

Tab 1

2025 - 2026



*Parent Student
Handbook*

A letter from DR. BRUGGEMAN



Welcome to another wonderful year of learning, growing, and walking together in faith! We are delighted to have you as part of our vibrant Christian community, where education extends far beyond textbooks to encompass Christ-centered character and lifelong wisdom.

This Parent/Student Handbook serves as your comprehensive guide to our shared journey. Within these pages, you'll discover the practical details of daily school life and the foundational philosophy that shapes everything we do. Our goal is to provide clarity so that families can confidently navigate the opportunities and expectations ahead.

At Calvary Chapel Schools, we believe parents are the primary educators and spiritual shepherds of their children. This handbook is designed to support you in that vital calling.

Every policy and practice outlined here flows from our commitment to biblical principles and our mission to prepare students academically, spiritually, and socially for lives of service to God and others.

Among other items, you'll find guidance on academic expectations, campus life, spiritual formation, and community involvement. These guidelines represent our collective commitment to creating an environment where students thrive, faith flourishes, and families find support and encouragement.

As we embark on this academic year together, we're excited about the ways God will work in and through our school community. The principles in this handbook reflect our shared values and desire to honor Christ in all we do. When questions arise, please reach out to our dedicated faculty and staff.

Thank you for entrusting us with the privilege of walking alongside your family in this educational journey. We look forward to witnessing God's faithfulness as we grow together in knowledge, wisdom, and grace.

Dr. Angela Bruggeman
Executive Director of Schools



Welcome from THE PRINCIPAL

Welcome to Calvary Chapel High School!

It is a joy to welcome you to a new school year at Calvary Chapel High School. These four years are a unique and formative season where students are invited to become the young men and women God designed them to be. Our commitment is to help students grow towards becoming Christ-centered young adults who live purposefully for the glory of God.

At Calvary, formation happens through intentional discipleship, academic excellence, intellectual curiosity, leadership development, and a heart to serve others. Our four-year journey is designed to encourage students to:

- Develop a strong sense of **belonging** by rooting their identity in Christ and building spiritual, academic, and relational foundations.
- Learn to **bridge** faith and learning, growing in confidence and clarifying their unique calling.
- **Build** ownership of their faith, leadership, and learning while setting purposeful goals for the future.
- Reflect deeply and step **beyond** high school with clarity, maturity, and a heart committed to glorifying God.

While every student is on a journey of becoming, we believe this growth happens best within a community that honors Christ. To that end, certain guidelines of conduct must be upheld—whether on or off campus—so that we can live and learn well together. We expect every member of our community to respect that we are a Christian school, grounded in the unchanging Word of God and the spiritual leadership of Calvary Chapel Costa Mesa.

There may be times when students make choices that are not in line with the values and expectations outlined in this handbook. When this happens, we seek to come alongside students, offering support through restorative practices and intentional conversations that encourage growth and reflection. If those choices become consistent and begin to hinder their own formation or the growth of others, we will prayerfully evaluate whether Calvary is the right place for them to continue their journey. This handbook outlines the standards and values we uphold in order to provide a Christ-centered environment where students can flourish.

We believe students become who God has called them to be not only through what they learn, but through the Christ-centered community that surrounds and supports them. Strong alignment between parents and faculty is essential. When we work together with mutual respect, open communication, and shared purpose, we create the kind of supportive and unified environment where students can flourish. Together, we cultivate a culture of building Christian leaders—young people who grow in faith, character, and purpose, becoming the leaders God is calling them to be.

We're honored to walk this journey with you.



Robin Whitford
CCHS Principal

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Mission STATEMENT

Our mission is to build tomorrow's Christian leaders today by lovingly engaging, educationally equipping, and personally empowering all students to be ready and prepared for the future.

Philosophy STATEMENT

The philosophy of Calvary Chapel Schools is aligned with Calvary Chapel of Costa Mesa, where we seek to be a Jesus-formed community on mission, pursuing formation in the words, ways, and works of Jesus and living out his mission in the community.

CCS aims to partner with families to equip and empower our students to be tomorrow's Christian leaders with a deep foundation in biblical truth, formed in the image of Christ, for the Glory of God, and the sake of others. Therefore, CCS strives to give students skills to be productive citizens, but most importantly, to nurture their relationships with Jesus Christ and accurately reflect His character to the world.



Statement of FAITH

Chapel Schools abides by the Calvary Chapel Costa Mesa Statement of Faith. This statement of faith does not exhaust the extent of our beliefs. The Bible, as the inspired and infallible Word of God speaking with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all we believe. For purposes of Calvary Chapel School's faith, doctrine, practice, policy, and discipline, our Calvary Chapel Church Board is the final interpretive authority on the Bible's meaning, interpretation, and application. Students that choose to attend Calvary Chapel Schools should have a lifestyle that respects and is consistent with these beliefs.

GOD.

We believe that there is one living and true God, who exists in three persons as the Father, Son, and Holy Spirit. All equal in power and authority, the Godhead is the Creator, sustainer, and governor of all things. -2 Corinthians 13:14

BIBLE.

We believe that God has communicated to us through the Old and New Testaments, which are true and without error. Scripture is the foundation of our individual lives and the blueprint for His church. -2 Timothy 3:16-17

CREATION.

We believe that God created our world and gave it life. He is the Maker, who by simply speaking brought everything into existence and tasked humanity to care for it.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person. -Colossians 1:16

JESUS.

We believe that God became man so that we might be reconnected to Him. As a man, Jesus of Nazareth fulfilled this mission by His death and resurrection, and as God remains the object of our worship. -Isaiah 9:6

SALVATION.

We believe that God invites everyone to entrust their lives to Jesus Christ. This act of faith initiates God graciously giving us spiritual birth, a place in His family, purpose in this life, and residency with Him forever. -John 1:12-13

CHURCH.

We believe that God has formed a universal community from those who follow Him. We are connected to each other locally, where we gather to worship Him, be taught by Him, and be sent by Him. -Ephesians 2:19-22

LIFE.

We believe that God has given us His Spirit to have the liberty, power, and wisdom to live every day for Him. The believer who yields to His presence will experience the supernatural in all areas of life. -John 14:12-13



LEGACY

In 1970, God created the opportunity for Calvary Chapel of Costa Mesa to open its doors on a new 44-acre campus. In 1973, under the leadership of Pastor Chuck Smith, a kindergarten through eighth-grade school named Maranatha Christian Academy (MCA) was built on campus to provide a Christian education for the children of the growing congregation. In 1988, as the church and school continued to grow, Calvary Chapel High School was established to further meet the educational, social, and spiritual needs of students through a challenging and comprehensive college preparatory program that develops student growth in Bible, English Language Arts, Mathematics, Science and STEM, Fine Arts, Foreign Language, History, and Physical Education. In 2010, in an effort to provide for the educational needs of our youngest students, Calvary Chapel Preschool was added to complete our unique single-campus model of providing a Christian education for students from age three through their graduation from high school. Today, students and staff from each of the four schools, preschool (CCPS), elementary (CCES), middle school (CCMS), and high school (CCHS), come together to form Calvary Chapel Schools (CCS).

Since the founding of Calvary Chapel Schools in 1973 under the leadership and support of Calvary Chapel Costa Mesa, we continue to impact the lives of the next Christian Leaders.

Calvary Chapel Schools

ACCREDITATION

Calvary Chapel High School is accredited by ACTS (Association of Christian Teachers and Schools) and WASC (the Western Association of Schools and Colleges), a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by WASC indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has the necessary resources available to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future.



Calvary Chapel Schools

VALUES

PEOPLE. We value people by showing kindness, courtesy, and respect because they are created in the image of God and Christ died for each one.

GROWTH. We pursue continual personal growth beyond temporary achievements with curiosity, grit, and self reflection.

COLLABORATION. We collaborate by being engaged, positive, and creative, working together for our common goals.

LEADERSHIP. We lead by being ready, prepared, and willing to do what needs to be done first.

GLORY TO GOD. We seek to glorify God by reflecting His character and representing Him in word, action, and attitude.

School Wide LEARNING GOALS

C

COMPREHENSION

We want our students to master the COMPREHENSION of the foundational knowledge and facts of each subject area of study.

-Job 13:1

C

CRITICAL THINKING

We want our students to THINK CRITICALLY about the knowledge and facts they have acquired.

-Proverbs 2:2

C

CREATIVITY

We want our students to use CREATIVITY in problem solving and self expression with the knowledge and facts they know.

-Matthew 25:20-21

C

COMMUNICATION

We want our students to use clear COMMUNICATION to share, present, and discuss the knowledge and facts they have critically and creatively considered.

-Proverbs 16:23

C

COOPERATION

We want our students to use COOPERATION with others as part of the learning process.

-Romans 12:4-6a



SCHOOL COLORS, MASCOT & VERSE

Navy Blue and Vegas Gold are CCHS school colors, and our mascot is the eagle. Our school verse is Isaiah 40:31.

Alma Mater
Stand all together
Friends evermore
Bound by the love that comes
From Jesus Christ our Lord.
Voices in song
Are raised to the sky,
Never will we forget...CALVARY CHAPEL HIGH!

Closed Campus POLICY

Calvary Chapel Schools is a closed campus. All students are required to remain on campus until the end of their school day including breaks, passing periods and lunch. Seniors only are permitted to leave campus for lunch. Any student leaving campus for any reason must have permission by a parent/guardian through the Attendance Office. Detention and suspensions will result for leaving campus without permission.

All students are required to leave campus once they complete their daily class schedule, and may not loiter or congregate in the parking lots or campus facilities without purpose or student/athletic objectives.

Photo USAGE

Throughout the year, your student's picture may be taken at various events or locations (such as lunch time, pep rallies, camps, class, games, etc.) and used in our school brochure, on our website, Instagram, yearbook or various school-related literature. Your enrollment at Calvary Chapel Schools is authorization for Calvary Chapel Schools to use these photos.

Pledge of ALLEGIANCE

Calvary Chapel Schools requires students to stand in honor for the reciting of the Pledge of Allegiance each morning and the National Anthem at all events and gatherings.

Volunteer PROCEDURES

Calvary Chapel Schools recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the relationships between the school and the community. The school encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students.

HOW DO I SIGN UP?

If you are interested in volunteering at a school site:

- Contact the individual school directly to obtain information regarding volunteer opportunities available.
- Complete the Volunteer Application.
- Receive approval from the school principal before volunteering.

VOLUNTEER CATEGORIES

Volunteers in the Calvary Chapel Schools are divided into two categories for the purpose of processing.

CATEGORY I: Volunteers who visit the school on an occasional basis to participate in activities are always within the view of school staff and are never left alone with students. Participation as a Category I (must be less than 16 hours a month and 32 hours a year) does not require Mandated Reporter Training or TB testing. It does require a background check. The school principal approves Category I volunteers.

Examples include:

- Participation in classroom/school events, fairs, recognitions, and celebrations
- Classroom or lunchtime visit on a limited basis - a few times per year
- Classroom presenters
- Clerical volunteers - copying, collating, filing, etc.
- High school student volunteer in high school sponsored program
- Participation in school beautification projects or projects of a limited duration

CATEGORY I REQUIREMENTS FOR CLEARANCE

To be cleared for participation as a Category I, volunteers must have a background check.

FINGERPRINTING LIVE SCAN LOCATION:

Calvary Chapel Human Resources Office
3000 W. MacArthur Blvd.
Santa Ana, CA 92704

Fingerprints **must** be obtained through Calvary Chapel Schools District Office. Calvary Chapel Schools does not want the cost of fingerprinting to be a barrier to volunteering. LiveScan fingerprinting is conducted onsite with Calvary Chapel Schools at no cost to the participant.

CATEGORY II: More than 16 hours a month and 32 hours a year and/or volunteers who participate in school activities on a regular basis and, who may under the direction of certificated personnel, work with students outside the direct supervision of staff. Participation as a Category II volunteer requires fingerprint and TB clearance prior to beginning as a volunteer. Category II Volunteers will also be required to complete Mandated Reporter Training. The school site administrator and District Office approve Category II volunteers. Category II volunteers will receive a lanyard with a volunteer ID.

