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Welcome to Calvary Chapel Rialto Christian School

This Lion's Parent/Student Handbook has been designed as a tool to help familiarize you with our school and specific school policies pertaining to Calvary Chapel Rialto Christian School (CCRCS) grades K – 8th. The guidelines have been prayerfully considered and established with the students' best interest in mind. The parents are required to read the handbook carefully. You will be held accountable for everything written in this book.

MISSION STATEMENT – BEYOND POTENTIAL

Our mission is to give each child a lifelong passion for Jesus Christ by providing an environment where they can develop emotionally, spiritually, intellectually and physically.

"And you shall love the Lord your God with all your heart, and with all your soul, and with all your mind, and with all your strength."

– Mark 12:30

TRAINING THE CHRISTIAN LEADERS OF TOMORROW

Our purpose is to transform and train the whole person so that the student will develop according to the example of our Lord Jesus Christ to be a godly influence in the world (Matthew 5:13). As an extension of the Christian home, CCRCS supports parents who seek to obey biblical instruction, which gives them ultimate responsibility for the education of their children (Deuteronomy 6:4-9).

OUR LIVING CURRICULUM

The CCRCS teaching staff is highly qualified and thoroughly dedicated to helping each student achieve positive spiritual, mental and physical growth. CCRCS is a ministry of Calvary Chapel Rialto. The purpose of the Christian school staff is to fulfill God's commandment to parents and to the church: To train up the children in the fear and admonition of the Lord. CCRCS is an integral and inseparable part of the church. Since our school is a ministry of Calvary Chapel Rialto, all teachers and staff regularly attend church here. All staff and faculty have a personal commitment to Jesus Christ. They will allow the Lord to minister through them by the power of the Holy Spirit.

OUR PHILOSOPHY OF CHRISTIAN EDUCATION

The CCRCS philosophy of Christian education is based on the truth that God's Word is the standard for all truth, and that the Bible is the inspired, inerrant and authoritative Word of God. God has created and sustains all things. Therefore, the universe and man were created by God to glorify Him. Because of the sin nature, man cannot, through his own efforts, know or glorify God. It is only by accepting God's free gift that man receives salvation through faith in His Son, Jesus Christ.

All policies of the school, philosophies of subjects, curriculum materials and teaching methods shall conform to our philosophy of Christian education. The Bible is the foundation and motivating force for all curriculums. Our primary goals and objectives include:

- ◆ To love the Lord our God with all our heart, soul and mind.
(Matthew 22:37)
- ◆ To glorify God in all that we do. (I Corinthians 10:31)
- ◆ To promote the maturity of our students in doctrine and practice.
(Ephesians 6:4; Colossians 1:28-29)
- ◆ To train our students in Christian service and ministry.
(II Timothy 2:2)

The school is an extension of the family and also an extension of the church. In this capacity, we will promote this relationship of family, church, school and members of the body of Christ. We believe that our priorities and those we teach should be as follows: Commitment to Christ, family and school. Our belief is that God is sovereign now, in the past and in the future. We believe we have been created in God's image and the Bible gives us the moral principles to live by. We strive to meet all the needs of the student - physical, mental and spiritual.

OUR INSTRUCTIONAL PROGRAM

The philosophy of Christian education promotes high academic standards helping students achieve skills in creative and critical thinking using a biblically based curriculum. The Bible is not only a separate academic subject, but **must** be the foundation and motivational force for our curriculum.

MINISTRY OUTREACHES THROUGH CALVARY CHAPEL RIALTO

At Calvary Chapel Rialto and CCRCS we seek to reach out to students in various ways by providing camp settings with spiritual emphasis, chapels, biblical guidance, Bible study and prayer time.

OUR MASCOT – LIONS

Lions are known for their courage and strength. They are not known to run when confronted; they are brave and the king of the animal world. The lion is a social animal that protects its young. As lions, we at CCRCS strive to be brave, strong and protective like the lion in the jungle. We want to triumph like Christ triumphs. Revelation 5:5 says, "Then one of the Elders said to me, 'Do not weep! See, the Lion of the tribe of Judah, the Root of David, has triumphed. . '".

HANDBOOK AMENDMENTS

The school administration reserves the right to amend this handbook with School Board approval. The Calvary Chapel Rialto Christian School Board acts as a legislative body in approving policies and procedures for the school.

Under current privacy acts and the safety and security measures of Calvary Chapel Rialto or any school therein, it is against our policy to divulge any information with regard to any minor, either currently or formerly, in our care to any person(s) not identified on our prescribed church or school forms.

GENERAL INFORMATION

SOME FACTS YOU SHOULD KNOW

CCRCS admits students of any race, color, nationality or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, nationality or ethnic origin in administration of its educational policies, admission policies, activities and other school administered programs. While the publishing of this statement is mandatory by law, CCR Christian School further advises you that concurrence with the Policy of Non-Discrimination is grounded in a theological basis as clearly presented in the Bible. The school's doors are open to all people of all races and national origins because of the love of God as manifested in the ministry of redemption through Jesus Christ, which is intended for all people who receive it.

OFFICE/SCHOOL HOURS

The CCRCS hours of operation are as follows – Monday through Friday:

Office:	7:45 am – 4:00 pm
School: Kindergarten	8:00 am – 2:00 pm
1 st through 8 th Grade	8:00 am – 3:00 pm

Students are not permitted to leave the campus without parental permission. Kindergarten students on campus after 2:15 pm, and 1st – 8th grade students on campus after 3:15 pm, must report to daycare.

MINIMUM SCHOOL DAY HOURS

School will dismiss at 12 noon. Extended Daycare is provided in the mornings from 6:00 am to 7:45 am. Afternoon Extended Daycare hours are 12:15 pm – 6:00 pm. Any student left after daycare hours will be charged a \$25 late fee per hour or any part of an hour.

STUDENT DROP-OFF AND PICK-UP

So that we can keep morning traffic to a minimum, please drop off your children using the following guidelines:

- ◆ ***Before 7:50 am, drop off all students at the daycare room***
- ◆ ***After 7:50 am, drop off students in the elementary area.***
- ◆ ***On rainy, extreme cold or windy days, drop-off (7:50 am) & pick-up (2:15 pm or 3:15 pm) will be in the student classrooms.***

Pick-up is in the elementary area until 2:15 pm, for Kindergarten and 3:15 pm, for grades 1st – 8th. After 2:15 pm, or 3:15 pm, pick-up is in the daycare room.

