



Calvary Christian School

PARENT HANDBOOK

2011-2012

CALVARY CHRISTIAN SCHOOL

Established 1989

701 Palisades Drive
Pacific Palisades, CA 90272

310.573.0082
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www.calvarychristian.org

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**CALVARY CHRISTIAN SCHOOL
MISSION STATEMENT**

Calvary Christian School is dedicated
to the pursuit of academic excellence
and the development of Christian values
preparing students for leadership
and service.

CCS CHRISTIAN VALUES:

Love

Faith

Humility

INTEGRITY

Don't be selfish; don't try to impress others. Be humble, thinking of others as better than yourselves. Don't look out only for your own interests, but take an interest in others, too.
Phil. 2:3,4 (NLT)

WELCOME!

Welcome to the 2011-12 school year! We look forward to working with each CCS family this year. This handbook is to serve as a guide to the policies, practices and rules at Calvary Christian School. We encourage you to look for answers in this handbook. Should you need further clarification, please feel free to contact your child's teacher or the school office.

The CCS Parent Handbook and roster included herein is published solely for the personal use of its families, with permission in accordance with the Family Privacy Act. To protect the privacy of the families listed, in accordance with the State of California Information Practices Act, this roster remains the property of Calvary Christian School and may not be sold or used for commercial purposes.

DEVELOPMENT

Calvary Christian School strives to provide an excellent education at an affordable tuition. This is accomplished, in part, through fund-raising campaigns held throughout the school year. Calvary is committed to a minimal number of fund-raisers which includes:

- 1) The Annual Fund Campaign is initiated each fall and continues through the month of December. The objective of this event is to have 100% participation of school families and faculty, regardless of the size of contribution.
- 2) The CCS Foundation Golf Tournament is held in the fall. This event builds community among CCS parents and raises funds specifically for student scholarships.
- 3) The CCS Parent Association Holiday Boutique is held in November. Vendors sell their boutique items on the CCS campus while the Parent Association staffs a food bistro. The entire Pacific Palisades community is invited to attend this event.
- 4) The Bi-Annual Spring Celebration is held in the spring of alternating years. This major event generates revenues for the school and is a community-building event for all CCS families. The next Spring Celebration will be in the of Spring 2012.

TUITION PAYMENT POLICY

In order to maintain adequate cash flow for the monthly operation of the school, it is necessary to enforce the tuition payment agreement defined in the enrollment contract. Families who become delinquent in their scheduled payments are assessed a late fee and may not be allowed to:

- register for the following school year. If the class has a wait list, the space may be forfeited.
- receive their child's report card at the end of the school year.
- have their children participate in the 8th grade Washington D.C. trip, his/her graduation ceremony, and/or have transcripts forwarded to the next school.

Any family who may have extenuating circumstances must schedule a meeting with the Head of School.

Limited scholarship (TK-8) is available. Scholarships must be applied for each academic year. Forms are available on the CCS website under Financial Aid in the Admissions section and must be submitted electronically to NAIS. NAIS will send the completed forms to the Business Manager and you will be notified of your scholarship award.

ATTENDANCE

School Hours

Grade TK-8 8:00 a.m. - 3:00 p.m.

First whistle at 7:55 a.m.

Class begins promptly at 8:00 a.m.

Preschool 8:30 a.m. – 11:45 a.m.

Monthly Late Start - 9:30 a.m.

TK - 8th grade

Students may be dropped off beginning at 7:40 a.m. (or 9:00 on Late Start days). CCS does not provide any student supervision prior to 7:40 a.m. (or 9:00 a.m. on late start days).

Attendance

All attendance matters are handled through the Nurse's Office. All documents relating to students' attendance are to be submitted to this office.

Punctuality

Class begins promptly at 8:00 a.m. Any student in carpool line and not in class at 8:00 is tardy and must obtain a hall pass from the Nurse's Office before entering class. Students arriving late may be required to miss their first period class if entrance to the class is disruptive. This will be the case particularly in testing situations.

Leaving School Early

Leaving school early is discouraged. When it is necessary to leave school before the regular dismissal time, parents must sign the student out in the Nurse's Office. Students may **not** be picked up directly from the classroom, nor will they be called out of class early to wait for pick-up.

Absences

If any student is absent, the parents should inform the Nurse's Office by 9:00 a.m. by phone or email the reason for the absence. It is the responsibility of the student to make up all work missed because of an absence. TK-4 homework should be requested by noon and can be checked on the Teacher Shutterfly

websites; 5th-8th grade homework is posted on the edmodo homework site. Students who leave to get an early start on vacation may not be allowed to make up missed work and must take quizzes and tests before leaving. The student should proactively discuss missed class work with the teacher upon his/her return. Please give prior notification to the Nurse's Office and classroom teachers when absences are scheduled in advance.

Please note: a doctor's note is required for any absence of five (5) or more school days. (In some situations, the school nurse may excuse the necessity for a doctor's note, i.e. chicken pox. Please discuss this with the nurse.)

Excused Absences and Tardies

Absences and tardies due to illness, appointments with health care providers, funerals, religious observances or school visits are considered excused. All other absences and tardies are unexcused. A letter will be sent home to parents after a TK-5th grade student reaches 10 absences/tardies. After 15 absences/tardies, a second letter will go home. A third letter after 20 absences/tardies will require a discussion between parents and Administration. Middle School students will receive a detention for more than 5 unexcused tardies in one trimester.

Parent Absence

When parents are out of town, please notify the Nurse's Office in writing, or e-mail, the names and telephone numbers of the person responsible for the children.

PE Excused Absence

Students may attend school but be excused from Physical Education activities due to injury or illness with a parent's note for up to three consecutive days. If a student needs to be excused for more than three days, a doctor's note is required.