Examples include:

- Regularly participates in the scheduled classroom/school support (Weekly reading groups)
- Supervision of students before school, after school, during breakfast and/or lunch
- Day field trip chaperone
- Overnight field trip chaperone
- Before, during, or after school enrichment program supervisors
- Club Sponsors

CATEGORY II REQUIREMENTS FOR CLEARANCE

To be cleared for participation as a Category II, volunteers must be TB screened and undergo a background check.

- Tuberculosis Clearance (TB): Volunteers are required to stop by CCS Health Office to obtain a TB screening.
- Fingerprinting: A LiveScan/background check will be scheduled with the volunteer and CCS Human Resources.

FINGERPRINTING LIVE SCAN LOCATION:

Calvary Chapel Human Resources Office
3000 W. MacArthur Blvd.
Santa Ana, CA 92704

Fingerprints **must** be obtained through Calvary Chapel Schools District Office. Calvary Chapel Schools does not want the cost of fingerprinting to be a barrier to volunteering. LiveScan fingerprinting is conducted onsite with Calvary Chapel Schools at no cost to the participant.

- Complete Mandated Reporter training.

Volunteers must be cleared by the school and/or District prior to participating in school activities. For liability reasons, volunteers are expected to make alternate plans for the care of siblings.

VOLUNTEER RESPONSIBILITIES

IDENTIFICATION: To ensure safety and security, all volunteers must wear a school/visitor name tag at all times while on school property. Adults not wearing proper identification should be directed to the school office.

SIGN IN / SIGN OUT: All volunteers must sign in and sign out in the school office when volunteering. This allows for proper accounting in the event of an emergency and provides an extra measure of security and safety.

CONFIDENTIALITY: Volunteers must protect the teachers' and students' right to privacy. Volunteers may not disclose school information or personal matters which you may have overheard. Student concerns are to be discussed only with the teacher or staff member with whom the volunteer is working with or the school principal.

PROFESSIONALISM: Although participation is voluntary, volunteers should act in a professional manner at all times including proper dress and interaction while on campus. Besides being responsible for maintaining an attitude of mutual respect and support for staff and students, the volunteer should become familiar with school and classroom policies and procedures. Volunteering requires flexibility and a willingness to take and follow directions.

DEPENDABILITY AND PUNCTUALITY: Volunteers provide valuable support for the students and staff both inside and outside the classroom. When committing to a volunteer opportunity, volunteers should be sure to arrive on time. If a volunteer is unable to fulfill a commitment, contact with the school office/teacher should be made as soon as possible.

UNIVERSAL HEALTH PRECAUTIONS: All body fluids (vomit, blood etc.) are to be treated as if they are infected with a blood-borne disease. Volunteers should obtain direction from school staff on locating and utilizing personal protective equipment. Proper handwashing and hand-sanitizing techniques are the most important things that can be done to avoid sickness.

CHILD PROTECTION RESPONSIBILITY: Category I Volunteers are not considered Mandated Reporters under California law, but volunteers should be aware of child abuse reporting requirements for school employees. Category II Volunteers are required to complete Mandated Reporter training.

SCHOOL PERSONNEL MUST REPORT:

- Cases of suspected infliction of physical or mental suffering on minor
- Cases of suspected physical injuries to minors by other than accidental means
- Cases of suspected sexual molestation
- Cases of suspected neglect

School personnel are defined as teachers, administrators, receptionist, attendance, or certificated employee of any school. All school personnel are mandated reporters for suspected child abuse. If you become aware of suspected child maltreatment, report your observations to your supervising teacher or site administrator.

Please be aware that volunteers not following the responsibilities as outlined above may be asked to leave campus and/or restricted from volunteer opportunities.

CCS Quick Reference Guide

SCHOOL VOLUNTEERS

	Category I Volunteer	Category II Volunteer
Definition	A Volunteer I is defined as a volunteer who visits the school on an occasional basis to participate in school activities. The volunteer I is always within view of school staff and never left alone with students. Hours: Must be less than 16 hours a month and 32 hours a year.	A Volunteer II is defined as a volunteer who participates in the classroom or in school activities on a regular basis. Volunteer II, may under the direction of certificated personnel, work with students outside the direct supervision of staff. Hours: More than 16 hours a month and/or 32 hours a year.
Examples of Activities	Example of Volunteer I activities include, but are not limited to: • Classroom or lunch time attendance on limited basis - several times per year • Classroom presenters (ongoing basis) • Clerical volunteers - copying, collating, filing etc. • High school student volunteer in high school sponsored program • Participation in school beautification projects or projects of a limited duration	In addition to Volunteer I activities, examples of Volunteer II activities include: • Regularly scheduled classroom/school support • Supervision of students before school, after school, during breakfast and/or lunch • Day field trip chaperone • Overnight field trip chaperone • Before, during or after school enrichment program supervisors • Club Sponsors • Volunteer Athletic Coaches
Clearance Requirements	• Volunteer Application • Background Check clearance • Principal Approval	• Volunteer Application • Principal Approval • Background Check clearance - if previous Live Scan clearance is active with CCS, no need to re-scan • TB Clearance - if current TB clearance on file with CCS, no need to re-submit • Mandated Reporter Training • District Approval

Calvary Chapel High School

2025/2026 SCHOOL HOURS

MONDAY 8:15 am - 2:55 pm

TUESDAY 8:15 am - 2:55 pm

WEDNESDAY 8:15 am - 2:20 pm

(Early release day)

THURSDAY 8:15 am - 2:20 pm

(Teacher Office Hours (Tutorial) for student support 2:25-2:55 pm)

FRIDAY 8:15 am - 2:55 pm

General INFORMATION

CCHS OFFICE HOURS

MONDAY	7:45AM - 3:30 PM
TUESDAY	8:00AM - 3:30 PM
WEDNESDAY	7:45AM - 2:30 PM
THURSDAY	7:45AM - 3:30 PM
FRIDAY	7:45AM - 3:30 PM
SATURDAY	CLOSED
SUNDAY	CLOSED

CALVARY CHAPEL HIGH SCHOOL BELL SCHEDULE 2025-2026

Regular Schedule (Monday, Tuesday, Friday)		Blue Day (Wednesday)		Gold Day (Thursday)	
Time	Period	Time	Period	Time	Period
8:15-9:01	1st	8:15-9:30	2nd	8:15-9:30	1st
9:06-9:52	2nd	9:40-10:20	Chapel	9:30-9:45	Break
9:52-10:06	Break	10:20-10:35	Break	9:50-11:05	3rd
10:11-10:57	3rd	10:40-11:05	Advisory	11:10-12:25	5th
11:02-11:48	4th	11:10-12:25	4th	12:25-1:00	Lunch
11:53-12:39	5th	12:25-1:00	Lunch	1:05-2:20	7th
12:39-1:14	Lunch	1:05-2:20	6th	2:25-2:55	Tutorial
1:18-2:04	6th	2:25	Athletics/ Activities	2:25	Athletics/ Activities
2:09-2:55	7th				

People. Growth. Collaboration. Leadership. Glory to God

COMMUNITY SERVICE REQUIREMENT

At Calvary Chapel High School, our commitment to community service is rooted in the belief that serving others helps students grow in empathy, develop leadership skills, and experience the joy of living out their faith.

We look to Jesus as our ultimate example. Mark 10:45 tells us, *"For even the Son of Man did not come to be served, but to serve, and to give His life as a ransom for many."* In following Christ's model of sacrificial love, our prayer is that students will carry the rhythm of service with them throughout their lives.

Students are required to complete a minimum of 8 hours of approved service each semester. These hours, along with a Community Service Plan, must be submitted in Bible class and will count for 15% of the Bible grade each semester.

Community service includes both the act of serving and a reflection on how the experience impacted the student and the community. Guidelines for approved service activities are provided in Bible class and posted on the community service website linked in each student's Bible Google Classroom.

Students may serve individually or as part of a group (club or athletic team). Summer service hours may only be applied to 1st semester requirements.

While only 16 hours are required annually, we encourage students to serve beyond that. All service hours, including extra hours, will be recorded on the student's transcript. Extra hours may be submitted for transcript recognition only.

FOOD SERVICE

Students may bring lunch from home or buy lunch from the CCHS kitchen using a school issued I.D. containing a FACTS prepaid barcode. Cash is not accepted for the purchase of school snacks or lunches purchased through the CCHS kitchen. Refreshments and snacks may also be purchased at the CCHS vending machines. The High School Office does not lend money for student lunches, and only Seniors are permitted to leave campus for lunch.

TEXTBOOKS & SUPPLIES

Textbooks can be purchased from our online book company or alternative sources. ISBN numbers are available on the bookstore website <https://calvaryschools.ecampus.com>. Etechcampus will conduct a book buy back in June. After purchasing textbooks, students should put their names inside the front cover and on the page edges in black felt pen. Students are required to bring their own Bibles. Students are also required to bring their own paper, notebooks, pencils, etc., to class each day.

TRANSPORTATION

CCHS does not provide a bus system for students. We will provide bus transportation for most field trips and athletic events; however, there is no scheduled bus transportation to and from school. The riding of the bus is a privilege and may be revoked for violation of the rules or for conduct detrimental to the safe operation of the bus. The driver is in full charge of the bus and the students.

Attendance GUIDELINES

SCHOOL HOURS

Classes begin daily at 8:15 am and 7th period ends at 2:55 pm, except on Wednesdays when school begins at 8:15 am and ends at 2:20 pm. Students are not permitted on school grounds prior to 7:30 am unless enrolled in zero-period classes which begin at 7:15 am. Students with an early bell schedule are also asked to leave campus or study in the library; students may not socialize or sit in the parking lot. Students awaiting after school programs who are released prior to 7th period may study in the library or at the lunch tables.

SIGN IN / SIGN OUT

According to the Attendance Guidelines of the State of California, a parent/guardian must sign their student in and out at the Attendance Office during school hours. Attendance will phone the student's classroom, and the student will be sent to the Attendance Office. Students may not leave campus without being released through the Attendance Office. Any student leaving campus without a parent must adhere to the following procedures: The student must bring a note explaining the valid reason for leaving (i.e., medical appointment, family emergency, etc.) to the office.

When parents/guardians are out of town during the school week, it is imperative that the CCHS Office is notified in advance and proper authorization given for release to any other adult. The Administration reserves the right to refuse to permit a student to leave campus if the conditions outlined above are not met. Students must bring a note to the office before school the next day when any part of a school day has been missed, unless the student was signed out originally from the Attendance Office.

ATTENDANCE POLICIES AND EXPECTATIONS

We take the responsibility for our students' welfare seriously. Regular attendance in all classes is one of the greatest contributing factors for success in school. Please consider this, and whenever possible, schedule all outside activities after regular school hours. Although we are a private school, we must follow the guidelines set by the State of California as they relate to attendance.

A student who is absent for any reason is required to complete missing work. Students have a day for every day of absence to make up work. Please contact the CCHS Attendance Office (attendance@calvaryschools.org) if a student will be out of school for a planned absence of five days or more.

Following an absence, a student has five days to clear the absence with an email or note from a parent/guardian delivered to the Attendance Office. Please include the student's name, grade level, dates of absence, and reason for absence. An unverified absence is considered truant. After five days, if the absence is unverified the attendance record will not be changed.

ABSENCES AND TARDIES

Tardiness

Students are expected to be in class and seated at the time the bell rings for the start of all classes according to the bell schedule. Tardiness is defined as not being seated at the time the bell rings. If a student is detained by a school staff member, a hall pass will be issued indicating the reason for detainment, along with the date and time of release. All tardies reset at the end of each semester.

Cumulative Tardy Benchmarks (1st - 7th Periods)

5 Tardies: Parent Email

10 Tardies: After School Detention & Parent Email

15 Tardies: Saturday School (\$30 fee) & Attendance Contract

Every additional 5 tardies: Saturday School (\$30 fee)

A written note or phone call by the parent/guardian does not excuse tardiness.

Please note, students who are late to their first period class by 20 minutes or more, without an excused reason, will be given an unexcused absence rather than a tardy.

Attendance Contract for Excessive Tardies: Please note that if there are excessive tardies in one class period, the Attendance Contract may stipulate that assignments due during missed class time will not be accepted, and missed quizzes and tests cannot be made up. Additionally, total course minutes missed may be evaluated and students may need to repeat the course to receive credit.