FIRE AND DISASTER DRILLS

The law requires that schools conduct fire drills. In keeping with recommended civil defense procedure, disaster drills also may be conducted. The teachers will discuss instructions for these drills. Students are expected to become familiar with these instructions so that all drills can be conducted with a minimum of confusion.

FOOD SERVICE

Students will bring their lunch from home every day except Thursday when a hot lunch will be available for a nominal charge. On Thursdays, students have a choice of eating a hot lunch that will be brought in from an outside source (such as pizza) or they may bring their own lunch.

LOST AND FOUND PROCEDURES

All personal belongings that have been turned in as lost will be sent to the main church office. After a period of time, the unclaimed items will be donated to a ministry. Therefore, if you lose something, it is important to claim the item as soon as possible. Personal belongings such as jackets, backpacks, books and Bibles should be clearly marked with the name of the student.

TELEPHONE POLICY

Should a student need to call home in an emergency, they must go to the school office and ask a secretary to use the office telephone. Use of cellular phones during school hours is prohibited and subject to discipline.

EXTENDED DAYCARE

Extended Daycare is available for K – 8th grade students from 6:00 am, to 6:00 pm. Daycare families are billed monthly; \$4 per hour for the first child and \$3 per hour for each additional child.

Morning daycare is charged from 6:00 am – 7:45 am. In the morning, K – 8th grade students must be walked on campus at the school drop-off area.

Afternoon daycare hours for Kindergarten students are 2:00 pm – 6:00 pm, with charges beginning at 2:15 pm. Afternoon daycare hours for grades 1st – 8th grade are 3:00 pm – 6:00 pm, with charges beginning at 3:15 pm. Children in grades K – 8th will be picked up at the designated pick-up area.

At 2:15 pm, (kindergarten) and 3:15 pm, (all other students) all remaining students automatically go into daycare. Students may not go to any other area of the campus to wait for their authorized person to pick them up.

When a student is picked up from daycare, **a parent or an adult designated by the parent on the authorization form must sign out the student in the Daycare Log Book. Photo ID may be required.** Daycare staff is not permitted to sign students out of daycare. **Any student left after 6:00 pm, will be charged a \$25 late fee per hour or any part of an hour.**

Homework Help

Students are given 1 hour to complete any homework they may have for that day; unless other arrangements have been made. Any homework that is not finished during daycare will need to be completed at home.

Other

Bible devotions, prayer, story, Christian based movies and outside playtime (if weather permits) are part of the morning and afternoon daycare structure.

No snacks are given in daycare unless you provide them for your child. Please bring a snack for your child if you anticipate a long stay.

Using daycare is a privilege, not a right. Students who are not respectful and/or obedient may be denied the privilege of daycare.

ADMISSIONS

CCRCS seeks to bring to our campus children of parents who are committed to personal, intellectual and spiritual growth. We desire to minimize confusion in the children as to what they are learning at school and what they are being taught at home. Therefore, to be considered for admission, the contracting parents should be born-again Christians exhibiting fruit of this in their daily walk and they should be attending church weekly. Parents or legal guardians of all prospective students should be aware of this when applying for student enrollment in our school.

ELIGIBILITY

Parent Qualifications

We believe the Bible mandates that the primary responsibility of each student's education rests with the parents. We view the school's role as one of partnership with the parents (for clarity, "*parents*," as used in this handbook, denotes the *contracting parent*). In order to establish and maintain a successful partnership, *it is essential that parents be in agreement with the philosophies and intentions of the school*. If, at any point during the school year, a parent finds that they are in disagreement with the philosophy standards or administration of the school, you should make every effort to work with the administration for a solution by practicing the *Matthew 18 Principle*.^{*} If a harmonious solution cannot be reached, your student(s) may be dis-enrolled from the school.

It is essential that the parents exhibit a lifestyle in keeping with the Christian faith. We recognize that parents alone have the single greatest impact on their children's lives and must therefore manifest, by precept and example, the highest Christian virtue, serving as a role model to their children. This includes, but is not limited to, refraining from such activities as are in violation of scriptural principles of godly living (Romans 1:28, 32). Further, the parents must acknowledge that the Scriptures admonish us to abstain from every *appearance* of evil (1 Thessalonians 5:22), (for example, an unmarried couple living together), and that such conduct violates scriptural principles and would thereby either disqualify the student from enrollment in our school or be grounds for dismissal. Similarly, deviation from the scriptural standards mentioned above is grounds for either non-acceptance into the school and/or dismissal of a student currently enrolled.

^{*} *The Matthew 18 Principle for Solving School Problems: In Matthew 18:15-17,*

Jesus taught clear principles for solving people-to-people problems.

- ◆ **Step one** - is to go privately, in humility and love to the person with whom you have a problem. If the matter is resolved, forgiveness and reconciliation will take place.
- ◆ **Step two** - if the individual will not hear you, bring one or two witnesses and approach the individual in a spirit of prayer and humility. With godly people seeking God's counsel, most situations are resolved. If the problem is not solvable through the aforementioned steps, then a school administrator may be brought into the situation. This is the Lord's way of solving people-to-people problems.

CHURCH REQUIREMENTS

To assist in the development of Christian character and a Christian lifestyle, we require the contracting parent to be born-again and attend an evangelical, Bible-believing Christian church on a regular weekly basis. Weekly church attendance by parents and students go hand-in-hand with church and school goals. The teaching of the Bible is approached with the emphasis on the inerrancy of the original Scriptures, the need for salvation through faith in Jesus Christ as personal Savior, and the ministry of the indwelling presence of the Holy Spirit that enables the Christian to live a godly life.

STUDENT QUALIFICATIONS

Students applying for admission to CCRCS may require a placement test to assure the academic and maturity level of the student. Arrangements for the test will be made through the school office. This applies to new students only.

ENROLLMENT PROCEDURES

A school tour is recommended prior to enrollment.