EMERGENCY EVACUATION PROCEDURES

In the event of an emergency or disaster, the safety of the students may require evacuation of the school. Arrangements have been made to transport the students to a safe location until they are picked up. In addition, Calvary Christian School has an emergency response plan in place that has been coordinated with the Los Angeles Police Department. Parents may tune to KNX 1070 AM radio for school evacuation location and/or school closure information. In the case of a MAJOR emergency (phone lines are down or the school has been evacuated) you may call one of our emergency contacts: *Ponca Unified School District in Oklahoma, 580.767.8000 X215 or X234 OR Salida Union School District (Northern California) 209.545.0339 X3119.*

CARPOOL & PARKING INFORMATION

CARPOOL

Drop-off and Pick-Up for Preschool

Parents of preschoolers with siblings in the Elementary or Middle School Program may park in the preschool lot and walk their child in between 7:45am-8:05 a.m. Parents who decide to park must be out of the lot by 8:05 am or stay until carpool is complete. Beginning at 8:00 a.m., Preschool parents may park in the lower church parking lot and walk their children to the Preschool gate for sign in and drop-off. At dismissal times, teachers will accompany children to the cars in the Preschool lot. Parents who decide to park after their child is in the car must park in the farthest available spot on the way out of carpool as well as remain until carpool is complete.

Morning Carpool for TK-8

TK through eighth grade students may be dropped off beginning at 7:40 a.m. (9:00 a.m. on Late Start days). There is no supervision prior to that time.

ALL cars will enter from the 2nd driveway (Preschool driveway by the Calvary Christian School sign) and proceed up the driveway towards the lunch area. At the top of the driveway, **2 lanes will form—left lane for middle school (6-8) students and right lane for elementary (TK-5) students.**

Only middle school students (6-8) are to be dropped off on the upper driveway. Enter the middle school (left) lane and pull forward to the library entrance and disembark students at that location. There will be staff members to direct this. After disembarking, the vehicles proceed down the driveway to the lower lot (for elementary drop off) or exit onto Palisades Drive.

Parents with elementary students DO NOT STOP ON THE UPPER DRIVEWAY. They must proceed down the driveway and turn left into the lower church parking lot. All elementary students must be dropped off in the lower lot and not the upper driveway. Staff members are present to assist with drop off.

If a car contains **both elementary and middle school students**, they may enter the middle school (left) lane, unload only middle school students and then proceed down the driveway to the lower lot to unload the elementary students. **Or**, parents may unload both middle and elementary school students in the lower lot if desired.

*See **Punctuality** for late arrival

Afternoon Carpool for TK-8

ALL TK-8th grade students are required to go to afternoon carpool. **ALL** TK-8 afternoon pick-ups will occur in the lower church parking lot. Cars must enter the campus the same as morning carpool and form two lines as they proceed through campus and into the lower lot. **All cars must STOP** at the stop sign adjacent to the field—watch for children crossing. TK-8 students will be placed in cars from both lanes.

**THERE IS NO ENTRANCE INTO THE LOWER LOT FROM
PALISADES DRIVE IN THE AFTERNOON.**

THERE IS NO TK-8TH GRADE STUDENT PICK UP IN THE PRESCHOOL LOT.

Afternoon carpool starts at 3:00 p.m. when school is dismissed. Gates will open at 2:30.

All (TK-8) students not picked up will be walked to the office by their teachers who will then call the parents.

GENERAL REMINDERS FOR PARENTS DURING CARPOOL:

For the safety of all our children:

- Always remember to drive slowly.
- **Do NOT use cell phones while in carpool.**
- Do NOT get out of your car, staff will load/unload your children
- Put cars in “park” to load and unload children

PARKING

Parents may park in the lower church parking lot. Short term (one hour maximum) visitor parking is available in the preschool parking lot from 9:00 a.m. – 3:00 p.m. but is generally reserved for preschool parents.

THERE IS ABSOLUTELY NO PICK-UP OR DROP-OFF OF CHILDREN ON PALISADES DRIVE AT ANY TIME—THIS IS A CONDITION OF OUR CONDITIONAL USE PERMIT WITH THE CITY OF LOS ANGELES.

HARASSMENT POLICY

In accordance with State Law, a copy of the CCS harassment policy is stated below.

Calvary Christian School is committed to providing an environment that is free of discrimination. In keeping with this commitment, the school maintains a strict policy which prohibits unlawful harassment, including sexual harassment. **This policy prohibits unlawful harassment in any form, including verbal, physical, and visual harassment, including harassment because of race, color, ancestry, sex, sexual orientation, sexual identity, religion, national origin, age, marital status, pregnancy, medical condition, disability or veteran status and any other status protected under federal and state laws.**

Sexual harassment may include offensive sexual flirtations or gestures, verbal abuse of a sexual nature, degrading comments of a sexual nature, visual conduct (leering, making sexual gestures, displaying sexually suggestive objects or pictures) or abusive or offensive physical contact.

Any student or employee who believes he or she has been harassed by a teacher, student, staff or non-employee of the school, is to promptly report the facts of the incident or incidents and the name(s) of the individual(s) involved to the Head of School, or in the case of the accusation of the Head of School, to the Chairman of the School Board or your teacher, who will notify the appropriate individual. All harassment and discrimination complaints will be promptly investigated. All actions taken to investigate or resolve complaints of a sexual or other harassment or discrimination through internal investigations shall be conducted as confidentially to the extent possible under the circumstances.

No student shall suffer any adverse consequence or retaliation for reporting harassment or discrimination in good faith.

PROCEDURES FOR INJURIES OR SUDDEN ILLNESS

When an injury occurs to a student on the Calvary campus, the school nurse will assess the injury or illness and appropriate first aid will be administered. If the student's injury or illness is significant, parents will be contacted to determine the appropriate course of action. If parents are unavailable, emergency services will be contacted. The injured or ill student will be kept in the Nurse's Office under observation until parents or emergency assistance arrives.

MEDICATION PROCEDURES

The school discourages medication of students at school, on field trips or retreats. If medication is absolutely necessary, the prescribing physician and parents must provide written permission to medicate. Permission to Medicate forms are available from the nurse or on the CCS website and must be completed before any medications can be given during the day or on field/outdoor education trips. All

medicines must be in original containers labeled with the student's name, medication, dosage amount, and when the medication is to be given.