Additionally, consequences may include: Saturday School, Loss of School Privileges, Ineligibility to attend or participate in dances, events, athletic games, performances, or other extracurricular activities, and/or Removal from student leadership roles, including ASB.

Truancy

1. Truancy is defined as an "unverified absence" from school without the knowledge and consent of the parent/guardian or the proper school authority, either for a whole day or any part of a day.
2. Failure to attend any class constitutes truancy and will result in disciplinary action.

3. If a student has been truant the student will not be allowed to make up missed work during the period of truancy.
4. Students may not leave campus during school hours without signing out through attendance. No student will be permitted to leave campus without a written request signed by a parent. Only seniors are permitted to leave campus for lunch, and if accompanied by underclassmen will lose this privilege.

First Unverified Absence: Parent Email

Two or More Unverified Absences: Detention and parent communication

Excessive Absence Policy

Regular attendance is essential for academic success and meaningful engagement in the Calvary Chapel High School community. Excessive absences can hinder a student's academic progress and disrupt the learning environment. The following policy outlines the academic and disciplinary consequences for excessive absences in a single semester.

Verified Absences:

Students may have up to **5 verified absences** per school year for:

- Pre-planned trips or school approved college visits (with submission of the trip form, approved one week prior to absence)
- Illness or medical appointments (with original documentation provided to the Attendance Office)
- Funerals or religious observances

Unverified Absences:

Students should not exceed eight (8) absences per semester. When a student accumulates **8 unverified absences in any class**, they will be placed on an Attendance Contract, which may include the following consequences: Saturday School, Loss of School Privileges, Ineligibility to attend or participate in dances, events, athletic games, performances, or other extracurricular activities, and/or Removal from student leadership roles, including ASB.

Students with **10 unverified absences in any class** must appeal to receive credit for that course. If the appeal is denied, the student will be required to remediate the course in summer school or through an approved online partner school.

Appeal for Credit

If a student exceeds the allowable number of absences in a course and is at risk of not receiving credit, they may submit an appeal to request that credit be granted without retaking the course. The following process must be followed:

1. **Appeal Form:** The student will be provided with an Appeal for Credit Form from the school office. This form must be completed by the student and include a parent/guardian signature in order to be considered.
2. **Submission:** The completed form must be turned in to the high school office by the stated deadline. Incomplete or late forms will not be considered.
3. **Review Process:** An Academic Committee will review the appeal. The committee will consider the student's attendance record, academic standing, effort to make up missed work, and any extenuating circumstances provided.
4. **Recommendation and Decision:** The Academic Committee will make a recommendation to the Principal, who will make the final determination regarding whether credit may be awarded without requiring the course to be retaken.

The student and parent/guardian will be notified in writing once a final decision has been made.

AP and Dual Enrollment Attendance

A more rigorous attendance requirement is in place for advanced courses. For Advanced Placement and Honors courses, students should not exceed eight (8) absences per semester and will be evaluated for placement in an equivalent college prep course if exceeded. Dual Enrollment courses that meet five days a week should not exceed eight (8) absences per semester and Dual Enrollment courses that meet three days a week should not exceed five (5) absences per semester.

Pre-Planned Absence Procedure OR Trip Request Policy

Pre-planned absences require administrative approval **seven days in advance**. For approved absences, teachers will provide an academic plan to complete missed work (please note the form must be completed in advance in order for teachers to provide an academic plan). Students are allotted five absences per year for school approved family obligations and college visits. Advanced courses (AP/DE) are not eligible for pre-planned additional absences. After five, each absence will count toward their total number of absences.

Health and SAFETY

HEALTH OFFICE

Calvary Chapel Schools has a Health Office on campus with a full-time registered nurse (RN) treating all non-emergency cases. There are defibrillators strategically placed for easy access and the staff is trained in their use. The administration regularly conducts fire, earthquake and lockdown drills to ensure that our students and staff are prepared in case of an emergency. Our armed security guards monitor the campus throughout the day to ensure student safety. Calvary Chapel Schools uses Magnus Health to store student medical records. Parents are responsible for keeping student health records updated and current.

The Nurse's Office offers immediate first-aid to all injured or ill students. The nurse is typically available every day during school hours. The phone number is 714-662-7485, extension 2.

1. If a student is injured on campus during school hours, the student should report this injury to a teacher or administrator, who will immediately send the student to the school Nurse's Office. They should not go to the High School Office, except if injured after school hours.
2. If a student becomes ill during school hours, the student should request a hall pass from his/her teacher to the Nurse's Office. The school nurse will contact a parent when necessary. If a student is advised to leave campus, the parent will be contacted, and the student must be signed out on the Sign-Out Sheet in the Attendance Office. In the event that the student leaves campus due to illness, without first signing out, the student will be considered truant.
3. All medications are to be taken to the Nurse's Office prior to the first period. Students are not permitted to keep any prescribed or over-the-counter medications in their possession. For any headaches, cramps, etc., parents must send in a personal bottle of Tylenol, Advil, etc. (with the student's name labeled on the bottle) to be stored in the Nurse's Office. The nurse will not supply these items to students.
4. The Nurse's Office has feminine supplies for emergencies only.

CONTROLLED ACCESS CAMPUS

Calvary Chapel High School operates as a controlled access campus to ensure the safety and security of all students and staff. This means that students may not leave campus during school hours without proper authorization, and unauthorized individuals are not permitted on campus.

All visitors—including parents, alumni, and vendors—must check in at the designated security checkpoint upon arrival. After verifying their purpose and identity, visitors will be directed to the appropriate school office. Visitors must wear a visible visitor badge at all times while on campus.

Unauthorized visitors or individuals who fail to comply with check-in procedures may be asked to leave campus immediately.

ON CAMPUS VISITORS - SHADOWING

For the safety, security, and focus of our learning environment, Calvary Chapel High School does not permit student visitors on campus during the school day. This includes friends, siblings, or former students who are not currently enrolled at CCHS.

Prospective students may visit campus as part of our scheduled Eagle Experience Shadow Days, which are coordinated through the Admissions Office and designed to provide a structured and supervised glimpse into student life at CCHS.

All other guests must have a legitimate school-related purpose and prior approval from administration. Unauthorized visitors will be asked to leave campus.

EMERGENCY PROCEDURES & REUNIFICATION

In case of a school emergency or a natural disaster, such as an earthquake, it is our primary concern students remain safe at all times and there is an orderly dismissal and release of our students. Our school staff will remain on duty until all children have been safely checked out by a parent, guardian, or emergency contact.

Parents who are off campus please follow the following procedures:

- If school is in a state of emergency, please do not attempt to enter the campus yourself, but instead follow the instructions of law enforcement, as they will maintain control of the school's perimeter for everyone's protection.

- If you are able to walk to the school to pick up your child, we recommend you do so. Parking will be very limited. If you must drive, be prepared to park off campus.
- When arriving at the school to pick up students, it is important to stay calm and follow instructions from the security team, who will be in the parking lot to direct you to the reunification point.

Parents who have entered the school please follow the following procedures:

- Follow directions of the security team
- Locate your student in one of our secured areas on the Sunflower side of campus
- Sign Student Release Log
- Present a picture identification card upon request
- Proceed and line up at the student pickup area
- A staff member will go to the Assembly Area, get your child, and bring him/her to the release area
- Wait for your child to arrive and leave immediately

MAGNUS

Calvary Chapel Schools stores all student medical information in Magnus Health. CCS families have access to their Magnus Health account through the Calvary Chapel Schools Parent Portal. Parents must enter the health information required within the Magnus Health account for each child attending Calvary Chapel Schools. This is a requirement and enrollment is contingent on completion.

To access your Magnus Health Account:

- Log on to the FACTS Parent/Student Portal
- Click on the Student Tab
- Click on the Medical Tab
- Click the login button to securely access Magnus Health
- Complete the required tasks

Please note, if you have more than one student enrolled in CCS, after you complete the first child's Vital Health Record and open the second child's profile, you should use the "copy sibling info" button to duplicate your family information.

PRESCRIPTION AND OVER-THE-COUNTER MEDICATION

All student medications that need to be taken during the school day must be administered by the school nurse in the Health Office. Parental consent can be completed through the Magnus Health Portal. If your child needs Over-the-Counter Medication during school hours, please be sure to bring the medication to the Health Office and provide a parent's signature on the Over-the-Counter Medication authorization form in Magnus. If your child requires prescription medication please be sure to bring the medication to the Health Office and provide authorization with your doctor's signature.

Student CODE OF CONDUCT

CODE OF CONDUCT

At Calvary Chapel High School, we believe every student is made in the image of God. Our desire is to guide students in becoming graduates who walk in truth, demonstrate Christlike character, build authentic relationships, pursue academic excellence, serve others, and lead with courage. While this Code of Conduct outlines clear expectations and boundaries, we begin by focusing on who our students are becoming. These positive expectations reflect the kind of people we believe students can and should be as they grow in faith, character, and community.

We expect all students to:

Live with Integrity

Be honest, responsible, and trustworthy in their words and actions—whether online or in person.

Respect Others

Treat classmates, teachers, staff, and guests with kindness, courtesy, and respect. Speak in ways that build others up, not tear them down.

Take Ownership of Their Growth

Show up ready to learn. Give their best effort in class, and seek help when needed. Use mistakes as opportunities to grow.

Build a Strong Community

Look for ways to include others, encourage peers, and help create a school culture where everyone feels they belong.

Serve with Purpose

Use their gifts and time to make a difference in our community.

While we focus first on who our students are becoming, we also recognize the importance of clear guidelines that support a safe, respectful, and Christ-centered environment. The following policies help protect our community and reinforce the values we hold, such as treating others with dignity, using technology responsibly, and honoring the learning environment. When students fall short, we seek to respond with both truth and grace, offering support, accountability, and opportunities for growth.

BULLYING & SEXUAL HARASSMENT

Definition of Bullying

Bullying is defined as an ongoing or repeated act, or an especially severe or egregious event, that a reasonable person would find hostile, offensive, threatening, intimidating, harassing, or humiliating, often involving a real or perceived imbalance of power.

To be considered bullying, the behavior must be intentional, repetitive, and intended to cause harm or distress—physically, emotionally, socially, or digitally.

Forms of Bullying Include:

Physical Bullying: Repeated physical contact such as hitting, kicking, shoving, or intentionally causing physical harm. Taking or destroying someone's belongings is also considered physical bullying.

Verbal Bullying: Ongoing name-calling, threats, or offensive remarks, including racial slurs, inappropriate jokes, or derogatory comments about someone's identity such as their race, ethnicity, gender, appearance, religion, or background.

Indirect Bullying: Spreading rumors, sharing confidential information without consent, or manipulating relationships to isolate or exclude someone.

Social Alienation: Intentionally excluding someone from a group, making fun of differences, or influencing others to reject someone socially.

Sexual Harassment: Unwelcome sexual comments, jokes, or gestures, pressure for sexual attention or interaction, sharing inappropriate images or messages, behavior—verbal, physical, or digital—that creates an unsafe or uncomfortable environment for another student based on sex, gender, or sexuality.

Intimidation: Repeated threats or actions that pressure another person to comply or feel unsafe.

Cyberbullying: Using electronic devices or platforms to harass, threaten, embarrass, or degrade someone. This includes harmful messaging, posting private photos or videos without permission, or encouraging others to join in the mistreatment.

Response to Reports of Bullying or Harassment

Bullying or Sexual harassment is a serious violation of Calvary Chapel High School's values and expectations, and may also violate criminal law. Such behaviors damage individuals, disrupt community, and contradict the Christ-centered environment we seek to foster. Any confirmed instance of sexual harassment or bullying will result in significant disciplinary consequences.

When bullying or harassment is reported:

- The claim is investigated. Students, staff, and/or parents involved will be interviewed to gather a complete understanding of the situation. If the bullying is substantiated, meetings are held with all involved parties and their parents or guardians.
- Consequences (such as points, detention, suspension, behavior contracts, and/or growth plans) are issued based on the severity and context of the situation.
- Follow-up support for each of the individuals involved is provided to ensure the behavior has stopped and that no retaliation has occurred.