1. Navigate to the "Admissions" page on the CCR Christian School website (<http://www.ccrschool.com/>) by clicking on the "Getting Started" tab at the top of the page and then clicking on the "Admissions" tab on the right side of the page.
2. Once on the "Admissions" page, click on the "Enroll Me" tab on the right side of the page.
3. As an alternative, you can go directly to the "Enroll Me" page by typing the following into your web browser:
<https://secure.gradelink.com/1531/enrollment>
4. Once on the "Enroll Me" page, create an account by providing your email address and creating a password for the account. Then click on the "Register" button.

5. Finally, click on each tab (Student, Parent 1, etc.) and fill in all of the information requested. During this stage of the process, you can save your work and return to it at another time by going to the “Enroll Me” page and clicking on the “Complete Enrollment” tab.
6. **On the “Attachments” tab, please click on the “Additional Documents” link, and then print and complete each document.**
7. Click “Submit.”
8. The CCR Christian School office will then contact you to inform you that you have successfully completed the enrollment forms for the upcoming school year. The office staff will also schedule a time for you to bring in your **printed documents**, along with the registration fee that must be paid in order to secure your place.

Items Needed:

- ◆ **Health Examination** (1st grade students only)
- ◆ **Birth Certificate**
- ◆ **Immunization Record** (current immunization records are required. Hepatitis B immunizations and MMR#2 are required for all Kindergarten students.) Additional immunizations may be required.
- ◆ **Current Report Card**

The registration fee is non-refundable unless the student is denied admission into our school. If a child is denied admission to our school, the registration fee will be refunded within a period of (30) thirty days in the form of a check. The enrollment procedures cannot continue until the registration fee is received.

Once the online application is reviewed by the administration, the school office may schedule an appointment for the Entrance Exam (K - 8th grades). Testing fees are non-refundable and are due in cash at the time of testing.

After successful completion of the test, the school office will schedule an administrative interview with the qualifying parent. Following the administrative interview, parent(s) will complete the admissions process by signing a contract and completing any additional forms required. All forms must be on file when the student begins school.

RE-ENROLLMENT PROCESS

Parents will need to re-enroll electronically through Gradelink

1. Once you have logged onto your Gradelink account, click on the “Re-enroll” tab on the left-hand menu tabs.
2. Click on each tab (Student, Parent 1, etc.) and check the information to see if there are any changes that need to be made. Correct the information if necessary.
3. On the “Attachments” tab, please click on the “Additional Documents” link, and then print and complete all documents **except** the “Request for Student Records”
4. Click “Submit.”
5. The CCR Christian School office will then contact you to inform you that you have successfully re-enrolled your child for the upcoming school year. The office staff will also schedule a time for you to bring in your **printed documents** and make the necessary payment for Registration, Books, Tuition and any other fees that are due at that time. ***The registration fee must be paid in order to secure your child's place.***

All re-enrolling students must have their files received, completed and all accounts current in order to begin on the first day of the new school year.

TUITION

It is our commitment to keep tuition rates and operational costs as low as possible, yet reasonable enough to secure and retain quality teachers, staff and educational materials for your children.

Every family is given a contract agreement to sign that states the total amount of tuition due for the entire school year. Parents have the option of paying in full or electing a monthly payment plan.

Prior to contract signing, the parent and the student must meet the eligibility qualifications and church requirements as stated previously. The contracting parent is responsible for the payment of all fees and tuition, regardless of who makes the payments. Notification of non-payment of tuition, fees and other charges, as well as NSF checks, will be addressed to the contracting parent.

In a joint custody situation, the contracting parent is responsible to furnish all court documents to the school that prove legal and physical custody of any student attending the school. Any information requested by a non-contracted parent must be referred to the contracting parent.

The monthly payment plan allows two options:

Option 1 – The monthly payment plan allows ten (10) equal monthly payments totaling the complete amount of the tuition to be paid beginning September 19, with consecutive payments due on the 19th day of each month. If the account is not paid by the 26th day of each month, a **\$25 late fee** will be charged to the student's account.

Option 2 – The monthly payment plan allows twelve (12) equal monthly payments totaling the complete amount of the tuition to be paid beginning July 19, with consecutive payments due on the 19th day of each month. If the account is not paid by the 26th day of each month, a **\$25 late fee** will be charged to the student's account.

If daycare charges are added to your account, it will be necessary for you to pay both the daycare charges *and* the monthly tuition amount in order to avoid a late fee. *You cannot designate your payment for tuition if other charges exist on your account.* **Failure to submit tuition payment within 20 days of the due date may result in the school withdrawing the student from all classes until payment is made.** Students suspended from school due to a delinquent account are permitted to make up missed schoolwork.

As noted in the annual fee schedule, families with more than one child enrolled at CCRCS will receive a tuition discount.

SUPPLIES

Each student is required to bring his/her own supplies to class each day. Additionally, students (2nd – 8th grade) are expected to bring their own New King James Bible to school and chapel every day.

PHYSICAL EDUCATION

All elementary students participate in a teacher supervised Physical Education activity each week. Parents should keep this in mind when selecting shoes to be worn by the student to school each day.

WITHDRAWAL PROCEDURE

A student who is transferring from CCRCS to another school should inform the school office at least one week prior to withdrawal. This will help expedite the transfer of appropriate files to the next school. A CCRCS Withdrawal Form will be completed for the transferring student. A copy of the Withdrawal Form will be given to the student officially completing the withdrawal process. When the student withdraws prior to the end of the semester, they will receive exit grades only, not semester grades. The outstanding balance on the account must be paid

in full for the withdrawal process to be completed. Registration, book fees and miscellaneous fees will not be refunded.

EMERGENCY AND HEALTH PROCEDURES

The school office offers first aid to all injured or ill students. If a student is injured on campus, the student should report this injury to a teacher, administrator or daycare worker immediately. If a student becomes ill during school hours, the student should immediately be sent to the school office.

If a student needs to leave campus, the parent will be contacted to come to the school office to sign their student out. Parents may designate an authorized person (I.D. required) to pick up their student for them. In the event that the student leaves campus due to illness without first signing out of the school office, the student will be considered truant.

