school office. It must remain there during the day. Prescription medicines must be in original containers with an appropriate label and directions for administration. A physician/pharmacy note explaining how and when medicine is to be used is required. We must have written physician permission in advance to give over-the-counter medications such as Tylenol and other pain relievers. We do not provide over-the-counter medicines, so you must bring them in an original container with your child's name on it. 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 administrator. 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 administrator. **No appointments will be made with administrator regarding a student's classroom performance until the parents have first discussed their concerns with the teacher.** Parents wishing to meet with administrator 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 administrator. There may be times when the administrator will refer the call to another party. Otherwise, an appointment will be scheduled at a time when the administrator is 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 will be placed in a bin located in Room A2. **On the last Friday of each month beginning in September, any unclaimed or unmarked lost and found articles will be considered donated to the school for disposal.** Please be sure the student's name is on each article of clothing that is brought to school.

D. TELEPHONE CALLS

Student use of the school telephone is not allowed. Only emergency calls are permitted. No calls are allowed for forgetting articles at home or other personal issues. 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. CAMPUS ACCESS

After 7:00 a.m. the gates at the north end of the campus will be locked. ALL visitors must check in at the office before coming onto school grounds. Parents picking up children in day care after 4:00 p.m. must do so through the north gates only.

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 every other month

SIGNAL – An earthquake announcement over the school PA system

EXIT ROUTES (See signs posted in classrooms and around campus)

DRILL PROCEDURES:

Students should get under their desks with their hands folded over their heads.

After one (1) minute has passed, another announcement will signal that it is time to exit the building. At this time, 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 – An “All Clear” announcement will play. Students are to return to class in a single file line.

D. FIRE DRILLS

WHEN -- Once a month

SIGNAL – A fire drill announcement over the school PA system

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 one long bell. Students are to return to class in a single file line.

E. ACTIVE SHOOTER/ LOCK DOWN

WHEN -- Once every other month

SIGNAL – A lock down announcement over the school PA system

- (1) ALL DOORS ARE TO BE LOCKED
- (2) (Please see school principal for more detailed).
- (3) NEVER OPEN A DOOR. Safety personel will have keys if they need to enter

NO ALL CLEAR WILL BE SOUNDED– All classrooms remain in a safe lockdown area until an administration team member or law enforcement officer opens your door.

F. LOCKER ROOM/REST ROOM 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.

G. OFF LIMITS

Jackson Building: Office Restrooms

Office Stairway

Fireside Room

Preschool – Before, during and after school

Preschool Yard

International Dorm & Dorm Yard

All Streets and outside school areas (front office doors, etc.)

STUDENTS MAY ONLY BE IN AREAS WITH TEACHER SUPERVISION.

H. SCHOOL VISITORS

We do not want a student on campus who is not enrolled at Calvary Baptist Schools. Students may not bring 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 academics, attendance, citizenship and athletics. Trophies and certificates are presented to students who have distinguished themselves throughout the year. This program is held 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. 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:

K-4: girls- jumper with white blouse.

5th grade girls- can wear jumper with white blouse or royal blue polo and skirt.

K-5: boys- royal blue uniform polo shirt and long pants.

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 (PK4, K, 8 & 12). Please make certain to refer to the dates on the calendar to avoid scheduling conflicts.

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 Norman's Uniforms. **All uniforms must be purchased through the authorized provider Norman's Uniforms.** Norman's Uniforms is located at 371 W 6th St. San Pedro, CA, 90731. Norman's will be coming to Calvary Baptist Schools 3-4 times to set up mobile stores throughout the year. Students should attend at least one of these mobile stores to establish sizes. Orders may also be placed by phone (310-832-8342), fax (310-832-1410) or through their website (www.normansuniforms.com). Our online school ID is **2990** or you can simply type in **Calvary Baptist**. Items shipped to the school are not charged shipping fees.

All outerwear (jackets and sweatshirts) must also be purchased through Norman's Uniforms (school spirit packs are also acceptable). New students should purchase a jacket or sweatshirt before the cold season arrives. 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.**

Remember: When purchasing uniforms, all clothes must fit at the waist, hips, and length. Girl's skirts/skorts **MUST BE WORN AS INTENDED!** Girls may not roll up skirts or alter the skorts in any way! (No Oversize clothing and No Extra-tight clothing.)

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

FRIDAY FREE DRESS

“Free Dress” is a fundraiser to help offset the production cost of the yearbook. The dress code for Free Dress is, but is not limited to, the following:

General Guidelines

- All clothes must portray a clean, modest, neat, not tight-fitting look that supports a learning environment.
- Gang-related clothing, such as oversized clothes or sagging pants are not allowed.
- Hats are only to be worn outside (i.e. not in classes, chapels, etc.)

Girls

- Skirts/Dresses must be no shorter than 3” above the middle of the knee; slits may not be higher than 3” above the middle of the knee.
- Spanx/shorts/leggings should be worn underneath at all times.
- Pants-Jeans should be appropriate; not have any holes in them or patches on them.
- Jeggins, sweatpants, pajama pants, athletic warm-ups, or nylon breakaway pants are not permitted.
- Leggings are permitted when worn with an appropriate skirt or dress.
- Shorts MUST be AT LEAST as long as the tips of the fingers when a girl’s arms are down at her side.
- Athletic shorts, lace shorts, nylon shorts, or board shorts are not allowed.
- Shirts shoulder straps must be at least 2” in width.
- Tops must be modest and not revealing (NO CLEAVAGE), with midsection not visible at all, even when sitting; any sheer or see through portions must have dress code approved garments underneath.
- Girls may wear nice and appropriate T-shirts; no inappropriate graphics or wording.
- Undergarments must be worn at all times and should not be visible.
- Absolutely no bralettes should be visible at any time.
- When jackets are worn, shirts underneath must conform to dress codes guidelines.
- Shoes must be worn at all times and satisfy footwear requirements below.

BOYS

- Pants must be clean, neat, and in good condition (no holes or patches).
- Sweatpants, pajama pants, athletic warm-ups, or nylon breakaway pants are not permitted.
- Shorts: athletic nylon, or board shorts are not allowed.

- Shirts: boys may wear nice and appropriate T-shirts; no inappropriate graphics or wording. If a buttoned-up shirt is worn, it must remain buttoned all the way up the front.
- Shirts underneath jackets and hoodies must be in dress code.
- Shoes must be worn at all times and satisfy footwear requirements below.

Footwear: For safety reasons, thongs and/or sandals without a sturdy back strap may not be worn by students. Students should bring or wear socks and athletic-type shoes as part of appropriate attire for daily Physical Education. It is essential that shoes be properly tied when worn to minimize injuries to ankles and feet. Students are not to wear heels, flip flops, open-toe shoes, sliders, house shoes, skate-shoes, heeled shoes, platform shoes, or over-sized shoes, as these pose a safety concern.

SIGNATURE PAGE

I 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 (Fall Festival, Christmas Program). My signature is an acknowledgement of my agreement to these commitments.

Parent

Date