Our message to the student who has been bullied is clear: this is not right, and we will work to make it stop.

Our message to the student who is bullying others is equally clear: this is not right, and it must stop.

ROUGHHOUSING & HORSEPLAY

At Calvary Chapel High School, we are committed to cultivating a Christ-centered environment where every student feels safe, respected, and valued. As part of that commitment, students are expected to maintain appropriate physical boundaries at all times.

Roughhousing, horseplay, and any form of student initiated physical play, including pushing, shoving, play-fighting, or grabbing, and the like, are not permitted. While often intended as fun or friendly, these actions can quickly escalate to misunderstandings, injuries, or unnecessary conflict.

Students must keep their hands to themselves during the school day, including passing periods, lunch, athletic/community events, and off-campus activities. This guideline promotes a culture of mutual respect and helps prevent situations from escalating unintentionally. (*Athletes or performers, acting in the function of a structured activity are able to interact appropriately according to the guidelines of the sport or stage production.*)

Violations of this policy may result in disciplinary consequences and will be addressed with both accountability and support for the student's growth.

SCHOOL BANNED SUBSTANCES

Calvary Chapel High School is committed to providing a Christ-centered, drug- and alcohol-free environment where students can grow academically, spiritually, and personally. As such, we maintain a zero-tolerance policy for the possession, use, or distribution of drugs, alcohol, or vaping devices on campus or at any school-sponsored event.

Any student found in possession of, under the influence of, or distributing drugs or alcohol on campus or at a school function will face immediate disciplinary action, which may include suspension, expulsion, and/or notification of law enforcement.

Voluntary Disclosure: Restoration Process

While we uphold clear standards, we also recognize that students may sometimes make decisions that do not align with Biblical values or school policies. In keeping with our commitment to discipleship, grace, and personal responsibility, we offer a pathway for students to voluntarily come forward and seek help if they have used drugs or alcohol **off campus**.

This Restoration Process provides an opportunity for students to proactively correct their behavior before disciplinary consequences are enforced. It may also apply in other disciplinary situations where a student confesses wrongdoing and demonstrates a genuine desire for help.

SOCIAL CONDUCT PARAMETERS

We seek to demonstrate value to every student as each one is created in the image of God. All students are expected to abide by Biblical standards of conduct on and off campus. Respect and care for others should be a pervasive theme guiding all student interactions. As stated in our values, students should address everyone courteously and respectfully in a spirit of friendliness and an atmosphere of cooperation.

Public displays of affection beyond holding hands or brief hugs are prohibited on the campus or at any school event. Lap sitting is not permitted. Students engaged in such displays of affection will be counseled and become subject to the Major Steps of Discipline if the behavior continues.

Interpersonal relationships should be above reproach. Each student should be personally responsible for the integrity of his/her relationships and any outward display of affection. Student lifestyle choices must be in alignment with our Statement of Faith, core values, and Biblical teaching. The staff and administration will handle inappropriate behavior on an individual basis.

INAPPROPRIATE BEHAVIOR AT NON-SCHOOL ACTIVITIES

While Calvary Chapel High School does not assume responsibility for monitoring student behavior at non-school activities, we do expect students to uphold the Code of Conduct and the values of our school community at all times—whether on or off campus.

In the event that inappropriate behavior occurs off campus, school administration may:

- Notify parents/guardians
- Inform appropriate authorities, when required
- Take disciplinary action as deemed appropriate
- In some cases, random drug testing may be required at the parent's expense

Calvary Chapel High School reserves the right to evaluate and respond to off-campus conduct that reflects poorly on a student's character or compromises the school's mission and witness.

TECHNOLOGY USE

Acceptable Use Policy

Calvary Chapel Schools is committed to the online safety and protection of our students to the best of our ability. We use GSuite for Education as a learning platform.

Cellular Phones Use

Should a student need to make a call outside of the parameters given, they may come to the High School Office to do so using an office phone or their personal cell phone. In compliance with these guidelines, parents are asked not to call or text their children during school hours. Students are not to respond to texts during class.

Cell phones, musical devices, earbuds, smart watches, or headphones should not be used, heard, or visible during class time. Phones and/or devices may ONLY be used during passing periods, lunch, or when directed by the teacher. Students are required to put their phones in a phone holder in the classroom.

The administration reserves the right to read and view the contents of phones.

First Offense

Phone is taken by the teacher and given to the office. The student may pick up the phone at the end of the school day. A verbal warning is given by the teacher.

Second Offense

Phone is taken by the teacher and given to the office. The parent may pick up the phone at the end of the school day. The student receives an Office Referral and After School Detention.

Third Offense

Phone is taken by the teacher and given to the front office. The parent may pick up the phone at the end of the day. The student receives an Office Referral, Saturday School, and Parent Conference. The student will no longer have cell phone privileges on campus. Phones will be stored in the CCHS front office or not brought on campus. Students will lose access to their cell phone until the completion of the school day.

Cell phone violations reset at semester.

Bring Your Own Device

Bring Your Own Device (BYOD) is a policy allowing students to bring and use their own personal electronic devices at school. Devices include Chromebooks and laptops (Smartphones, eReaders, and tablets are not approved devices). With teacher approval, students may use their devices in the classroom to access and save information from the Internet, collaborate with other learners, and utilize productivity tools available to them. This will NOT replace pen and paperwork or be the only means of instruction. Students must bring a charged device daily to each class unless otherwise instructed.

Purpose of BYOD

The BYOD program is designed to assist students in practicing responsible use of technology at school as well as learning ways to use computing devices for productivity, time management, research, and creativity. Helping students become responsible digital citizens will enhance not only what we do in the classroom but also give students genuine experiences to build their 21st-century skills (collaboration, creativity, communication, comprehension, and critical thinking). Our desire is to prepare each student for the future and help them be productive in the present. Calvary Schools offers filtered and managed wireless access. Uses in the classroom are for educational purposes and are subject to individual teacher approval.

Guidelines

When using a student owned or school owned device, students need to expand the concept of their school community to the community they interact with online. Appropriate use of devices and rules concerning devices apply from the time the student leaves for school until the time they arrive home. Devices may not be used to disrupt the educational environment or violate the rights of others.

Using the device to cheat, violate school conduct rules, harass/bully students or staff, or using the device for unlawful purposes result in disciplinary action. Serious and/or illegal offenses are reported to the local authorities.

Recording the voice or image of another individual in any way disrupting the educational environment and invading the privacy of others, or is made without the consent of the individuals being recorded, is prohibited. Devices recording the voice or image of another to take, transfer, or share any audio, video, or photographs that reveal parts of the body are prohibited. The possession of pornographic images or videos on any electronic device is prohibited.

Responsibility for Devices

- The electronic devices that students bring to school are their sole responsibility.
- The school assumes no responsibility for personal devices if they are lost, loaned, damaged, or stolen. They will not be brought to or held in the office.
- Personal devices may be subject to investigation.
- Students must keep their devices secure at all times and not loan to others.
- Students must charge devices at home.
- Use of technology is a privilege, not a right. This privilege can be revoked.

PARKING AND DRIVING

Student parking is a privilege and contingent upon following the rules for parking as stated below. Calvary Chapel High School reserves the right to revoke parking privileges at any time during the year for violations of parking guidelines. The following guidelines have been set up for the safety of all the students who attend school at Calvary Chapel.

1. The speed limit in the parking lot is 10 MPH.
2. Parking for high school students is located on the MacArthur side of the high school building. Students are to park in their designated class parking area.
3. Students are not to drive to the Charis building for any classes.
4. Any auto-related abuse such as spinning of wheels, squealing tires, speeding, any form of reckless driving, taking other students for a ride without permission during school hours, etc. may result in the loss of the privilege to drive to CCHS, as well as disciplinary action.
5. Students are to be seat-belted in the vehicle while in motion. At no time are students allowed to ride outside the car.
6. Please lock your cars. The school is not responsible for items stolen from student cars.
7. Parking permits are required and can be purchased through the office for \$20.

Students are not allowed access to the parking lot between classes, break or lunch without obtaining a parking lot pass from Attendance. Students found driving to and from class or the Charis building will receive an office referral and detention, and their parking lot privileges may be revoked. Students are not to eat lunch or loiter in their cars or parking lot before, during or after school.

All vehicles on campus must abide by the driving and parking lot policies and procedures including speed limits, parking spot requirements, etc. Parking at and driving to Charis is not allowed.

Skateboards

To ensure the safety of students and staff members, the use of skateboards, bikes, roller blades, skates or rolling shoes is not permitted on school grounds.

Bicycles and E-Bikes

Students using bicycles or e-bikes as transportation to and from school must walk bikes through the interior of campus and park/lock their vehicle at a designated bike rack. All bicycle or e-bike riders need to obtain a bike parking pass from the High School office.

PROVISIONAL LICENSES

In accordance with DMV policy, students with provisional licenses may not drive other students (siblings excluded). Students with provisional licenses require a signed note from the Vice-Principal granting permission to drive home after a school function ending at 11:00 PM or later.

LOCKERS

It is the right and the responsibility of CCHS to maintain a safe and secure environment; therefore periodic and unannounced locker and campus and school event inspections may be conducted. The campus (lockers, classrooms, student backpacks, parking lot and cars) may be searched for contraband items such as alcohol, illegal substances, drugs and weapons.

1. Each student is assigned a locker. Students who take P.E. will have both a hall locker and a P.E. locker.

2. Students may not use another student's locker without the permission of the Administration. Students are strongly urged not to share their lockers or locker combinations with other students.
3. Any item found in a locker is considered the property of the student to whom the locker is assigned.
4. Any damage or vandalism to a locker is the responsibility of the student whom the locker is assigned. Abuse of lockers will result in the loss of locker privileges and a fine to cover the cost of the damage, as well as possible disciplinary action.
5. Lockers must be emptied within three (3) days after the last day of finals. All lockers are then cleaned out, and any items that are left are discarded.

OFF CAMPUS LUNCH POLICY

Off-campus lunch arrangements should be kept to a minimum. Any student leaving campus for lunch must return to class at the appropriate time listed on the day's bell schedule or be considered tardy. Once a student receives three (3) tardy notifications while signed out for lunch or leaving for lunch, privileges may be revoked.

1. Seniors may leave campus for lunch. Seniors are not allowed to take underclassmen off campus for lunch.
 - a. 1st violation will result in an office referral.
 - b. 2nd violation will result in an office referral and the revocation of senior off campus lunch privileges.
2. Any underclassmen who leave the main campus for any length of time during lunch or regular school hours, without permission, will be considered truant and will be given an office referral and after school detention.
3. Any underclassmen leaving the campus with their parent/guardian must follow the sign-in/sign-out procedures outlined below.
4. Any underclassmen leaving the campus for lunch with an adult other than his/her parent/guardian must have signed written or verbal permission from his/her parent authorizing approval prior to leaving campus. Emails are not considered written permission.

STUDENT PROPERTY

Calvary Chapel High School is not responsible for lost or stolen articles. Students bring items to school at their own risk and should use their lockers to keep them safe. Any personal items or textbooks left outside of lockers are at risk of being stolen. Please guard your things carefully and wisely.

Student ACCOUNTABILITY
FOR MISCONDUCT

PHILOSOPHY OF STUDENT ACCOUNTABILITY

At Calvary Chapel High School, we believe that student accountability plays a vital role in shaping both character and community. Rooted in our values, our goal is to guide students to walk in truth, demonstrate Christlike character, and take responsibility for their actions.

We are committed to upholding clear expectations and administering appropriate consequences when those expectations are not met. At the same time, we view discipline as an opportunity to support growth, provide accountability, and encourage reflection, restoration, and maturity.

We recognize that students are in the process of formation. While some behaviors require firm correction and consequences, we also strive to help students learn from their mistakes, repair relationships when needed, and move forward with greater wisdom. Our goal is not only to maintain a safe and respectful learning environment, but to develop young men and women who lead with courage and are shaped by the hope and goodness of life with Jesus.

BEHAVIORAL INFRACTIONS

This section outlines the framework for addressing behavioral misconduct, whether in daily classroom interactions or more serious situations. While we seek to be consistent and fair, we also recognize that each student and circumstance is unique. The Administration reserves the right to respond individually, including in cases that may fall outside the specific guidelines listed here.