STUDENTS MAY NOT KEEP PRESCRIPTION AND/OR NON-PRESCRIPTION DRUGS OR MEDICINE IN THEIR LOCKERS, DESK, BACKPACKS OR ON THEIR PERSON WITHOUT PERMISSION FROM THE SCHOOL NURSE.

Medication will be kept in a locked storage cabinet in the Nurse's Office.

HEAD LICE

In keeping with the current research about the spread of lice, Calvary Christian School has adopted a "LICE FREE" policy. Lice/nit checks will be conducted as deemed necessary by school administration or nurse. If nits are found but there are no live (crawling) lice on the hair, the school nurse or designee will notify the family and shall re-inspect within 7-10 school days.

If live (crawling) lice are found on the hair, the parent/guardian shall be notified by the end of the day via phone, email, and/or a note sent home with the student. The parent/guardian shall be provided information on the biology of head lice, methods to eliminate infestation, and directions to examine household contacts for lice and nits. The child must be treated and lice-free before returning to school.

Parents must verify treatment and accompany child during a recheck, before the student is permitted to return to the classroom.

SWEATSHIRTS AND OUTER WEAR

Outerwear and sweatshirts, jackets and hats, should be in compliance with the CCS uniform policy.

SPIRIT DAY

On Friday, CCS Spirit Day, all students are allowed to wear the spirit shirts with the uniform pants/skirts/shorts in lieu of the standard uniform.

PE UNIFORMS

6th-8th grade students will dress for PE wearing the required PE uniform and appropriate shoes.

NON-UNIFORM DRESS DAYS

All students are to have a neat, clean and modest appearance at all times, including "free dress" days.

Students are not to wear:

- torn jeans, tight fitting tops, tank tops, tops with spaghetti straps or do not cover the midriff, short skirts or shorts and any clothing with inappropriate language/advertising/ pictures
- open-toe shoes/sandals

CCS UNIFORM INFORMATION
For Transitional Kindergarten – 8th Grade

All TK-8th students are required to wear the official CCS uniform daily.

GIRLS

- Jumpers – Navy, Blackwatch Plaid, Blue Pinfeather (TK-3, optional for 4th/5th)
- White Peter Pan shirts
- Skirts/Skortis – Navy, Blackwatch Plaid, Blue Pinfeather (4-8)
- White Polo Shirt (no monogram)
- White, green or navy monogrammed polo shirt (long or short sleeve)
- Navy shell w/logo (4-8)
- Navy or white tights/knee socks
- Cable zip hooded sweater-Navy
- Navy bike shorts

BOYS

- Khaki shorts or pants (no cargo or stonewashed/ beige color)
- White, forest green or navy monogrammed polo shirt (long or short sleeve)
- Coordinating belt

ALL STUDENTS

- Shoes: white, navy and black ONLY
- Navy Fleece Vest
- Navy pants/shorts (Friday only)
- Navy ½ Zip Pullover
- Navy Cardigan (w/logo)
- Navy zip-up Jacket
- Navy zip Cardigan
- Navy Squall Parka
- Navy zip, hooded & crewneck sweatshirts
- *All of the above must have the logo on them.

Please check the CCS website under Parents (School Policies) for each vendor's specific clothing items.

DRESS & APPEARANCE STANDARDS

1. Clean, well-groomed, purposefully-cut hair that does not interfere with eye contact of the teacher to the student
2. Jumpers/skirts must not be hidden by oversized sweaters or sweatshirts
3. Only CCS attire may be worn, including sweatshirts, jackets and hats
4. Any shirts worn with the uniform must be white, navy or green solid colors w/logo
5. All skirts must be of appropriate, modest length
6. Only navy or white leggings/Lycra shorts may be worn under skirts
7. Excessive make-up is not permitted
8. Earrings must be small, 'stud-type' only, no dangling earrings
9. Shirts must be tucked in at all times
10. No logos other than CCS are permitted on clothing
11. Shoes must color coordinate with uniform

VIOLATIONS OF THE DRESS CODE WILL RESULT IN A CALL TO THE PARENT TO BRING THE APPROPRIATE UNIFORM OR DETENTION THE FOLLOWING SCHOOL DAY.

PERSONAL ITEMS AT SCHOOL

Personal items (cell phones, iPods©, etc.) are not allowed at school. The school is not responsible for any personal items that are brought to school and get lost, stolen, or broken. If a student has a personal item at school, the teacher may confiscate the personal item and turn it in to an administrator. The teacher shall contact the parent and notify the parent the item can be picked up from that administrator. The child may retrieve the item at the end of the day with the parent's consent at the teacher's discretion.

VISITING THE SCHOOL

The school welcomes classroom visits by parents; appointments should be made through the school office prior to the visit.

All visitors must sign in at the school office.

Bringing friends to school is discouraged. Prior approval though the CCS Administration must be arranged before any student, friend or relative visits. Friends may visit during lunchtime only. School Administration has the right to deny student visitors.

LUNCH

1. Nutritious snacks may be brought from home for morning recess.
2. Hot lunches may be purchased through the school's hot lunch program provided by an outside vendor.
Candy and soft drinks are discouraged for snacks and lunch.
3. Please use reusable snack/lunch bags/containers.

BIRTHDAYS

Please arrange birthday celebration food with the classroom teacher PRIOR to bringing/sending food for your child's birthday.

Preschool: If you would like to provide a homemade treat, please coordinate with your child's teacher in advance. Please DO NOT send cake, candy or presents, as these items would be appropriate for a weekend/after school party. Each teacher has a specific time in her schedule to have birthday celebrations, so please schedule ahead of time.

TK-3: Cookies, cupcakes, juice or milk are acceptable treats. Please consult with the teacher.

4-8: Cookies, cupcakes are appropriate to be passed out just prior to break or lunch.

To commemorate a birthday or other special occasions with a book donation, please contact the Library Coordinator.

LOST AND FOUND

Label all student items (lunch boxes, backpacks, clothing, etc.) Lost and Found items are located on the upper black top. Parents and students are encouraged to look for lost articles. Uncollected items will periodically be donated to a charity. All unlabeled uniform clothing will be sold at the used uniform sale.