If a student is taking medication of any kind (including aspirin, cough drops, and all other prescription and non-prescription medication), the medication must be brought to the school office. The procedures listed below will be followed:

1. Parents will complete the CCRCS Emergency Information/Medication Request Form and Authorization for Adminstrating Medication at School included in the enrollment packet.
2. Parents will provide their child's prescription medication in the original containers with the directions and the student's name clearly visible on the container. This medication will be recorded in the student's Medication Log by the office staff, and distributed as directed by the physician's instructions. Time and dosage will be recorded when administered.
3. Non-prescription drugs may be administered to the students by the office staff on an "as needed" basis, according to the agreement signed by the parent on the Emergency Information/Medication Form. All medications will be administered by office staff and will be recorded in the Medication Log.
4. In the event that a student requires non-prescription medication not documented on their Medication Log, the parent may give permission via telephone or fax to the school. Date and time of permission given will be documented.
5. A doctor's certificate stating the need for a student to use an inhaler at school, along with permission from a parent/guardian, is required by the school office. It is recommended the student administer his/her medication in the presence of a staff member. The staff member will then notify the office, where the dosage and time will be documented.
6. Parents/guardians of diabetic students will provide instructions for the office staff, from their medical facility, on maintaining adequate Blood Sugar Levels (BSL), and handling of a change in BSL. All equipment and

medication will be clearly labeled with instructions documented by the physician.

7. It is absolutely necessary that we have current emergency information in your child's file. It is the parent/guardian's responsibility to notify the school office of any changes.

ACADEMICS

ACADEMIC GRADES

GRADING

The school's grading scale for Kindergarten is as follows:

E	Excellent
G	Good
S	Satisfactory
N	Needs to Improve
/	Not Assessed
U	Unsatisfactory

The school's grading scale for 1st – 8th grade is as follows:

A	Excellent
B	Above Average
C	Average
D	Below Average
F	Failure
I	Incomplete*

**An "Incomplete" is given only when the teacher feels there are justifiable reasons for the work to be late.*

PROGRESS REPORTS

Progress Reports are issued once each quarter of the school year. Teachers commending the student for outstanding work or to communicate the need for improvement issue these reports.

QUARTER GRADES

Quarter Grades are an evaluation of the student's work for an entire nine-week period, which includes semester or final exams. These grades are not recorded on the student's transcript that becomes part of the permanent record and should be seen as an additional progress report.

SEMESTER GRADES

Semester Grades are an evaluation of the student's work for an entire eighteen – week period, which includes semester or final exams. These grades are recorded on the transcript that becomes part of the permanent record. It is on the basis of semester grades that a student earns credit and grade points.

REPORT CARDS

The academic year is made up of four nine-week quarters. The first two quarters are consider the first semester, and the second two quarters are considered

second semester. Credit for classes is given on the basis of semester work grades. Report cards will be available on Gradelink. However; we can print a copy for those without internet access. Credit is received only for courses with a minimum of a “D” grade or better for the semester.

ACADEMIC PROBATION *(For removed or withdrawn students)*

Administration has the option of placing a student on a conditional probation contract for such problems as attitude, behavior, excessive absences/tardies and homework. The School Board will make final decisions concerning probation and eligibility.

Following removal or withdrawal from the school for academic/behavior reasons, a student may apply to be re-enrolled on academic probation if the following conditions are fulfilled:

- ◆ The student must be in good standing at the current school attending.
- ◆ The student received no grade lower than a “C” in any subject.
- ◆ The student and parents meet with an administrator to develop a behavior contract that all interested parties must sign.

TESTING POLICY

Tests are a regular part of academic measurement. Tests are cumulative in nature and comprehensively cover all the facts, skills and concepts covered in the curriculum taught.

ACHIEVEMENT TESTS

We will monitor our program by testing yearly now rather than every other year. Standardized tests by Terra Nova will not only show us where we can improve in our curriculum directly, it will also show parents how their children are doing compared to other children across the country. Testing will be administered to all 1st-8th grade students. These tests are mandatory. Parents please note: The SAT test is not the only assessment that evaluates the student’s progress or indicates the successful learning atmosphere in the classroom.

HOMEWORK REQUESTS

A student, who has been absent more than one day, may request homework from their teacher. Because of the teachers’ schedules, requests made one day ahead will be supplied by the end of the school day.

MAKE-UP WORK

In cases of excused absences the student may be allowed to make-up the class work or any testing. Generally, it is up to the classroom teacher to determine, on a case-by-case basis, whether make-up work will be provided. A parent has the right to appeal a teacher’s decision in this area to the administration.

CUMULATIVE RECORDS (CUM)

Pursuant to the Education Code of California 49061 and 49063, parents are hereby given notification of privacy laws that pertain to them and their children.

Federal and State laws grant certain rights of privacy and rights of access to students and their parents. Full access to all personally identifiable written records maintained by CCRCS must be granted to the legal parent of the pupil under the age of 18. Legal “parent” means a natural parent, adoptive parent or legal guardian having legal custody.

CCRCs does not have the legal authority to prohibit or restrict the natural parent’s access to a student’s records or physical contact with that student in relationship to a custody case unless the legal papers are on file with the school office. The school can only carry out the instructions specified in the final custody papers, divorce decree, court order or restraining order.

If there are conditions, which prohibit either natural parent from physical custody of the student, it is the responsibility of the contracting parent who has legal custody to provide the school with the *proper papers*.

Parents may receive a copy of any information in the records at a reasonable cost per page. Policies and procedures relating to types of records, kinds of information retained, persons responsible for records, directory information access by other persons, review and the challenge of records is available through the administrative office. When a student moves to a new school, records will be forwarded upon the request of the new school. At the time of transfer, the parent may review, receive a copy and/or challenge the records.

PROMOTION REQUIREMENTS

Promotion shall be based on satisfactory progress and completion of the requirements of CCRCS. Students will be promoted to the next grade at the end of each year unless the teacher, approved by administration, recommends retention.