By choosing to be part of this community, students and families have agreed to uphold our shared values and behavioral expectations. These community standards are supported by our core values and intended to shape students not only academically, but in character and maturity.

Minor Infractions

These are minor infractions that will result in Classroom Steps of Discipline.

Level 1 Infractions

- Talking out of turn (1 point)
- Not on Task (1 point)
- Not Following Directions (1 point) (ie. eating in class, blurting out)
- No Materials (parent notification)

Level 2 Infractions

- Disrupting Class (2 infractions) (ie. throwing things)
- Rude or Disrespectful Behavior (2 infractions)

Class Steps of Discipline

- 1st violation = point value
- 2nd violation of similar behavior in same period = point value + 1 point
- 3rd violation of similar behavior in same period = point value + 1 point + Office Referral
- Students should have an Office Referral if they accumulate 5 points in the same class period.

Major Infractions

The following discipline problems will result in an office referral and possibly points, detention, Saturday School, suspension or expulsion.

1. Explicit language (verbal, expressed or written)
2. Insubordination (refusal to follow direct instruction from authority figure)
3. Brandishing or possession of a weapon
4. Drug or alcohol involvement, under the influence or possession
 - a. *Possession of drugs on school campus or a school event results in immediate expulsion*
5. Fighting or physical harassment
6. Bullying or Cyberbullying (internet, cell phone, digital technology)
7. Unauthorized videotaping, photography, or audio recording
8. Forged notes
9. Sexting (lewd photographs, solicitation of inappropriate content, text messages, videos or postings)
10. Sexual misconduct (See Social Conduct for Details)
11. Use or possession of tobacco, e-cigs, vapes or any other nicotine paraphernalia
12. Stealing/Misappropriation of lost and found property
13. Vandalism
14. Any illegal activity
15. Inappropriate use of social media applications (false accounts etc.)
16. Cheating
17. Name-calling, threats, or offensive remarks, including racial slurs, inappropriate jokes, or derogatory comments about someone's identity such as their race, ethnicity, gender, appearance, religion, or background

STEPS OF DISCIPLINE & REFERRAL PROCESS

A student is issued an Office Referral for any major infractions, for five points in one class period, or when a student has reached a points/demerits benchmark. Discipline for benchmarks may not always be implemented immediately, but rather the closest accumulation at the time the benchmark reports are examined. Accumulated points will reset to zero at the semester break.

The point system is used to objectively evaluate student behavior and accumulates throughout the semester. The accumulation of points leads to Major Steps of Discipline; however, the goal of points is the changing of student behavior as well as communication with parents about what is occurring in class.

The office referral point system benchmarks are 5, 10, 15, 20, 25.

- 1st Referral - 5 point Benchmark: After School Detention with essay and Parent email
- 2nd Referral - 10 point Benchmark: After School Detention with essay and Parent email
- 3rd Referral - 15 point Benchmark: After School Detention with essay and Parent phone call
- 4th Referral - 20 point Benchmark: Parent Conference, Saturday School (\$30 fee), and Behavior Contract and/or Student Growth Plan
- 5th Referral - 25 point Benchmark: Possible Expulsion from CCHS

Students who are late or fail to appear to an assigned Major Step of Discipline without prior permission will repeat the current step and may be moved to the next Major Step.

After School Detention

After School Detention is a school designated period of 45 minutes. Detention begins at 3:00 and ends at 3:45 pm. After School Detentions are issued at the Administration's discretion and are usually the result of an office referral, excessive tardiness, cumulative behavior, dress code violations, and cell phone points. Student essay submission is required at the conclusion of the detention period and reviewed by Administration.

A student is assigned an after school detention to be served on the date indicated by the Administrator. If the student does not complete the detention, the following week two after school detentions are served. If the second week after school detentions are not fulfilled, the student receives a Saturday School. Further disregard by the student to complete after school detention may result in escalated consequences.

Disciplinary Probation

When a student repeatedly makes choices that are not in alignment with our behavioral expectations or community standards, they may be placed on Disciplinary Probation. This is a formal status that signals serious concern and provides an opportunity for support, accountability, and redirection.

Loss of Privileges:

Students on disciplinary probation may lose the privilege of participating in extracurricular activities, including athletics, arts performances, student leadership, school trips, and other special events.

Behavior Contract or Growth Plan:

The student may be required to sign a behavior contract or follow a growth plan developed in collaboration with administration, parents, and, when appropriate, staff. This plan will outline expectations and steps for restoring trust and making positive choices.

Probation Process:

- Students are placed on probation after a third office referral or at the discretion of administration based on the severity of the behavior.
- While on probation, student behavior will be closely monitored for the remainder of the semester.
- Students may be interviewed at the end of the semester, or prior to re-enrollment for the following school year, to assess progress and determine next steps, which may include continued probation, further consequences, or possible withdrawal.

Disciplinary probation is an intentional step to help students take responsibility for their actions, grow in character, and reintegrate into the school community in a healthy and constructive way.

Campus Beautification

Campus Beautification Program designed to turn disciplinary moments into opportunities for growth and community engagement. This initiative will not only enhance the physical appearance of our campus but also encourage students to take responsibility and contribute positively to our school environment.

Students involved in conduct issues will have the option to participate in this program as a constructive alternative to traditional disciplinary measures.

Scheduled on non-detention days (Monday, Wednesday, and Friday) from 3:00 to 3:45 pm, the program will be supervised by faculty members to ensure a safe and productive environment.

Restorative Circles and Meetings

Restorative circles or meetings are one way we pursue to heal the harm, rebuild trust, and guide students toward growth as a part of the redemptive process. These structured conversations bring

together the individuals directly involved in or impacted by a conflict or behavioral issue. Led by a Care Team Member, restorative circles provide a space to:

- Acknowledge harm
- Listen to one another's perspectives
- Take responsibility
- Repair relationships
- Reaffirm shared community values

Because we believe in the power of restoration and accountability, participation in restorative circles or meetings is mandatory when assigned by administration. Refusal to participate will be considered a disciplinary issue and may result in further consequences.

Restorative practices are not a replacement for consequences but an opportunity for students to actively engage in the reconciliation process and take ownership of their role in the school community. We consider this participation an important step in personal growth and maturity.

Saturday School

Saturday School provides a structured opportunity for students to reflect on their actions, complete assigned tasks, and engage in restorative activities designed to foster positive behavior and personal growth. This program helps students understand the impact of their choices and reinforces our values of respect and responsibility.

Please be aware that there is a \$30 fee per session, which covers the cost of materials and supervision. This fee is part of our effort to underscore the importance of accountability.

Suspension (at home or in-school)

Suspension(s) may be a minimum of one day or an indefinite number of days with parent notification. Students are allowed to make up work from class if serving a suspension and must turn in completed work within one day of returning to classes.

Expulsion/Forced Withdrawal

Any student expelled or forced to withdraw is not able to re-apply for one full year or at the discretion of the Administration, and must participate in an Administrative Interview prior to re-enrollment.

Certain choices, such as possession of weapons or drugs/alcohol on campus, result in immediate expulsion. Students may be asked to withdraw if their behaviors, lifestyle choices, or attitudes are not aligned with CCHS expectations, code of conduct, or core values. Students expelled or asked to withdraw may not attend school functions or be on school grounds during school hours. However, students are always encouraged and welcome to continue to attend church functions.

APPEAL PROCESS

FOR SHORT-TERM OUT-OF-SCHOOL SUSPENSIONS: Out-of-School Suspensions of Ten [10] or Fewer School Days

Right of Appeal

A student given a short-term out-of-school suspension (of ten (10) or fewer school days) and the students' parents have a right to appeal to an Administrative Committee.

Appeals Committee for a suspension less than ten days (Short Term Suspension)

- Principal of school not associated with the suspension
- Assistant Principal not associated with the suspension
- Teacher not associated with the suspension.

Method of Appeal to the Committee

1. An appeal to the committee may be requested by letter or email to the school principal, and must be received within five (5) calendar days after the principal's out-of-school suspension notification is received by the student and/or his/her parent/guardian. The out-of-school suspension decision will become final and non-appealable if an appeal request is not received by the end of the 5-day appeal period.
2. Upon receipt of the request, the school principal shall confirm the student's out-of-school suspension falls within the category of suspensions to which an appeal to the committee is authorized (suspensions of 10 days or less). If the principal determines the period of out-of-school suspension is greater than ten (10) school days prior to the committee hearing, the procedures applicable to long-term out-of-school suspensions must be followed and the student must be given the opportunity to appeal any adverse decision as provided by this policy for long-term suspensions.
3. Once the appeal hearing for a short-term suspension is conducted by the committee, the decision of the committee is final and non-appealable unless the committee determines the suspension should be increased in excess of ten (10) days. In that event, the procedures for long-term suspensions shall apply.

FOR LONG-TERM OUT-OF-SCHOOL SUSPENSIONS/EXPULSION: Out-of-School Suspension for More Than Ten [10] School Days

Right of Appeal

A student given a long-term out-of-school suspension (for more than ten school days) and the student's parents have a right to appeal the suspension to the Administrative Committee.

Method of Appeal to the Executive Director of Schools or his/her Designee

1. An appeal can be presented by letter or email to the Executive Director of Schools (Designee)
2. If no appeal request is received within five (5) calendar days after the principal's decision is received by the parent or student, the principal's out-of-school suspension will be final and non-appealable.
3. As soon as possible after receipt of an appeal, the Executive Director of Schools or his/her designee will hold a conference with the parent or guardian to review the details of the suspension, including the violation and charges.
4. At the conclusion of the conference, the Executive Director of Schools or his/her designee will state whether he/she will terminate or modify the out-of-school suspension. If the parent is not in agreement with the decision by the Executive Director of Schools or his/her designee, parent has the right to have the long-term out-of-school suspension reviewed as determined by the Administrative Committee, according to the following procedures outlined below.

Method of Appeal to the Administrative Committee

Administrative Appeals Committee for greater than ten days (Long Term Suspension)

- Principal of school not associated with the suspension
 - Assistant Principal not associated with the suspension
 - Teacher not associated with the suspension (4) Operations Director (5) Member of the Pastoral Staff.
1. An appeal may be requested by letter or email to the Executive Director of Schools.
 2. If no appeal is received within five (5) calendar days after the decision of the Executive Director of Schools or his/her designee is received by the parent or student, the decision of the Executive Director of Schools or his/her designee will be final and non-appealable.
 3. The Committee will hear the appeal as soon as possible, or it may appoint a Hearing Officer to hear the appeal.
 4. The parent and student will be notified in writing of the date, time and place of the hearing.
 5. The parent and student will have the right to an "open" or "closed" hearing, at their option.
 6. The appeals committee or Hearing Officer may choose to:
 - a. Affirm the out-of-school suspension
 - b. Modify the out-of-school suspension (increase or decrease the severity of the out-of-school suspension).
 7. The appeals committee's decision, or the Hearing Officer's decision is final and non-appealable.

Education Plan for Suspended Students

Students suspended from school are provided an education plan.

The education plan provided by Calvary Chapel will be designed to integrate the student into school. Academic credit will be given for work satisfactorily completed in an education plan and due on the day of return to school.

Suspension of student privileges while under out-of-school suspension or while under the other disciplinary or correctional measures.

No student is allowed on school property while under suspension unless approved by the principal responsible for the suspension. Participation in any school-sponsored activity is forbidden while a student is under suspension until the student is readmitted in good standing and has attended classes.

Participation in extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when a principal determines to impose alternative in school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student. "Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

Dress CODE

DAILY DRESS CODE

At CCHS, students are expected to dress in a manner that reflects readiness and respect for the learning environment. A dress code sets a clearly defined standard of academic professionalism among students, functions as a unifying standard, and simplifies dressing for the occasion of learning. We also wish to relieve the distractions of excessive branding, ads, or images. The dress code is required every school day unless otherwise designated for special events. We encourage appropriateness and decorum in dress in accordance with the academic community standards we have set in this handbook.