WEBSITE PERMISSION

Calvary Christian School's website and the Classroom Teacher's websites provide current information, yearly school calendar and pictures featuring student activities and school projects. If you prefer for your child's photograph not to be published, please go to the CCS website under Parents – Forms. If you do not return this form, your child's photograph may be included.

CCS ADMINISTRATION

Teresa Roberson	Head of School
Chris Rutz	Assistant Head of School
Lisa Asai	Preschool Director
Marti Willens	Middle School Director/Matriculation Coordinator
Erwin Wong	Admission Director/Community Relations
David Ludwig	BTSA Coordinator & Teacher Support
Peter Brown	Facilities Manager

SUPPORT STAFF

Krystal Edwards	Executive Assistant
Deanna Taub	School Business Manager
Merritt McCoy	School Nurse
Laura Lee	School Nurse
Sandy Dawson	Office Manager
Megan Runnels	Admissions & Events Coordinator

CCS FACULTY & STAFF

PRESCHOOL – Lisa Asai, Director

MDO	- Cindy Tress
PS	- April Ouellette
	- Susie Curran
	- Shayla Collins
	- Erica Grimes
	- Lynda Nol
PS/PE	- Charlie Burr
Music	- Karen Renner

ELEMENTARY SCHOOL (TK-4)

TK	- Carole Curran
K	- Chelsea Meloeny
	- Danielle Owens
1 st	- Jennaca Rode
	- Sandi Barry
2 nd	- Rebecca Salcedo
	- Andrea Epperson
3 rd	- Christie Blackwood
	- Sue Knight
4 th	- Alison Hansen
	- Alison Keller
5 th	- Katie Gibbs
	- Jacqueline Strenkowski

MIDDLE SCHOOL (Grades 6-8)

- 6th - Karen Kelly
- Jenny Howell
- 7th - David Ludwig
- Darlene Gee
- TJ Fassler
- 8th - Eric Heilman
- Brian Kelly
- Marti Willens

SPECIALISTS

- MS Science - Darlene Gee
- Computer Teacher - Anthony Wamble
- Dir. of Technology - Stanley Ardon
- Library Coordinator/ - Suzanne Baraff
- Director of Technology Integration
- Library Assistant - Pam Heilman
- Art - Carol Cooper
- 4th-5th Science - TJ Fassler
- 7th-8th Spanish - Brittany Dean
- 5th-6th Spanish - Kim Schaefer
- TK-4th Spanish - Pam Jones
- Music TK-8 - Tritia Lau
- PE - Charlie Burr, Karen Renner, Chris Baele
- Resource Specialist - Catherine Alvarez
- TK-4 Chapel - Amy Pendergraft
- 5-8 Chapel - Shawn Gendall

FACILITIES

Peter Brown

Dana Pederson

Miguel Ponce

CALVARY CHURCH OF PACIFIC PALISADES

- Steve Faubion Senior Pastor
- Shawn Gendall Pastor of Student Ministries
- Amy Pendergraft Children & Family Ministries Director
- Travis Taylor Contemporary Music Minister
- Amen Bains Director of Church Relations
- Terry Roberts Director of Women's Ministries
- Tracie Thorson Church Secretary
- Wendy Marino Staff Accountant

CALVARY CHRISTIAN SCHOOL BOARD

Mission of CCS School Board:

The School Board is legally responsible for the school. Keeping in mind the school's mission statement, the Board:

- Establishes policy
- Accepts responsibility for financial stability
- Reviews and maintains bylaws
- Actively supports and promotes the school
- Hires/fires the Head

Officers

Mike Van Konynenburg(Chair)	Laurie Mikasa
Erin Ahders (Vice Chair)	David Brittain
Jim Wadsworth (Treasurer)	Gina Sheldon
Merrill Ruge	Alysha Nizam
Tony Ramsey	Doyle Burkett
Cindy Brody	Vicky Collison

Regularly Invited Guests:

Teresa Roberson	Head of School
Chris Rutz	Assistant Head of School
Erwin Wong	Admission/Matriculation Director
Marti Willens	Middle School Director
Leslie Clark	Director of Marketing and Development
Steve Faubion	Senior Pastor
Amen Bains	Director of Church Relations
Matthew Alvarez	Alumni Relations Representative

Parent Input Committee:

Joanna Ennis
Rich Flisher

CCS SCHOOL FOUNDATION

The Calvary Christian School Foundation is an independent, charitable, tax-exempt foundation organized for the following purposes:

- Provide financial support for the school's needs
- Develop an endowment for student scholarships, facility expansion and staff professional development
- Create funds for major capital programs
- Advise the School Board regarding community relations, needs and support

Officers

President	Tom Villante
Vice President	Mark Holscher
Secretary	TBD
Treasurer	Bob Greig

PARENT ASSOCIATION

The PA is a service and support organization in three areas:

- 1) Facilitate communication between parents and school
- 2) Build community within Calvary and promote CCS in the community
- 3) Participate in fundraisers to augment the curriculum and extracurricular programs

Parent Association Executive Board

President	Laurie Mikasa	445-1883
1 st Vice President	Gina Sheldon	454-1143
2 nd Vice President	Annie Barnes	454-3436
2 nd Vice President	Leslie Johnson	454-1953
Recording Secretary	Jill Stuart	454-6160
Corresponding Secretary	Jan Larson	459-9665
Treasurer	Allison Massey	230-8387
PS Room Mother Co-Chairs	Romina Milner	230-3540
	Tiffany Lemons	454-4816
TK-8 Room Mother Co-Chairs	Jody Crabtree	454-0408
	Staci Rubin	