CHAPEL

Chapel is an important part of campus life at CCRCS. It is an opportunity for students to hear outstanding speakers, worship and singing groups. Students are required to attend Chapel and are expected to come desiring God to minister to them. Many of our students have come to a deeper commitment to Christ during Chapel. Students should:

- ◆ Bring a New King James (NKJ) or New American Standard (NAS) Bible to chapel (2nd – 8th grade)
- ◆ Demonstrate proper courtesy and Christian hospitality to all speakers by listening carefully and behaving properly. Their attitude toward the speaker should be respectful and attentive
- ◆ At no time study or do homework
- ◆ Refrain from unnecessary talking, distracting others, or causing a disturbance during Chapel
- ◆ Not have any food or drinks of any kind in the Chapel
- ◆ Remove hats, caps, beanies and the hoods of sweatshirts prior to entering Chapel

Students who do not adhere to the above mentioned Chapel decorum will be subject to disciplinary action

Allow God to speak to you and those around you!

ATTENDANCE

ABSENCES

The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for the experience to be “made up.” Attendance is extremely important; therefore, CCRCS discourages long extended absences. **Permission must be obtained from an administrator before the parent can contact their student’s teacher(s) to obtain the work assignments for the period of absence. Students who have excessive absences may be dismissed and/or not advanced to the next grade.**

Failure of a student to attend school will be considered an absence. Each absence will be considered excused, unexcused or truant. An excused absence is an absence with the knowledge and consent of the contracting parent and/or school staff.

Upon returning to school, students are to bring a signed and dated note from their parents detailing the nature of the absence. This will permit the student to return to class and will indicate to the teacher whether the absence is excused, unexcused or truant. If a student returns without a note from their parent, they will be considered unexcused or truant. Students should present the note to their teacher at the beginning of class on the day they return from being absent. If a student has accumulated 10 absences in a quarter, a *mandatory* conference with an administrator will be scheduled.

*The administration reserves the right to determine whether an absence is considered **excused, unexcused or truant.***

TARDIES

Tardiness affects the student and disrupts other students in the class. It is the parents’ responsibility to see that their child is at school and in class on time. **All students are expected to be in line on the blacktop for greetings and pledges at 8:00 am. Any student NOT in line when our staff greeter says, “Good morning, Lions!” will be considered tardy.** A student who arrives to school after 8:15 am must be walked into the school office by the parent. If classes have already entered the building, but prior to 8:15 am, the student will go directly to his/her class and will be marked tardy by the teacher. All tardies are considered unexcused unless the student has a written excuse from his/her parent explaining the reason for being tardy (for example, a doctor’s appointment). Extenuating circumstances will be reviewed by administration for approval. If a student is tardy three consecutive days or five (5) days in a single quarter, a *mandatory* meeting with an administrator will be scheduled.

CLOSED CAMPUS POLICY

Closed campus means that all students are required to remain on campus until the end of the school day. Students must be signed out by the contracting parent or authorized adult for off-campus lunches. (A courtesy note or call in advance would be appreciated in order to help the teacher plan for the day.) Administration will only grant approval when a student will be off-campus with his or her own parent or an adult given permission by the contracting parent.

Administration requests that all personal celebrations be held after school hours so as not to disturb the academic goals of the school.

The parent must sign their child out and back in when the student returns to class on the same day. A pass will be issued to the student returning to class. However, if the student must leave the grounds for a valid reason, such as a doctor's appointment, family emergency, etc., the student should bring a note to the school office. The parent will be required to sign out in the school office.

If the parent is not present, the student will not be allowed to leave campus with another adult unless the adult is listed on the emergency information papers on file with the school. Please take this into consideration when filling out the emergency information!

ON-CAMPUS VISITORS WITH SCHOOL BUSINESS

All visitors with school business must check in and sign out with the school office. Visitors will be issued a Visitor's Pass by the school office, which must be worn during the entire visit. For the safety of our students, at no time will a parent/visitor be allowed to be in the school hallways without a current dated Visitor's Pass issued from the school office. (Exceptions are made for before and after school on rainy-day schedule).

PARENTS AND ADULTS VISITING CLASSES

Visitors are welcome in our school classrooms if administration and the teacher are notified in advance. However, you will need to fill out an application that gives CCRCS permission to run a background check. This process may take up to a week. We recommend that classroom visits be brief. The school office staff will issue a current dated Visitor's Pass, which must be worn for the entire campus visit. As a precaution for our students, it is essential to identify all adults interacting with the students.

Special Note to Parents: Our school dress code applies to all parents, volunteers and visitors coming on campus or school field trips. We would appreciate modest and appropriate dress as an example to our students.

DISCIPLINE

SPIRITUAL LIFE AND CONDUCT

Each student should understand that attending CCRCS is a privilege granted to those who will demonstrate a spirit of harmony with the philosophy and goals of the school. By applying for admission to CCRCS, the student indicates the desire to become a sincere, cooperative member of the student body.

Students will not be accepted into the school unless their parents have signed the *School Policy Contract* agreement provided in the enrollment and re-enrollment packet.

Spiritual growth is never the result of superimposed rules; therefore, CCRCS standards of conduct are not designed merely to produce a pattern of outward conformity. Our school desires that students demonstrate, by their conduct, an inward acceptance of Christ and an attitude of submission to His Lordship. It is our prayer that all students will be led by the Holy Spirit to live above the letter of the rules and standards. To produce an environment that will encourage these goals, CCRCS expects every student and parent to demonstrate by attitude and behavior a life committed to following Christ. *“Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity.”* (1 Timothy 4:12 NKJV)

While attending CCRCS, all students and parents are expected to glorify the Lord in word and deed on a daily basis!

CHRISTIAN LIFESTYLE

The contracting parent and CCRCS student are expected to live by a scriptural standard of behavior that is consistent with the principles found in the Word of God. While enrolled at CCRCS, students must at all times refrain from:

- ◆ Involvement in immoral or illegal activities
- ◆ Swearing, telling dirty stories or using language unbecoming of a Christian
- ◆ Fighting or dangerous horseplay
- ◆ Vandalism or graffiti
- ◆ Possessing weapons or any dangerous items of any kind on campus or at school events

- ◆ Acts of dishonesty, such as lying, stealing or cheating. Cheating may be
 - Copying someone's work to submit as one's own (including class work, homework or other assignments)
 - Giving or receiving answers or stealing tests
 - Plagiarizing, i.e. copying other people's material and not attributing it to them

Students who violate these standards will be subject to disciplinary action, which may include dismissal from school. Students should also make every effort to avoid compromising situations that might give the appearance of being involved in the above activities.