It is expected that attire will be neat, clean, and in satisfactory condition. In addition to handbook guidelines, any other attire or grooming patterns determined to be inappropriate for school or that cause distractions will not be allowed. If a student is not in dress code, the student must correct the dress code issue before returning to class and will be assigned disciplinary action (see below). It is the parent's responsibility to partner with the school to ensure that students come to school in dress code.

Daily Normal Dress

- TOPS:
 - All CCS students are required to wear a CC-branded uniform polo that is unaltered and visibly worn.
 - Students involved in official CC programs such as athletics or band may wear their current-year team polo if purchased through the school.
 - All polos must be purchased through the school uniform provider.
 - If a student chooses to wear a long sleeve layer, there are two approved options to remain in uniform: A long sleeve uniform polo or a CC-branded long sleeve uniform shirt worn underneath a CC-branded uniform short sleeve polo (long sleeve may not be worn alone)
- BOTTOMS:
 - Students may wear solid-colored pants or shorts that extend just above the knee (jeans or khaki-style trousers, i.e. Dickies).
 - Patterns and logos are not allowed
 - No rips, tears, cut offs, or holes
 - Athletic sweatpants and athletic shorts are not permitted
 - Skirts, dresses, leggings, spandex, and pajamas may not be worn
 - Excessive patterns are not permitted

- **OUTERWEAR:**
 - All CCS students are required to wear CC-branded outerwear. Students participating in a CC program, such as athletics or band, may also wear their outerwear if purchased through the school.
 - Students are required to wear a CC uniform polo under their outerwear.
 - Outerwear designed for a special event, not in brand, may only be worn the day of the event (ie, white out or pink out).
- **FOOTWEAR:**
 - Shoes or sandals must be worn at all times.
 - Slippers are not appropriate footwear.

Overall Dress Code Guidelines

Dress code standards are enforced during the regular school day which begins “O” period 7:00 AM through 3:30 PM. During or after school hours and at all school functions or field trips, students are expected to dress as outlined below for regular, non-uniform dress days, or dress up days.

- Hats may not be worn in class.
- Sunglasses, beanies, bandanas, and sweatshirt hoods are for outside.
- Undergarments should not be visible on male or female students.
- No body or nose piercings other than a small stud or side ring.
- Tattoos should not contain offensive or demonic images.
- Hair should be of a natural color. Exaggerated or extreme colors or hairstyles are not permitted. The Administration will determine if a student’s hairstyle violates school policy.
- No earrings/plugs/gauges on boys that extend beyond the natural earlobe.
- Pajamas or sweatpants may not be worn.
- Should not advertise music groups, alcohol, drugs, sex, hate, or contain offensive material.

SPECIAL EVENT DRESS CODE

Game Day Team Dress

On home game days student-athletes in season may wear the following:

- CCS dress code bottoms with a team polo shirt or jersey may be worn.
- Sweatshirts and jackets may be worn under normal outerwear rules.
- No team sweatpants may be worn during the school day.

Special Dress Days

- Must not violate overall dress code guidelines.
- Must follow Daily Normal Dress for bottoms.
- Tank tops (sleeveless shirts), bare midriffs, plunging necklines, and sheer clothing are not allowed.
- Should not advertise music groups, alcohol, drugs, sex, hate, or contain offensive material.

Pep Rally Days

- Must not violate Overall Dress Code Guidelines.
- Must follow Daily Normal Dress for bottoms.
- Students may wear a class shirt provided by the school or uniform polo.
- Class shirts should not be written on, painted, or altered in any way.
- For in-season pep rally team recognition, teams may wear all the same, coach-designated and approved team jerseys or polo to school on pep rally days.
- If you lose your class shirt, another shirt may be purchased, if in stock, in the ASB room for \$10.

STUDENT ACCOUNTABILITY FOR DRESS CODE

First Offense:

The student must correct the dress code issue before returning to class.

- Students not in dress code receive a dress code violation.
- If the student cannot correct the dress code violation, parents are called. If unable to supply the appropriate uniform item within one class period, the student is given a polo and/or khaki pants.
- If given a polo and/or khaki pants, a charge of \$28 for polos and \$30 for khakis is billed through FACTS.
- Non-dress code clothing are held in the CCHS office, and students may retrieve their clothing at the end of the school day.

Second Offense:

Students not in dress code receive a dress code violation. The student must correct the violation before returning to class. The parent is notified through email of the dress code violation and a uniform replacement charge (if applicable). After School Detention and essay is assigned.

Third Offense:

Students not in dress code receive a dress code violation. The student must correct the violation before returning to class. The parent is notified of the dress code violation and a uniform replacement charge (if applicable). Parent and student attend a conference arranged to discuss CCHS approved clothing. After School Detention and essay is assigned.

Fourth Offense:

The student will be assigned Saturday School (\$30 fee). The student is required to check in for five days with the school receptionist each day before school to ensure they are in dress code.

Fifth Offense:

The student will be sent home for the remainder of the school day.

Academics / GUIDANCE

ACADEMIC STANDARDS

Introduction

“An intelligent heart acquires knowledge, and the ear of the wise seeks knowledge.” Proverbs 18:15

The CCHS instructional program is based on the California State and University of California A-G requirements. The CCHS Guidance Department works with students and families to advise them on course selections leading to the career or college path of their choice.

Honor Roll and Principals Award

Students who earn an Academic GPA of 3.5 to 3.74 for the semester will be recognized as Honor Roll students. Students who earn an Academic GPA of 3.75 or higher for the semester will be recognized with the Principal's Award. Students receiving either of these awards will have their names posted at the high school office window.

Advanced Placement and Honors Courses

Advanced Placement (AP), Early College/Dual Enrollment and Honors courses are available for eligible students who wish to earn an accelerated GPA and desire to challenge themselves to receive college credit.

AP and Honors classes may have assigned summer homework. A College Board AP test is given at the end of each course, and there are specified dates and fees that are mandatory for each student.

A more rigorous attendance requirement is in place for advanced courses. For Advanced Placement and Honors courses, students should not exceed eight (8) absences per semester and will be evaluated for placement in an equivalent college prep course if exceeded. Dual Enrollment courses that meet five days a week should not exceed eight (8) absences per semester and Dual Enrollment courses that meet three days a week should not exceed five (5) absences per semester.

New students entering CCHS will receive weighted credit for AP and Honors courses only if the course is offered at CCHS.

Remediation for Poor or Failing Grades

Any student earning a grade of D or F may retake the course during the regular school year or in summer school if offered. If the course is taken elsewhere, the course must be approved by Administration prior to enrollment to ensure credit may be issued for the course. If the course is offered through CCHS, it is expected that the student will take the course on campus.

The original letter grade will remain on the transcript but is not to be calculated into the GPA. The new grade will be added to the transcript and factored into the student's GPA. Please contact the Guidance Department if you have any questions.

Academic Probation Guidelines

Students are placed on academic probation if their academic grade point average (GPA) falls below a 2.0 for one term or if they have more than one failing grade in a semester.* Students on Academic Probation are assigned to mandatory Students Offered Support (SOS) if necessary. Students attend SOS Tuesday-Friday from 3:00-3:45pm and work on homework assignments, projects, essays, quizzes, and tests. Students may be taken out of SOS if grades are passing.

If the probationary student has not elevated their academic GPA to a 2.0* or above or improved their failing grades by the conclusion of the next term, he/she may be asked to withdraw from school. If at the end of the probationary term the student achieves an academic GPA of a 2.0* or above or has improved their failing grades, he/she will be removed from academic probation. A student placed on academic probation status twice within two years may be asked to withdraw from the school. Students who regularly do not complete homework or projects are assigned by the teacher to Students Offered Assistance (SOS). Students assigned to SOS attend regardless of after school activities until the missing homework or projects are completed.

**Academic Probation is calculated differently than CIF Eligibility. Students may qualify to participate in athletics, yet find themselves placed on Academic Probation. Students who fall below a 2.0 GPA in their academic courses will be placed on probation.*

Eligibility for Athletics, Clubs, and Extra-Curriculars

For eligibility to compete or participate, CCHS requires a student to have an overall GPA of 2.0 or higher from the last term. If students do not meet this requirement, they are placed on academic probation but may participate. This means students are eligible for that grading period (6 weeks); however, if they fail to achieve a 2.0 the next grading period, they are academically ineligible and may not be allowed to participate for the following grading period. The grading periods at CCHS are every six weeks. Students must also have completed twenty (20) credits of work in the previous semester. If students do not meet this requirement, they are immediately ineligible for the entire semester.

Graduation Requirements

Students must meet the graduation requirements to graduate and participate in the graduation ceremony and graduation activities. Any credits from an outside entity must be completed before the first day of May.

CCS High School Graduation Credit Requirements:

History / Social Science	35 Credits
English	40 Credits
Mathematics	30 Credits
Science	20 Credits
Language Other Than English	20 Credits
Visual Performing Arts	10 Credits
Electives	20 Credits
Bible	40 Credits
Health	5 Credits
Physical Education	20 Credits

Valedictorian and Salutatorian

Ranking for valedictorian and salutatorian is based on the quality and quantity of course work. Quality being the number of A's, B's, etc. a student earns and quantity being the number of academic and advanced courses taken at CCHS.

CLASSROOM AND GRADING POLICIES & ACCOUNTABILITY

Basic Expectations

Teachers have specific classroom expectations which students are responsible for throughout the school year. The following are basic classroom expectations which align with our values:

- Respect and courtesy for all individuals, i.e. peers, adults, and any property.
- Respect for the learning environment and students' right to learn without distractions.
- Respect for students' right in the learning process to express themselves without ridicule.

Grading Policies and Scales

Assignments and Homework can be placed into five categories:

- On-time (the student who is physically present and submits homework at the beginning of the class period)
- Late (the student who is physically present but whose homework is not turned in at the beginning of the class period)
- Absent (the student who is not physically in class due to a non-school sponsored event)
- SA Absent (the student who is not physically in class due to a school-sponsored event)
- Missing (defined as the student did not turn in the work)

Nightly Homework Policy

- Assignments that are not turned in on time are entered in FACTS as an "M" for missing (value of zero)
- Students have up to three days to turn in missing work. Each day, a 10% deduction from the grade is applied. After the third day, no late credit is offered.
- If a student has an extenuating circumstance, they can submit completed nightly homework assignments to the office for consideration. An academic committee will review the student's explanation and decide if late credit will be awarded.

Major Assignments Policy

- Assignments that are not turned in on time are entered in FACTS as an "M" for missing (value of zero)
- Student is assigned Student Offered Support (SOS) to complete major assignment
- Deduction scale per day:
 - Freshman courses: 10% for each day their assignment is late
 - Sophomore courses: 15% for each day their assignment is late
 - Junior courses: 20% for each day their assignment is late
 - Senior courses: 20% for each day their assignment is late

*Weekends count as ONE day unless otherwise designated by the teacher.

- If a student has an extenuating circumstance, they can submit a completed major assignment to the office for consideration. An academic committee will review the student's explanation and decide if late credit will be awarded.

Truant students may not submit make-up work missed while truant. If a student is absent on the day an assignment is due, the student should turn in the assignment on the first or second day of their absence unless otherwise arranged with the teacher. Suspended students may make up work immediately upon their return within the “day for a day” parameters.

Teachers will accept absent work with the minimum of a “day for a day” concept when students have a verified absence. Student Activity homework turned in before leaving campus earns full credit if received by the end of the school day.

Tests and Quizzes: When a student is absent (Absent or SA Absent) the day before or the day a test is given, the test is made up in the Make Up Test Center from 3:10 - 3:40pm Tuesday-Friday after school. Juniors and Seniors only may make up tests in the CCHS library 7th period Tuesday-Friday. Students absent the day of or day before a quiz should take the quiz upon their return to class or in the Make Up Test Center as determined by the teacher.

Test and quiz expiration dates are day for a day, and may be a maximum of 7 school days from the date of the original test or quiz according to the teacher’s discretion. Students must communicate with teachers upon return from absences. When absent, the grade entered in FACTS is a 0% until the work is made up and graded by the teacher. Responsibility for completing make-up assignments rests solely with the student. Students should check in with their teacher upon return to school and stay current on what is posted in the gradebook in FACTS.