Parent Association Committee Chairpersons

<u>1st Vice President-</u> Holiday Boutique	Gina Sheldon	454-1143
	Kim Kedeshian	459-5458
	Lori Bendetti	454-6556
Grandparents Day	Kristin Scheifele	459-0261
	Brigitte Johnston	454-8740
Spirit Wear	Tara Wuchenich	459-0419
	Lorrie Clark	459-1341
<u>2nd Vice President-</u> Hot Lunch	Leslie Johnson	454-1953
Mexican Monday	Tobe Morrow	699-5250
Pizza Day	Lisa Scott	454-5683
	Kathy Outcalt	459-5480
In N Out	Jill Stuart	454-6160
Cultural Arts	TBD	
Gently-used Uniforms	Gina Sheldon	454-1143
	Laurie Mikasa	445-1883
<u>2nd Vice President-</u> Book Fair	Annie Barnes	454-3436
Community Service	Jackie Hassett	230-1464
	Nina Shepherd (Chair)	836-2818
	Elsie Sims (Vice Chair)	459-1044
	Leigh Flisher (Vice Chair)	230-2383
Hospitality	Lynne Griess	457-8799
<u>Corresponding Secretary</u> Helping Hands Library Volunteer Coordinator	Jan Larson	459-9665

ADDITIONAL COMMITTEES

MOPS Program
MOPS Information Line

Allison Burkett

434-1450
454.6537 X453

SCHOOL CONDUCT

The guiding principles for student conduct are found in the words of Jesus Christ in the Gospel of Mark 12:30-31, "Love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength," and "Love your neighbor as yourself. There is no commandment greater than these."

Students are expected to show respect for the school facility and every person on the campus, to obey those in authority, and to treat each other with dignity and kindness. CCS staff members will strive to address routine behavior issues from within the classroom by use of warnings and parent contacts. Written notice of detention will be employed for matters of more serious consequence.

Major misconduct may result in an immediate suspension. When students are sent to the office, parents will be informed. The Code of Conduct Handbook further explains the CCS discipline policies.

STUDENT CONDUCT

Calvary Christian School endeavors to develop the whole student with an integrated Christian lifestyle. It is the school's expectation that a student honor Christ in all behavior and activities 24/7/365.

PARENT CONDUCT

Calvary Christian School expects parents to abide by and support the rules of the school. Familiarize yourself with information contained in this handbook, as well as the Code of Conduct Handbook.

CCS feels strongly about the positive example parents provide their children in supporting the rules of the school. *Unacceptable parental behavior may result in non-renewal of an enrollment contract for the student.*

DISCIPLINE

Please see the Code of Conduct Handbook for Calvary Christian School's policies and procedures.

The school generally follows its discipline procedures contained herein. However, there are circumstances in which the school administration and/or Board may determine, in their sole discretion, that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in egregious, immoral, or unacceptable behavior, the school reserves the right to suspend or expel the student immediately.

FIELD TRIP & OUTDOOR EDUCATION POLICY

Calvary Christian School believes that selected field trips and outdoor education opportunities enhance and support the classroom learning experience. The following trip procedures should be followed:

1. The teacher will send home a parent consent form for the field trip. The consent form must be signed and returned to the teacher for the student to participate in the particular trip. All trip chaperones must sign a Chaperone Participation Form.

2. During all stages of the field trip, Calvary Christian School's discipline policy shall be in effect. Violations of the discipline policy during the field trip shall be treated as if they occurred on the school site. Such violations may justify exclusion from future field trips.

GRADING SCALES

Students receive grades in all subject areas. TK-2nd receive academic grades and effort grades. 3rd-8th receive academic grades as well as citizenship and effort grades. Grades for citizenship and effort are determined for each student individually and independently of academic achievement. CCS believes that grading which only emphasizes test results minimizes the significance of daily classroom instruction, homework and student participation in class. Calvary does not give A+ or extra credit.

GRADING SCALE – TK – 2nd grade:

E =Excellent

G = Good

S = Satisfactory

I = Improving

N = Needs Improvement

E = Excellent

Student is achieving at significantly higher than grade level expectations

G = Good

Student is achieving at a high level

S = Satisfactory

Student is achieving at grade level expectations

I = Improving

Student is moving toward achieving at grade level expectations

N = Needs Improvement

Student is not achieving at acceptable levels

Effort Marks – TK-4th grade:

E = Excellent

- Gives 100% effort 100% of time
- Exemplary behavior; serves as role model for other students.
- Enhances the learning process by contributing to discussions, modeling appropriate behavior and effort.
- Completes all class work and homework
- Contributes constructively at appropriate times.
- Demonstrates respectful behavior and follows rules and standards.

G = Good

- Self-controlled and cooperative when given instructions
- Does not disturb the learning process
- Contributes constructively at appropriate times
- Is respectful and follows established school standards

S = Satisfactory

- Generally self-controlled
- Does not disturb the learning process
- Is cooperative when given instructions
- Needs only occasional reminders

- Is thoughtful most of the time
- Generally follows the established school standards

I = Improvement

- Showing progress towards goals

N = Needs Improvement

- Needs regular warnings regarding behavior
- Disrupts other students' concentration and attention
- Shows inconsistent self-control
- Is detrimental to the learning environment
- Is insensitive toward teacher and/or class needs
- Shows little respect and/or willingness to follow the established school standards

GRADING SCALE - 3rd – 8th grades:				
100-94%	A	76-74%	C	
93-90%	A-	73-70%	C-	
89-87%	B+	69-67%	D+	
86-84%	B	66-64%	D	
83-80%	B-	63-60%	D-	
79-77%	C+	59%	F	

CCS Rubric for 3rd - 8th grades:

A = Superior Work

- Extending knowledge and deepening basic understanding
- Demonstrating ability to apply facts, concepts and generalizations in new and unfamiliar situations
- Attacking and thinking through problems and arriving at logical conclusions
- Completing all assignments

B = Very Good

- Demonstrating mastery of fundamental knowledge and skills in daily work, tests and assignments
- Retaining and applying facts, concepts and generalizations
- Showing initiative and/or originality in independent work, completing assignments
- Completing all assignments

C = Average

- Showing satisfactory grasp of fundamental knowledge and skills in daily work, tests and other assignments
- Retaining and applying most facts and developing concepts and generalizations
- Showing some initiative
- Completing assignments

D = Below Average

- Demonstrating slow progress in acquiring fundamental knowledge and skills
- Retaining some facts but seldom being able to apply them to concepts and generalizations.