GENERAL STANDARDS

In developing self-discipline, students shall be responsible for their own behavior. They are expected to obey all rules and regulations developed by the school for the orderly operation of educational and extracurricular programs. Students are personally responsible for:

- ◆ Showing respect for the rights and feelings of others
- ◆ Behaving in a way that helps create a positive learning environment
- ◆ Controlling behavior on campus and in hallways so that classes in session are not disturbed
- ◆ Protecting and conserving all school property
- ◆ Maintaining good behavior both on and off campus and at school sponsored activities

In the interest of creating an orderly campus and wholesome atmosphere, the following behavior is not permitted:

- ◆ Displaying on one's clothing or personal property such items as pictures or emblems which exalt groups/movements that are contrary to biblical standards (This includes backpacks and lunch pails)
- ◆ Demonstrations of personal affection, i.e., familiar touch, holding hands, full frontal embraces, kissing, etc.
- ◆ Bringing or possessing on campus fireworks, firecrackers, matches, lighters or other flammable materials
- ◆ Bringing or possessing knives or other objects that could inflict bodily harm
- ◆ Chewing gum or eating unshelled sunflower seeds on campus
- ◆ Bringing radios, tape recorders, CD players, electronic devices, games, pagers, cell phones, playing cards or magazines except by administrative permission. Special Note: Cell phones are permitted by administration for medical reasons substantiated by a physician. Please see the Telephone Policy in this handbook

- ◆ Tampering with or taking items from another student's desk, backpack, or personal belongings
- ◆ Running in the halls
- ◆ Horseplay (such as pushing, shoving, slapping, grabbing and pulling on clothing or backpacks, etc.)
- ◆ Bullying and teasing

CLASSROOM ENVIRONMENT

In order to maintain a classroom environment that allows for maximum learning, teachers will implement the following standards for the classroom and Chapel:

- ◆ Students must always demonstrate respect for and cooperation with teachers and classmates
- ◆ Students will be on time to each class and prepared with the necessary materials and mental attitude, which indicates a readiness to learn
- ◆ Communication of any kind between students that is disruptive to the teacher or classmates is unacceptable
- ◆ Personal grooming is inappropriate during class sessions and is not permitted
- ◆ Students leaving class for any reason will be issued a current dated pass that must remain in the student's possession while the student is out of class
- ◆ Food, beverages and gum will not be permitted during class time
- ◆ Students may not be in classrooms or offices unless a teacher or staff member is present
- ◆ The teacher's desk, computer, keys, briefcase, grade book and other belongings are personal property and will be treated as such by students

HOW MISCONDUCT IS HANDLED

When a student's behavior or attitude is in conflict with the standards of the school, every effort will be made to encourage the student to demonstrate the change and improvement necessary to comply with these standards. As much as possible, misbehavior in the classroom will be handled by the teacher. *Parents are first encouraged to make an appointment to speak with their child's teacher or the daycare supervisor (if the misbehavior was during daycare) to address their concern. (See Matthew 18 Principle on page 11 of this handbook)*

Methods of maintaining student discipline at CCRCS may include one or more of the following at the teacher's discretion:

- ◆ The teacher and student will have a meeting regarding the misbehavior
- ◆ The teacher will make telephone contact with the parents
- ◆ The teacher may assign a consequence to the student
- ◆ The teacher may lower the citizenship grade
- ◆ The teacher may request a conference to include the parent, teacher, student and administration

If, after a reasonable amount of time, the teacher feels that there is a continuing problem in behavior or attitude, the student will be referred to administration for further disciplinary action. In the case of certain serious misbehavior, such as disrespect to teachers, students fighting or violations of the Christian lifestyle standards, students will be referred immediately to administration. Time out, loss of recess, Scripture assignments, in-house suspensions, conditional probation or suspension may be used as part of the discipline procedure.

Students may be expelled for continued violations of school standards, or if a single offense is particularly serious.

PARENT INTERACTION WITH STUDENTS

It is never appropriate for a parent to confront another student on campus about a behavior issue or incident that has occurred with that student. The proper procedure is to talk with the teacher or daycare supervisor first. The discipline of a student and the “fact-finding” process is the responsibility of the CCRCS administration/staff.

PROBATION FOR MISCONDUCT

The probationary policy at CCRCS is a conditional testing period assigned to a student who fails to meet the standards of the school in his/her attitudes or behavior. A student who is placed on probation will have a designated period of time to demonstrate their ability to perform satisfactorily at CCRCS. During the period of probation, the student is expected to improve their conduct to the extent necessary to satisfy the staff and administration that the student will benefit from continued enrollment at CCRCS.

Individualized goals will be established for each student in the following areas:

- ◆ Spiritual Growth
- ◆ Attitude
- ◆ Citizenship
- ◆ Academic Progress

Probation should be viewed as a time when the school and the family can work closely together to encourage growth and improvement in the life of the student. If the student fails to respond positively to these efforts and adequate progress is not shown, the student may lose the privilege of attending CCRCS.

Attending CCRCS is a blessing granted to those who demonstrate a spirit of harmony with the philosophy and goals of the school. CCRCS reserves the right to dismiss a student who does not conform to either the stated regulations governing student conduct or the expressed principles, policies and expectations of the school.

EXPULSION

A student may be expelled from school for a serious breach of conduct, and/or repeated problems with behavior or academic performance. Expulsions are reviewed and approved by the School Board.

DRESS STANDARD

PURPOSE AND GENERAL GUIDELINES

As Christians, it is our desire for students to please the Lord and be a good witness to others both in appearance and behavior. We believe there is a definite relationship between good dress habits, good work habits and proper school behavior. We require students to dress modestly and attractively without drawing undue attention to themselves. Students should avoid extreme or questionable fads and fashions. Proper student dress in association with continual effort for good attitude and behavior are important elements of our wholesome Christian learning environment.

The dress standard for boys and girls applies to all student activities (i.e. school plays, graduation, etc.) both on and off campus. Administration reserves the right to determine that which attracts undue or excessive attention to the wearer and that which is questionable and inappropriate and is considered unacceptable.