Grade Point Average

Advanced Placement (AP), Early College (HIU), and Honors grades are calculated in the GPA with an extra point, as long as the grade is a “C” or above. Students entering CCHS with honor classes from previous schools will receive accelerated GPA only for honors classes that were offered at CCHS in the corresponding year.

	A	B	C	D	F
AP/DE/Honors Scale	5	4	3	1	0
Academic Scale	4	3	2	1	0

Grading Scale

100 -97.5	A+	89.4-86.5	B+	79.4-76.5	C+	69.4-66.5	D+
97.4-93.5	A	86.4-83.5	B	76.4-73.5	C	66.4-63.4	D
93.4-89.5	A-	83.4-79.5	B-	73.4-69.5	C-	63.4-59.5	D-
59.4-	Below F						

Grade Reporting

Report Cards and Progress Reports

The academic school year is divided into two semesters. Each semester includes three (3) cumulative grading periods. Progress Reports are available online at the 6 and 12-week period of each semester. Report cards are available online at 18 weeks showing the final semester grades. In addition, parents may access their student's grades, attendance and homework throughout the semester using Parents Web. Please contact the High School Office with questions or if you do not have Internet access.

Cumulative Records and GPA Calculation

Pursuant to the Education Code of California, Chapter 1.5, Article 3, Section 49063, you are hereby given notification of privacy rights of parents and students. 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 Calvary Chapel High School must be granted to natural parents, adoptive parents or legal guardians of students under the age of eighteen.

Parents may review individual records by making a request to the student's teacher and/or the administration. Administration will see that explanations are provided if requested. Information, which is alleged to be inaccurate or inappropriate, may be removed upon written request by parents and reviewed by administration. In addition, parents may receive a copy of any information in the records at a reasonable cost per page.

For policies and procedures relating to records, please ask the High School Office.

When a student leaves for 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 (at a reasonable fee) and/or challenge the records.

Schedule Changes and Course Drops

Schedule changes may be requested for academic reasons. Changes may be made without penalty through the last day of the second week of each semester.

Follow these instructions to request a schedule change:

1. Students must fill out a [Schedule Change Request Form](#).
2. The Principal, Guidance Office, or Vice Principal will review and approve/decline the request.
3. Requests are processed and the decision will be emailed to both parents and the student.
4. The student must continue attending classes as scheduled until he/she receives the modified copy of their new schedule. Failure to do so may result in truancy.
5. Requests are limited to one per semester.

Course requests and drops must be submitted by the second Friday of each semester at 3 pm. To drop a Dual Enrollment course, requests must be submitted before the first day of classes.

A course dropped before the last day of the second Friday of each semester will not appear on the transcript.

A student dropping a course and replacing the dropped course with a similar course will transfer into the new course with the grade earned in the dropped class. Students who cannot move to a similar course will be transferred into a Study Hall or other similar course.

Grade of “WF”: Withdrawal Fail

A course dropped after the end of the second week of the semester will receive a grade of "WF," it will change the student's GPA, and appear on the student's transcript.

Grade of “I”

A grade of "I" (incomplete) is intended for use when extenuating circumstances prohibit completion of course work or taking of the final exam. The incomplete is not intended as a mechanism for allowing a student to retake a course. A student with extenuating circumstances who has fallen substantially behind and needing to repeat a course can drop the course with an “I” prior to the tenth (10) week of class with the permission of the principal.

Records Access

Access to pupil records are in accordance with Education Code Sections 49063 and 49013 through 49077.

GPA Calculation

New students entering CCHS will receive weighted credit for AP and Honors courses only if the course is offered at CCHS.

If you believe Calvary Chapel High School is not in compliance with federal regulations regarding privacy, you may file a complaint with the United States Secretary of Health, Education and Welfare.

Weighted GPA

This GPA is displayed on each Progress Report and Report Card. It is calculated to include grades for all classes in the current grading period. It is used to determine sports eligibility as defined by the California Interscholastic Federation (CIF), which requires students to maintain a 2.0 minimum GPA to be eligible for Interscholastic sports.

Academic GPA

This GPA is displayed on each Progress Report and Report Card. It is calculated to include only academic courses in the current grading period. It is used to determine Honor Roll, Principal's Award and Academic Probation. The Academic GPA does not include PE, General Electives or Visual/Performing Art – graduation only courses. Students are required to maintain at least a 2.0 Academic GPA by the end of each semester. Students who fall below this level may be placed on Academic Probation.

Academic Integrity (Including AI use)

Students at Calvary Chapel High School are expected to complete all assignments with honesty and integrity. Classwork should be a true reflection of the student's ability and effort. Any academic dishonesty will result in both academic and disciplinary penalties. Forms of Academic Dishonesty include, but are not limited to:

Cheating is defined as:

- Looking at another student's test, quiz, or homework in person or digitally
- Using a "cheat sheet"
- Complicity in cheating
- Using a solution manual, answer key, or Teacher's Edition
- Stealing a test or the distribution of a stolen test
- A student or other person completing or copying another student's work, homework, project or paper.
- Resubmission of one's work or another student's work
- Submitting "No Name" work as your own
- Submitting or purchasing work that is not your own
- Using a technological device to accomplish your work for you
- Using Artificial Intelligence in lieu of doing your own work.

"Intelligence might be defined as the ability to learn and perform suitable techniques to solve problems and achieve goals, appropriate to the context in an uncertain, ever-varying world. A fully pre-programmed factory robot is flexible, accurate, and consistent but not intelligent."

Stanford-Professor Christopher Manning, September 2020

Artificial intelligence as AI writing involves using artificial intelligence tools to create written content. AI writing tools are artificial intelligence (AI) software applications like, but not limited to [ChatGPT](#) that help to automate or assist the writing process. These tools use machine learning [algorithms](#) to generate human-sounding text in response to users' text-based prompts. An intention of CCHS is for students to graduate with the skills to think critically and write well without the use of Artificial intelligence.

At CCHS, all work must be original and completed independently. Collaborating with others is only permitted on group-based assignments or projects, where the teacher explicitly specifies it. Additionally, no AI use for any part of class work is permitted. This includes, but is not limited to, using AI for brainstorming, outlining, drafting, revising, and editing on any assignment or project. Grammarly Premium, ChatGPT, or any other AI software is not permitted. Any AI percentage that is flagged will result in an immediate 0 earned on the assignment, and the case will be passed on to the administration for appropriate consequences.

Academic Integrity on Homework and Major Assignments

Homework is designed to enhance student understanding of classroom work and to reinforce classroom learning. It is an opportunity for students to reflect on and assess their understanding through anticipatory studies and to practice the standards taught in class. Homework should be expected on any weeknight or weekend. While homework may be lighter on Wednesday nights to encourage church attendance, there will be times when studying for a test or other work on Wednesday is necessary.

Violations of the Academic Integrity Policy as it pertains to homework and/or minor assignments will be handled by the individual teacher and documented by the Vice Principal of Academics. In addition, such violations may result in the following consequences:

1. First offense of academic dishonesty on homework in any class, the following consequences include, but are not limited to:
 - a. Zero on the assignment
 - b. Parent communication by the teacher
 - c. Documented in behavior
2. Second offense of academic dishonesty on homework in any class, the following consequences include, but are not limited to:
 - a. Zero on the assignment
 - b. Parent notification by the teacher
 - c. After school detention

- d. Parent conference with the Vice Principal of Academics and student placed on an Academic Integrity Contract.
3. Third offense of academic dishonesty on homework in any class, the following consequences include, but are not limited to:
 - a. Zero on the assignment
 - b. Parent notification by the teacher
 - c. Saturday school
 - d. Academic contract and parent meeting.

Academic Integrity on Major Assignments (Exams, Quizzes, and Papers)

Quizzes, tests, papers, and semester exams require an especially high level of attention to integrity. Actions that occur in non-testing environments would not normally be considered cheating are considered a violation in testing situations. All violations will result in a student receiving a zero on the quiz, test, or semester exam and the student may also receive disciplinary consequences.

Academic dishonesty on quizzes, tests, and/or exams includes, but is not limited to:

- Communication (without teacher permission) to any student for any reason during the testing period. Borrowing a pen or asking about time, etc. are not acceptable explanations and will be considered violations.
 - Accessing/viewing a cell phone, smartwatch, or similar device during the testing period. To check time or view a text message, etc. are not acceptable explanations and will be considered violations.
 - Using a calculator or other electronic device that has stored information, even if pertinent information is not accessed.
 - Taking a picture of a quiz, test, or semester exam, even if the picture was not sent to anyone.
1. First offense of academic dishonesty on a quiz, test, or paper in any class, the following consequences include, but are not limited to:
 - a. Zero on the quiz or test
 - b. Parent notification by the teacher
 - c. After school detention
 - d. Parent phone call from the Vice Principal of Academics
 2. Second offense of academic dishonesty on a quiz, test, or paper in any class, the following consequences include, but are not limited to:
 - a. Zero on the quiz or test
 - b. Parent notification by the teacher
 - c. Saturday School

- d. Parent conference with the Vice Principal of Academics, and student placed on an Academic Integrity Contract addressing possible consequences if cheating continues (including suspension, Saturday School, and possible expulsion).
- 3. Third offense of academic dishonesty on homework in any class, the following consequences include, but are not limited to:
 - a. Zero on the assignment
 - b. Parent notification by the teacher
 - c. Suspension from school
 - d. Disciplinary meeting with Principal to review Academic Integrity Contract and determine if the student will be asked to withdraw from Calvary Chapel High School.

SUPPORT SERVICES

Tutoring and Summer School

For students needing tutoring, signups for NHS tutoring are available after the first term and arranged and approved by the National Honor Society Advisor.

Summer School is intended for students who need to take a prerequisite course prior to the fall semester or have earned a D or F during the school year. Any courses taken during the summer, not at CCHS, must be approved by the CCHS Guidance Counselor prior to enrollment in the course. Courses offered through CCHS are taken on campus through CCHS. If there are questions concerning summer school courses, please check with the Academic Guidance Office prior to enrollment.

Summer school is offered for students earning a D or F in a class during the school year or who need to take a prerequisite course prior to the fall semester. Any courses taken during the summer which are not offered at CCHS must be approved by a CCHS Guidance Counselor prior to enrollment in the course. Courses offered through Summer School should be taken at CCHS, and courses taken without approval are not included in the CCHS transcript. If there are questions concerning summer school courses, please check with the Academic Guidance Office prior to enrollment.

Dress Code standards for the CCHS school year extend to Summer School, and violations for dress code are immediately addressed by the Principal or Vice-Principal. Students are given dress code appropriate clothing and parents are billed through FACTS.

SOS

Students Offered Support (SOS), is a program designed to aid students in homework completion. When a student does not complete a project or major assignment OR are in danger of failing a class(es), they will be assigned Mandatory SOS by a teacher or school administration.

Once assigned and given a slip, attendance is required. A student may have a conversation with the assigning teacher or administrator if there is a scheduling conflict and a different day may be assigned. Because SOS is not optional, it can be reassigned to a different day.

SSP

Calvary Chapel High School offers a Student Success class where students are assisted with organizational and executive functioning skills, as well as moderate arrangements for students with 504 and IEP accommodations.

Math Helps

Math support is provided by our CCS Math Department Faculty, at no additional cost, during lunch in the library.

NHS

The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character. In order to be eligible for the National Honor Society, a student must be a sophomore, junior or senior with a minimum Academic GPA of 3.5. After meeting the academic qualifications, candidates are evaluated by the Principal on the basis of service, leadership and character. It is considered an honor to be invited to the National Honor Society. For more information please see the CCHS website at www.calvaryschools.org.

LIBRARY

Library Access

The mission of the Library Media Center (LMC) is to support the school curriculum and be a source of information and learning while upholding Christ and affirming our Biblical beliefs. As part of that mission, the library will provide access to current and appropriate information sources, while striving to ensure that all students, teachers, and staff are effective users of ideas and information, as they develop a life-long love of reading and learning.

Library Hours and Conduct

The Library Media Center (LMC) is open on regular school days from 7:45 AM - 4:00 PM (Hours may occasionally vary due to school scheduling changes). The LMC is closed on Wednesdays from 2:45 - 3:45 for staff meetings, weekends, school holidays, and summer vacation. During class hours, a pass from the student's teacher is required when using the library. All students must sign in when entering the library during class hours.