F = Failure

- Demonstrating little or no progress in acquiring fundamental knowledge and skills
- Retaining few or no facts and is unable to apply them to concepts and generalizations

Middle School (grades 5-8) effort and citizenship reflect the following criteria:

Marks for Effort – 5th – 8th grades:

1 = Demonstrates excellent effort

- shows initiative by working and participating beyond basic requirement
- all course work completed
- always prepared with materials and homework

2 = Demonstrates appropriate effort

- participates effectively in class
- generally prepared for class with proper materials and homework
- course work complete

3 = Needs to improve effort

- assignments late, incomplete, or not submitted
- more effective participation needed
- not prepared for class with proper materials

Marks for Citizenship – 5th – 8th grades:

1 = Demonstrates excellent behavior

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

2 = Demonstrates appropriate behavior

- respectful to teachers, staff and peers
- follows class and school rules

3 = Needs to improve class behavior

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

GPA CRITERIA

Calculations for student GPA is based on:

A	=	4
A-	=	3.7
B+	=	3.3
B	=	3
B-	=	2.7
C+	=	2.3
C	=	2
C-	=	1.7

HOMEWORK GUIDELINES

Homework is assigned for the purpose of reinforcing, extending and/or strengthening skills previously taught in class. It is intended to develop academic self-discipline and self-motivation. Homework is the student's responsibility. In some cases, parents may need to give assistance.

Grades TK-4 do not routinely assign homework over weekends and holidays. Unfinished assignments, reading, term papers, test papers, test preparation and long-term projects may require weekend/holiday time.

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

Transitional K	10 minutes of family reading
Kindergarten	20 minutes four nights a week
First Grade	30 minutes four nights a week
Second Grade	40 minutes four nights a week
Third Grade	45 minutes four nights a week
Fourth Grade	1 hour per school night
Fifth Grade	1 hour 15 minutes per school night
6 th Grade	1 ½ hours per school night
7 th & 8 th Grade	2+ hours per school night

Additionally, students should read 15 minutes a night, Monday through Friday.

HOMEWORK

Assignments in all classes are due in class on the date given by the teacher. If an assignment is not turned in on time, a student may turn it in the following day for a maximum of ½ credit. If the teacher does not receive the assignment the day following the due date, credit will not be given. Long term assignments with a specific due date must be turned in on the designated date.

If a student is sick, he/she will have three days to complete work **missed while sick**. If work is not received by the third day, the assignment may receive ½ credit on the fourth day, and after that, credit may not be given. If a term paper or project is due on the day a student is ill, the paper or project must be turned in on the DUE DATE.

TK-4 Elementary School

If a child is out of school for illness, teachers will put missed classroom and homework lessons in a folder for the student’s return. Parents may call requesting homework which the teacher assembles and leaves in the office for pickup. The teacher will cooperate with the parent in helping the child “catch up”.

5-8 Middle School

Homework is posted on the homework site for 5th-8th grade students. If a student is sick on the day of a test, the test must be made up before school (beginning at 7:15 a.m.). **Make up tests must be taken within three school days of the missed test date.** It will be the student’s responsibility to coordinate with the teacher which day (within three days) he/she would like to take the test.

MAKING UP WORK DUE TO UNEXCUSED ABSENCE

At the teacher’s discretion, students may be allowed the opportunity to make up assigned work, tests, quizzes and final exams.

IT IS THE RECOMMENDATION OF THE SCHOOL THAT STUDENTS SHOULD NEVER MISS SCHOOL FOR PERSONAL VACATIONS.

BOOKS

6th-8th grade students will be provided textbooks online for their own use and teachers will have a classroom set for student use. We will provide a textbook for any student(s) who does not have access at home. Individuals who have a textbook will be responsible for bringing that textbook to school each

day. TK-5th grade classroom textbooks are handed out at the beginning of the year. A fine may be assessed for unreasonable damage to a book. Students who owe fines at the end of the year will not receive their report card.

TUTORING

Members of Calvary teaching staff are available for private tutoring **after 3:30 p.m. on school days** at the rate of \$60 per 1 student per hour and not to exceed \$75 per 2 students per hour. Teachers may not tutor any of their own students for compensation. Ask the Resource Specialist for recommendations.

STUDENTS WITH SPECIAL NEEDS

Calvary Christian School is prepared to meet the educational needs of the students within the parameters of a normal classroom environment.

GRADE LEVEL TESTING

Every spring, Calvary Christian School administers a nationally normed standardized test to all students in the 2nd through 8th grades. The results of the tests are reported in National and Independent School norms. Test results will be interpreted by the school's Resource Specialist and made available to teachers and parents.

STUDENT ACHIEVEMENT

Report Cards

Report cards are issued three times during the year, once per trimester. Parents are encouraged to meet with teachers at any time regarding their student's grade. 5th-8th grade Report Cards and Progress Reports are mailed home; TK-4th grade reports are sent home with the student.

Progress Reports

The purpose of a progress report is to keep parents current on their child in the areas of academics and citizenship and to give the student, parent and teacher a chance to work together in an attempt to improve any deficiencies. Progress reports are issued to 5th-8th grade students as mid-trimester reports. 3rd-4th grade students receive progress reports if grades have slipped one full grade or if there is concern over any area of student progress.

Parents are encouraged to monitor their student's progress through graded homework review and tests with their student daily.

Parent Conferences

Formal parent conference days for all parents are scheduled during the first and second trimesters.

Academic Probation

Students will be placed on academic probation for any of the following reasons:

Grades TK-4:

- Pupils having academic difficulty will be closely monitored and a plan of action will be developed by the teacher and the parents

Grades 5-8:

- A grade below 70% in any subject area
- Inappropriate attitude/behavior which is reflected in grades for effort/citizenship as reported by two or more teachers

Should a student be placed on academic probation, parents will be contacted.

Students on academic probation may not participate in extracurricular activities. They must relinquish all positions of leadership and responsibility until the period of probation is terminated.

When extreme lack of improvement and/or a pattern of academic failure is evident, it may be necessary to recommend withdrawal from CCS.

Child Study Team

Students having challenges may be referred to the Child Study Team by a teacher, administrator or parent. Parents and staff will work together to develop a plan of action based on the individual student's needs.