Girls, in I Timothy 2:9-10 it says, "Women are to adorn themselves with proper clothing, modestly and discreetly . . . and by means of good works as it is proper for women making a claim to godliness."

Boys, in II Corinthians 1:12 it says, "For our proud confidence is this: the testimony of our conscience, that in holiness and godly sincerity, not in fleshly wisdom but in the grace of God, we have conducted ourselves in the world, and especially toward the brethren."

Special Note to Parents – Parents are encouraged to guide their student(s) to have acceptable dress at school. Parents of students in violation of the dress standard will be notified and a school uniform may be issued to the student for that day with a \$5 cleaning fee that will be added to your monthly tuition. Parents are reminded to check their student(s) attire as they go out the door each morning. Uniform clothing that seems appropriate may not be modest or appropriate when carrying books, wearing a backpack or when the student is bending over. (For example: carrying a load of books may pull the top down in the front. Wearing a backpack may lift the shirt up in the back, etc.) All clothing must be in good condition, clean and pressed. All clothing must be the appropriate size and should not be too tight or too baggy.

Clothing, jewelry, or accessories related to a group/gang will not be permitted on campus or at any school activity. CCRCS discourages body piercing and tattoos, in general, and reminds parents that California law *prohibits* tattooing children under the age of 18. While minors in California are allowed to have body piercings with parental permission, CCRCS prohibits wearing them on campus with the exception of earrings as listed in the section entitled "Accessories."

UNIFORMS (K THROUGH 8TH GRADE)

CCRCS has adopted school uniforms for all elementary students to be worn during school hours and in daycare or anytime on campus (except free dress days as approved by the administration).

The school uniform colors and standards are:

- ◆ **Tops/Shirts** – Navy Blue or White (*sleeveless blouses and tank tops are not acceptable. A cap sleeve, short or long sleeve will be acceptable*). CCRCS logo apparel may be worn. Form fitting tops, tops that the undergarments can be seen through; short tops that expose any part of the stomach are not permissible. Blouses and tops must not be low enough to expose cleavage or undergarments. *Girls must wear white undershirts or under garments under white uniform blouses and shirts. All tops/shirts must have a collar.*
- ◆ **Pants and Capris** – Navy Blue, or Khaki (beige) pants must not be too tight or too baggy. They must be of appropriate size. Pant legs may have a slight cuff at the hemline, but must not be rolled up. (*sweat pants, nylon/parachute type materials are not acceptable even if it is a uniform brand/color*)
- ◆ **Dresses, Skirts, Skorts and Jumpers** – Navy Blue or Khaki (beige) may not be shorter than 5 inches above the middle of the kneecap (while kneeling). No slits are acceptable. Skirts with attached shorts underneath will be measured as a skirt.
- ◆ **Shorts** – Navy Blue or Khaki may be worn year round, but must be of an approved length (no shorter than mid-thigh). Skirts with attached shorts underneath will be measured as a skirt.
- ◆ **Heavy Jackets/Light Jackets** – If worn inside the classroom must be school color. If worn outside, child may wear any color.
- ◆ **Sweaters and Sweatshirts** – Navy Blue, white or Khaki (beige) must be plain. The only emblem or marking acceptable is the CCRCS logo.
- ◆ **Shoes** – Navy Blue, Khaki (beige), black, brown, white (light up shoes are not acceptable). Students are encouraged to wear appropriate shoes for play and physical education as directed by their teacher. **For the safety of our students and to encourage play, spike heels, flip-flops, some style of boot, saddle shoes (oxfords) and sandals may not be worn. Shoes should not attract undue attention.**
- ◆ **Undershirts and Undergarments** – All undershirts, long sleeved shirts and turtlenecks worn under shirts and blouses must be white so that undue attention is not drawn to the student. (*It is mandatory for all girls to wear undershirts or undergarments under white blouses.*)
- ◆ **Hair and Hairstyles** – Hair should be clean, neat, and combed in an attractive manner (not in the eyes, etc.). Hair must be a natural hair color. All streaks and weaving must be a natural color as well. Avoid all

extreme or questionable hairstyles. Hair should not attract undue attention.

Accessories

- ◆ *Belts* – Navy blue, white, black or khaki. All belts must be worn inside the belt loops. Pointed studs are not acceptable. Belts must not attract undue attention.
- ◆ *Socks* – Navy blue, white, black or khaki (must be solid)
- ◆ *Tights* – Navy Blue or white
- ◆ *Hats, caps and beanies* – Navy blue, white or khaki, these may be worn outside, but must be removed when entering a building. (Administration reserves the right to determine what is acceptable and does not attract undue attention)
- ◆ *Hair accessories* – Navy blue, white, khaki, black, gold, silver and clear (*This includes hair bands, ties, bows, ribbons, clips, bobby pins, barrettes, pony tail bands, etc.*)
- ◆ *Nails* – Only clear or natural (very light pink)
- ◆ *Make up* – must not be worn. (clear lip balm is acceptable)
- ◆ *Sunglasses* – Navy blue, white, Khaki, black, gold, silver and clear (*May be worn anytime outside*)
- ◆ *Jewelry* – Navy Blue, white, khaki, black, gold, silver and clear (*Must be worn in moderation and not attract undue attention to the wearer*). Parents – please consider whether your child can wear jewelry without it being a distraction to themselves or others.
- ◆ *Earrings* – Navy blue, white, khaki, black, gold, silver and clear. Girls may wear stud earrings only. Earrings must not extend below the earlobe. Both earrings must be worn. Plugs, dangling or hoop earrings are not acceptable. Boys may not wear earrings. The student's birthstone stud is also acceptable.

Casual Fridays – We expect our students to dress according to specific guidelines given for that special dress day. All clothing must be worn with modesty and appropriateness in mind. Light-up shoes will no longer be acceptable even on Casual Fridays because of the distraction they cause.

As 'fads' come and go, they will not be part of CCRCS Uniform Dress Standard. Please note that the administration reserves the right in all cases to determine what is appropriate in school attire.

TRANSPORTATION

CCRCS does not provide bus transportation to and from school.