Retention

If retention is a consideration, the Child Study Team will review the circumstances with the parents and make a recommendation.

PARENT/STUDENT/TEACHER COMMUNICATIONS

Calvary Christian School uses a Biblical model to resolve disputes. Matthew 18 provides the Biblical approach to handle most concerns or problems that may arise at CCS: 1) take the issue to the person directly involved. If there is not a meeting of the minds, then 2) bring another person alongside to offer input. If the dispute is not resolved, then 3) meet with three or more individuals to resolve the dispute.

The implications of this principle are as follows:

- A parent must discuss any concern with the teacher first.
- If the matter is not resolved, an administrator will join the parent in conference with the teacher.
- If the matter is still unresolved, the parent may take it to the school board.

This conflict/resolution principle may also be used with students. The student will first attempt to handle their problems directly with the person involved, be it another student or a teacher. Then, if necessary, the student will ask a teacher or an administrator to help in the resolution process.

CHAPEL

Each week students worship through song, prayer and Biblical teaching. Chapel messages are designed for the appropriate age levels.

SPIRIT DAY

CCS celebrates Spirit Day on Fridays through an all-school assembly led by student leadership. The students are encouraged to wear their spirit clothing. During Spirit Day, students pledge the American and Christian flags, celebrate each other's talents and learn about upcoming school events.

LIBRARY

Elementary school classes visit the library once a week as part of their curriculum. The library is open to Middle School students daily.

Book donations: Library book donations are encouraged to honor children's birthdays, teachers, parents, grandparents, holidays or anniversaries. Ask the Library Coordinator for suggested titles.

STUDENT LEADERSHIP

Leadership provides opportunities for students to explore their own leadership style, and serve the school community. A new group of students may sign up for this exploratory each trimester. Leadership students are expected to be role models as they exhibit good character and conduct as outlined in the student handbook.

Advisors: Jenny Howell and Alison Keller

COMMUNITY SERVICE

The Community and School Service Program is an integral part of the educational experience at Calvary Christian School. The purpose of this program is to understand the importance of serving one another and to gain an awareness of the community and environment that surround the students.

ATHLETICS

Calvary Christian School considers athletics an important extension of the classroom. It is our intent not only to teach skills, safety, sportsmanship, cooperation and leadership, but also to help build confidence, self-worth and the desire for self-improvement. We attempt to involve as many students as possible in a variety of activities, further strengthening the sense of community through the achievement of the group effort. Students may be part of a school team while participating on a club or city team if practices/games do not conflict.

CCS participates in the Coastal Canyon League (5th & 6th grades), Delphic League (7th & 8th grades) and Pacific Basin League (7th & 8th grades).

For information on current and upcoming athletic programs, competitions, or practices, see the Athletic Handbook or call the Athletic Information line at Extension 411.

SEPTEMBER

6 School begins TK-8- 8:00AM – NOON DISMISSAL
T-TH MDO begins 8:45AM/PS begins 8:30AM
All School Parent Info Meeting 8:30AM
MS Picture Day

	5 th – 8 th Grade Coffee	9:30AM
7	TK – 4 th Grade Coffee	8:15AM
7-9	6 th - 8 th Grade Outdoor Education Trips	
8	PS-5 th Picture Day	8:15AM
9	5 th Gr. Outdoor Education Trip	
15	6 th -8 th Back to School Night	6:00PM
18	Dedication Sunday	
21	MDO - Preschool Coffee	9:00AM
22	PS-5 th Back to School Night	6:00PM
27	ASP Begins-Session 1- Ends 11/17	

OCTOBER

3	PA Board Meeting	8:15AM
	School Board Meeting	7:00PM
4	MDO & Preschool Open House	9:00AM
5	Parent Education Night: Lori Getz	
6	8 th Grade Matriculation Night	6:00PM
7	Community Service Kick Off Day	
8	CCS Family Picnic	4-6PM
10	Golf Tournament	
12	Make-up Picture Day	
17	Progress Reports Issued	
18	TK & Kindergarten Open House	9:00AM
21	Middle School Conferences- No School for 6th-8th	
27	Teacher Retreat PS-8 Noon Dismissal	12:00PM
28	Teacher Retreat - PS-8 No School	
31	Late Start	9:30AM

NOVEMBER

1	All School Open House	9:00AM
	School Board Meeting	7:00PM
2	7 th Gr. Matriculation Night	6:00PM
4	Holiday Boutique	
7	PA Board Meeting	8:15AM
8	New Parent Dinner	6:30PM
9	Speaker Night: Wendy Mogel	6:30PM
11	Veteran's Day Observed – No School	
18	PS Conferences – PS No School	
22	End of 1 st Trimester	
	CCS Community Service Day	

23-25 Thanksgiving Recess – No School

28	Late Start	9:30AM
	School Board Meeting	7:00PM
29	Report Cards Issued	

DECEMBER

1	TK-5 Parent Conferences - TK-5 - ½ day	12:00PM
2	TK-5 Parent Conferences - TK-5 - No School	
2	PS Teacher Inservice – PS No School	
5	PA Board Meeting	8:15AM
12	Late Start	9:30AM
15	Christmas Programs	
16	PS Christmas Program	9:00AM
	PS-8 Noon Dismissal	12:00PM
12/19 - 1/2	Christmas Vacation	

JANUARY

2	Faculty In-Service – No School	
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3	PS – 8 School Resumes	
9	PA Board Meeting	8:15AM
16	Martin Luther King Holiday – No School	
17	ASP Begins-Session 2 – Ends 3/15	
	School Board Meeting	7:00PM
19	Preschool Parent Brunch	8:30AM
24	Progress Reports Issued	
27	Middle School Conferences- No School for 6th-8th	
30	Late Start	9:30AM

FEBRUARY

6	PA Board Meeting	8:15AM
7	6 th -8 th Science Fair	6:00PM
17	PS-8 Noon Dismissal	12:00PM
20-26	Winter Break – No School	
27	Late Start - School Resumes	9:30AM
	School Board Meeting	7:00PM