DRIVING REGULATIONS (Autos and Other Vehicles)

We have an obligation to our neighbors and ourselves to drive carefully, courteously and safely at all times. The following regulations apply to driving:

- ◆ Drive slowly at all times in the parking lot and on the streets around our campus
- ◆ Spinning of wheels, squealing tires, speeding or any form of reckless driving will not be permitted on or around campus
- ◆ Horns are not to be used to attract attention in a careless manner and are to be used only in an emergency for the safety of others
- ◆ Car stereos must be kept at a low volume
- ◆ Students are to be seated in the vehicle while in motion; at no time are students allowed to ride outside the car

Special Note to Parents: Please obey the rules of the parking lot and the directions of school personnel. The speed limit in the parking lot is 5 MPH. When dropping off or picking up students, please be sure to observe the speed limit, as well as other parking lot rules and procedures. For the safety of the students, please walk your child to the drop-off/pick-up area (inside the cones).

VAN OR CAR TRANSPORTATION TO ACTIVITIES

When traveling to school-sponsored activities the maximum number of students in one vehicle is five. Autos should be maintained to provide clean, safe transportation to various CCRCS activities. Parents or chaperones who wish to drive students to and from field trips or other school activities must meet the requirements of Calvary Chapel Rialto Christian School (see page 10 under eligibility) and agree to a background check. Also, you will need to have an approved Carpool Vehicle Information Form (provided by the school). A copy of your driver's license, vehicle insurance, and registration must be on file in the School Office. Please note: **The minimum age for volunteer drivers is 25 and all drivers will be expected to observe all vehicle laws and regulations.**

PARENTAL RESPONSIBILITY FOR FIELD TRIPS TRANSPORTATION

- ◆ Parents must fully complete the Field Trip Permission form.
- ◆ Students must ride on the bus to the field trip.
- ◆ It is not CCRCS policy to allow parents to ride the bus. However, there may be an occasion when administration will deem it necessary to allow a parent to ride the bus to help with supervision.
- ◆ Parents may drive their own student(s) to the fieldtrip with prior notification given to the school office (not the day of the field trip).
- ◆ Parents assume all responsibility for their child when the child does not report to school the day of the field trip to ride the bus. Parents also understand that the child will be marked absent for the day.
- ◆ All students who ride the bus to the fieldtrip must also ride back to school on the bus. Likewise, students who ride to a field trip in any other vehicle must return to the school grounds in that same vehicle.
- ◆ If the parent wants their own child to ride with them to the field trip, the student must be signed out in the school office. The parent will then assume all responsibility for the child on the field trip (i.e. supervision, transportation home from the field trip, etc.).

PARTIES AND SOCIALS

Birthdays

Birthday parties are at the complete discretion of the classroom teacher, and if held, they are to be outside from 1:45 pm – 2:00 pm, (Kindergarten) or 2:45 pm – 3:00 pm, (1st through 6th grade) weather permitting. Younger children/siblings are not allowed at parties. Also, please refrain from sending to school private party invitations to select classmates.

Thanksgiving, Christmas, Easter

In addition, we wish to emphasize the Christian meaning of various holiday celebrations and therefore allow parties for Thanksgiving, Christmas, and Easter. While the secular world seeks to de-emphasize or ignore the true meaning of these holidays, we promote their godly original intent. In accordance with our beliefs, certain holiday symbols will *not* be used. These symbols include Santa Claus, Easter bunnies, and Easter eggs. We are not saying these symbols are intrinsically wrong or evil. We are saying that these symbols are not appropriate for use at our school.

Halloween

Furthermore, we do not celebrate Halloween. The imagery or references to witches, goblins, ghosts, and jack-lanterns are not permitted. Please refrain from bringing candy on that day. Your child will not be allowed to pass out the candy if he/she brings it to school. As an alternative, please make plans to be a part of our Hallelujah Night celebration!

Valentine's Day

The Valentine's Day celebration is at the complete discretion of the classroom teacher. The student should bring enough Valentines for all classmates. The teachers will send out the name list for the Valentine's exchange so that no one will be left out.

Party/Social Refreshment Guidelines

- ◆ Store bought cupcakes only. Please, no cake.
- ◆ Only finger foods. Please, no liquid foods, such as soups or gravy.
- ◆ Only Ice cream cups. Popsicles, ice cream bars, ice cream cones or ice cream sandwiches are not permitted due to the mess they can cause.
- ◆ A refrigerator is *not* available for party use.
- ◆ Only beverages that do not stain are permitted (i.e., Sierra Mist, Apple Juice). **No red punch, please.**

GOALS & OBJECTIVES

Expected School-Wide Learning Results (ESLR)

At Calvary Chapel Rialto Christian School, students will be provided with academic preparation in all subject areas, as well as with biblical and Christian training, in order to defend their faith at their age and grade level. CCRCS will prepare its students to be:

- ◆ **Spiritually Growing Individuals** who have experienced the regenerating power of Jesus Christ and the Word of God through the work of the Holy Spirit in their lives, and who strive for the highest development of each of their God-given talents and abilities. (Ephesians 1:3-4; Colossians 2:6-7)
- ◆ **Life Long Learners** who demonstrate reliance on God, and set realistic personal and academic goals. (Romans 12:3-8)
- ◆ **Critical Thinkers** who carry out problem solving skills from a distinctively Christian worldview. (Philippians 4:6-9)
- ◆ **Effective Communicators** who express themselves and their faith in worship, speaking, listening, reading, writing and mathematics. (Matthew 22:37)
- ◆ **Servant Leaders** who practice biblical skills in developing godly relationships; able to be servants in a diverse environment and function effectively as Christians. Leaders who do not merely look out for their own personal interest but regard others as more important than themselves and are called to serve others in love. (Philippians 2:1-5; Galatians 5:13)
- ◆ **Healthy Individuals** who understand their identity in Christ as a unique individual created in the image of God, and are physically, emotionally and spiritually fit, practicing good health habits and wise use of the body as the temple of God. (Romans 12:1-2; I Corinthians 6:19-20)
- ◆ **Community Participants** who understand God's influence in history and world events, and realize their need to practice responsible citizenship through community service. (I John 3:16-18)

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