MARCH

5	PA Board Meeting	8:15AM
8	Middle School Musical	7:00PM
13	TK-5 Report Cards Issued	
15	TK-5 Parent Conferences TK-5 - ½ day	12:00PM
16	TK-5 Parent Conferences – TK-5 - No School	
	PS Inservice – No School for Preschool	
	End of 2 nd Trimester	
19-23	Cultural Arts Week	
21	6-8 Report Cards Issued	
26	Late Start	9:30AM
	School Board Meeting	7:00PM
27	ASP Begins-Session 3 – Ends 5/24	
31	Spring Auction	

APRIL

2	PA Board Meeting	8:15AM
6-15	Easter Vacation – No School	
16	Late Start – School Resumes	9:30AM
26	TK & K Ice Cream Social	1:30/2:00PM
30	PA Board Meeting	10:00AM
	Teacher Appreciation Luncheon	

MAY

1-4	Book Fair	
1	Progress Reports Issued	
3	Spring Sing	7:00PM
4	Grandparents' Day (TK-8)	
8-10	ERB Testing	
15-16	ERB Testing	
18	Preschool Parent Conferences – PS No School	
21	Late Start	9:30AM
	School Board Meeting	7:00PM
25	CCS Community Service Day	
	PS-8 Noon Dismissal	12:00PM
28	Memorial Day – No School	
5/29-6/4	8 th Grade DC Trip	
30	Last Day of Exploratories	

JUNE

4	PA Board Meeting	8:15AM
4-6	6-7 grade Finals (Noon Dismissal)	
6	TK-4 Olympics	
	Last day of Preschool	
7	8 th Grade Graduation	9:00AM
	TK-7 Last Day – Noon Dismissal	
8	Faculty/Staff In-service Day	
11	School Board Meeting	7:00PM
11-29	Summer Program	

FACULTY, STAFF. & TEACHERS EMAILS & PHONE EXTENSIONS

(310-573-0082)

Administration

Head of School	Teresa Roberson	troberson@calvarychristian.org	Ext. 125
Assistant Head of School	Chris Rutz	crutz@calvarychristian.org	Ext. 135
Preschool Director	Lisa Asai	lasai@calvarychristian.org	Ext. 114
Middle School Director	Marti Willens	mwillens@calvarychristian.org	Ext. 130
Admissions	Ewin Wong	ewong@calvarychristian.org	Ext. 128
BTSA Coord.	David Ludwig	dludwig@calvarychristian.org	Ext. 172

Faculty

Admissions Assistant	Megan Runnels	mrunnels@calvarychristian.org	Ext. 145
After School Program	Susie Curran	scurran@calvarychristian.org	Ext. 155
Athletic Events Hotline			Ext. 411
Athletics Director	Chris Baele	cbaele@calvarychristian.org	Ext. 133
Executive Assistant	Krystal Edwards	kedwards@calvarychristian.org	Ext. 183
Facilities	Peter Brown	pbrown@calvarychristian.org	Ext. 118
Learning Resource	Catherine Alvarez	calvarez@calvarychristian.org	Ext. 147
Marketing Director	Leslie Clark	lclark@calvarychristian.org	Ext. 111
Nurses/Attendance/Homework		nurse@calvarychristian.org	Ext. 121
School Library	Suzanne Baraff	sbaraff@calvarychristian.org	Ext. 136
School Office	Sandy Dawson	sdawson@calvarychristian.org	Ext. 102
Tuition	Deanna Taub	dtaub@calvarychristian.org	Ext. 126

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Tress, Cindy	ctress@calvarychristian.org	Ext. 122
Wamble, Anthony	awamble@calvarychristian.org	Ext. 169

MDO & PRESCHOOL ROOM MOTHERS

<u>CO-CHAIRS</u>	Romina Milner	230-3540
	Tiffany Lemons	454-4816
<u>MDO:</u>	Caitlin Villante	230-1789
	Allison Burkett	434-1450
	Lisa Ayestas	839-8448
	Amy DeMonet	459-2194
<u>PS3:</u>	Tobe Morrow	454-5402
	Anna Jacob	454-1513
	Lucinda Stalbow	454-4196
	Jason Etheridge	424-238-5581
<u>PS4:</u>	Christine Weller	230-0902
	Trisha McClung	459-5906
	Shannon Moon	663-1335
	Robbye Schroeder	721-5509
	Romina Milner	230-3540
	Shawna Knyal	454-9780

TK-8 ROOM MOTHERS

<u>CO-CHAIRS</u>	Jody Crabtree	454-0408
	Staci Rubin	454-5464
<u>TK:</u>	Kathryn Netter	502-6181
	Jody Crabtree	454-0408
<u>K:</u>	Nicole Blake	454-8292
	Regan Eastman	922-2077
	Amy Pendergraft	383-0487
	Yen Tran (Rosensweig)	459-4698

<u>1st.</u>	Kerrie Richards Eva Iino Allison Massey Tiffany Lemons	573-7373 573-1144 230-8387 454-4816
<u>2nd.</u>	Pam Michaels Erin Ahders Amy Saxon Tracey Price	230-1229 230-8281 573-1111 454-2702
<u>3rd.</u>	Leslie Johnson Kristine Drinkwater Lisa Marschall Laura Lee	454-1953 472-5056 454-5844 459-1152
<u>4th.</u>	Stacy Farmer Sarah Gould Annie Barnes Erika Ahn	458-6025 454-5157 454-3436 454-1561
<u>5th.</u>	Laurie Mikasa Teresa Battaglia Gina Sheldon Kristin Scheifele	445-1883 459-0767 454-1143 459-0261
<u>6th.</u>	Cindy Brody Lynne Griess Tara Aronson Jenny Geisler	454-2121 457-8799 600-1654 454-5075
<u>7th.</u>	Michelle Kent Mara McIlvain Vanessa Bendetti Lynn Hysten	317-1987 459-3321 230-7888 230-6870
<u>8th.</u>	Claire Van Konynenburg Merritt McCoy Nancy Raber Paula Edwards	573-9027 459-7340 459-0133 454-8662