All library visitors are expected to be considerate of both people and materials at all times. Our library is used for a variety of activities: reading, studying, tutoring, testing, class projects, research, as well as computer activity. It is important to keep talking and noise at an acceptably low level to respect other library users. All school/ classroom rules, as stated in this Handbook apply to students when in the LMC, for example, but not limited to: dress code, food and drink, cell phones, Ipods and other electronic devices. Access to the library may be limited or withheld at the librarian's discretion to any student whose behavior is unacceptable while using the library.

Services

The Library Media Teacher and Library Assistant provide instruction and help in the use of library information, materials, and equipment. Office supplies such as: staplers, tape, scissors, hole punchers, rulers, glue sticks, color pencils, markers and calculators are available in the LMC.

Resources

The CCHS Library Media Center's collection has in excess of 13,000 items including fiction, non-fiction, reference, magazines/periodicals (current and back issues), college/ career materials, A/V equipment, and teacher resources. We do not carry current textbooks. The LMC also has student computers for use on school related projects.

Check-Out Privileges

A current CCHS Student ID card is required to check out materials. Students may check out up to four (4) books at one time. Books are checked out for a period of two weeks and may be renewed as long as there has not been a request placed on the book. Due dates are stamped on a bookmark due date slip and students are responsible for knowing when their books are due and returning them on time. Textbooks which are available in the library may be checked out for five consecutive days. Following the fifth day if the textbook is not returned, an Administrator will call parents to apprise them of the delinquent return and the possibility of a charge to FACTS for the full price of the textbook.

Overdue Fines

The overdue book fine is ten cents (10) cents per book per day. Special materials with Overnight or Limited Day check-out are charged fifty (50) cents per day for being overdue. A student with overdue books or outstanding fines may not be allowed to check out any additional materials until all fines have

been paid and materials returned. Excessive overdue fees and unreturned books could result in an office referral. Any student with an unresolved library issue may receive an office referral and may have their yearbook withheld at the end of the year.

Lost or Damaged Materials

Students are to notify the librarian of any lost materials immediately. Upon determination that materials are truly lost, the student will be notified of the replacement fee of the lost materials. If the materials are found and returned before the end of the school year, the replacement fee will be returned -- less any overdue fees owed. If materials are damaged while checked-out to a student the librarian will determine the amount of damage and determine the fee. If a student notices damages to any materials before checkout they must notify the librarian in order to avoid possible fees. Students owing fees for lost or damaged materials may not check out additional materials until all fees have been paid.

Photocopying

A photocopier is available for both staff and student use. Copies are ten (10) cents each (even if your own paper is supplied). No color copies are available. Students making personal copies or replacement copies of handouts must pay ten (10) cents per copy. Copies must be paid for when made so students need to bring money with them to the library. Since students are charged for all copies they make, they need to ask for assistance if they are not sure how to use the photocopier.

Computers

There are computers in the LMC available for education and research for school-related assignments only. A current CCHS Student ID card is required to be presented to the library staff before using the library computer. Students wishing to save their computer work are encouraged to provide their own USB flash drive, as school computers are not intended to store student's work. Students are not allowed to connect their own computers to the library provided Internet service. Any tampering with the LMC computers will result in disciplinary action. Students choosing to use the library computers for purposes other than school related assignments could have their library privileges revoked and receive an office referral. Computer printed pages are available at ten (10) cents per page. No color printing is available. Students are urged to be sure what they are printing. Using "print preview" to view page(s) before printing is advised. Students are charged for what they print; therefore students should not print pages unless they have money. Printed pages must be paid for when they are printed.

Special Library Programs

Throughout the year the LMC provides CCHS students with the opportunity to participate in extracurricular reading activities. Some of these opportunities include: CCHS Lunch Time Book Club, State or National Reading Award Programs and Open House Book Fair Activities. Additional information regarding these programs is available on the Library Pages of the CCHS website.

ADDITIONAL RESOURCES

Student Technology Use Policy

Calvary Chapel High School provides a variety of digital tools and platforms to support student learning, communication, and academic progress. As part of our commitment to a secure and productive school environment, students are expected to use all school-issued technology responsibly and in accordance with school policies.

Student Accounts & Platforms

Students are provided with access to several key digital platforms:

- Google Workspace for Education (formerly G Suite): Includes school email, Google Classroom, Google Drive, Docs, and other productivity tools
- Google Classroom: Used for submitting assignments, accessing class materials, and communicating with teachers
- FACTS SIS (Student Information System): Used to view grades, attendance, schedules, announcements, and school documents

These platforms are essential tools for academic success and student accountability. Students are expected to check these accounts regularly and use them for school-related purposes only.

Monitoring and Privacy

To ensure a safe and appropriate digital learning environment, Calvary Chapel Schools uses a variety of monitoring and filtering tools, including but not limited to:

- Web content filtering and keyword alerts
- Blocking of known inappropriate websites and materials
- Bark for Schools, which helps detect safety concerns, bullying, or violations of school values
- Students should have no expectation of privacy when using any school-issued account or technology resource. All activity, whether through email, Classroom, or FACTS, may be monitored by school personnel at any time.

Responsible Use Expectations

Students must:

- Use their accounts for educational and school-approved purposes only
- Communicate with others in a respectful manner
- Never share passwords or login information with others

- Refrain from using school platforms for inappropriate content, personal gain, or harmful behavior
- Promptly report any technical issues, suspicious activity, or violations to a staff member
- Misuse of any school technology or violation of these expectations may result in disciplinary action, restriction of access, and loss of privileges.

Account Deactivation

Student Google Workspace and FACTS accounts are disabled and archived upon graduation or withdrawal from Calvary Chapel High School. Students should download or transfer any personal academic work or files they wish to keep prior to leaving the school. Once accounts are closed, access cannot be restored.

Curriculum Adoption Process

Each year, Calvary Chapel Schools forms committees to review curriculum and make recommendations for curriculum materials. Our teachers and staff are committed to investing in your student to prepare him or her spiritually, emotionally, socially, and academically to give them “a future and a hope.” Jeremiah 29:11. The school’s goal is to provide the most up-to-date, standards/research-based, and appropriate materials for students. Teams composed of people with teaching and subject-matter expertise, administrators, and parents help in meeting this goal.

We use a variety of publishers for our textbooks including, McGraw Hill, BJU, Pearson, Bedford/St. Martin’s, and Houghton Mifflin Harcourt. Textbooks are screened and chosen for academic content as they align with California State Standards.

Our teachers are trusted to present materials from a Biblical viewpoint, select the chapters and selections in textbooks they need to focus on, and lead discussions that allow students to grow and develop. We are also careful to present information and lead discussions appropriate to the maturity level of the students.

CCS' mission is to "build tomorrow's Christian leaders today." Our teachers, through various curriculums and God's guidance, are building up our students to be strong in their faith, equipped with academic knowledge, and able to effectively make an impact for Christ in a secular world.

Not all curriculum textbooks at CCHS are from Christian Publishers, but all curriculum is taught by Christian teachers from a Biblical Worldview. The curriculum selection is as follows:

1. After four years, a textbook may be considered for replacement. Department Heads discuss with their departments their curriculum needs and begin researching curriculum that aligns with CSS.
2. Department Heads complete an electronic form with department textbooks requests.

3. A Curriculum Committee comprised of the Executive Director, CCHS Principals, Department Head, and three PTF parents will review textbooks for content and alignment with CCSS. Textbook purchase is approved or denied by the Curriculum Committee.

Enrollment Requirements for Activities

CCS students have the opportunity to participate in a number of extra-curricular activities such as, but not limited to, the Associated Student Body (ASB), Drama, Key Club, Link Crew, National Honor Society, National Art Honor Society, Pep Band, Worship Team, community service events, cheer, sports, and mission trips.

Student participation in extracurricular activities is considered to be a privilege. Students who participate in extra-curricular activities must assume certain obligations and responsibilities beyond those of other students. High standards of conduct, performance, and leadership will be expected of all students participating in extracurricular activities.

During the year, there may be several activities in which the administration will use school transportation to transport students to an extracurricular activity. These events include but are not limited to service trips, school formals, semi-formals, class events, and sporting events. CCHS is not responsible for any activities and events not sponsored by the school (i.e. birthday parties, Christmas parties, etc.)

STUDENT ACTIVITIES

Associated Student Body

Calvary Chapel's Associated Student Body (ASB) is responsible for many of the extracurricular activities for the school. These activities include the pep rallies, Homecoming, Winter Formal, Sadie Hawkins, Prom and Graduation. Students may attend all league home games for free by showing their ID card.

Tickets for ASB events are sold throughout the year online. All tickets are non-transferable and may only be purchased by enrolled students. If a student cannot attend an event for any reason, the ticket cannot be transferred to another student. If the event is within 48 hours or less, the cost of the ticket will not be refunded. Additionally, the school reserves the right to limit or restrict attendance of guests. All guests must be in high school.

Dances and Activities

Every Calvary Chapel High School student in good standing is eligible to participate in extracurricular activities. Administration determines if a student is not eligible to participate in an event because of their behavior. CCHS students may invite a guest to any ASB sponsored event under the following rules:

- The guest completes and returns a Guest Form to the High School Office, which includes a signature from their high school administration at least ten (10) days prior to the event. The guest must follow all the rules that any CCHS student must follow. Guests of students are expected to follow the CCHS Dress Code. (see Dress Code Guidelines).
- Freshmen (9th graders) and Sophomores (10th graders) are not allowed to attend the Prom unless invited by an upperclassman.
- Any guest who is not currently enrolled in high school must be under 21 years of age (proof of birthdate required) and must have graduated from high school no more than one year ago.

Clubs

Students are encouraged to start clubs and ministries that reflect their interests, gifts, and desire to build community. All new clubs must be approved by ASB and must not duplicate or conflict with existing CCHS clubs

To start a new club:

- Review the current list of active CCHS clubs.
- Download a Club Application form.
- Complete all required information on the form, including your purpose, meeting ideas, and proposed advisor.
- Submit the application to the High School Office.
- ASB will review your application and, if approved, will issue a club charter.

All student-led clubs must have a faculty advisor and align with the mission and values of Calvary Chapel High School. Clubs are expected to meet regularly, promote a welcoming environment, and operate with excellence and integrity.

Missions Trips

Calvary Chapel High School encourages students to attend church sanctioned mission trips. Students should be in good academic standing, have a minimum 2.0 GPA, not on disciplinary probation, and have approval from the Administration and High School Pastor. All students who participate must make arrangements for make-up work and missing assignments prior to leaving.

Yearbooks

The cost of the yearbook is included in the enrollment fee and is distributed at the end of the school year when all financial and school obligations are cleared including library fines, school accounting, sports fees, Senior graduation fees, and the serving of After School Detentions and Saturday School.

The staff of Calvary Chapel High School and the students in the yearbook class do their best to make sure that information in the yearbook is as accurate as possible. Although we do our best to make sure everything in the yearbook is accurate, we cannot and will not guarantee there will not be typographical errors, misspelled words, misspelled names, missing student names, and students left out of photos. We will not reprint the yearbook based on the preceding errors.

Athletic POLICIES

ATHLETIC TEAMS

The desire of the CCHS Athletic Department is to build tomorrow's Christian leaders today. Athletics are a great avenue for character development, teamwork, and self discipline.

Calvary Chapel High School is a member of the California Interscholastic Federation (CIF) Southern Section and competes in the Golden Empire Conference. CCHS fields varsity teams in Football, Cross Country, Girls Tennis, Girls and Boys Volleyball, Girls and Boys Soccer, Girls and Boys Basketball, Wrestling, Baseball, Track and Field, Softball, Swimming and Girls and Boys Golf, and Beach Volleyball.

Athletic Distinctives

Participation in CCHS athletics is far more than just physical challenges and accomplishments. We view athletics as a means to help our students develop as Christian leaders. Our core values guide and direct our athletic philosophy. The following Biblical philosophies are the foundation of our CCHS athletic program.

We value people by showing kindness, courtesy, and respect because they are created in the image of God and Christ died for each one. We show courtesy and respect to all players, teams, fans, and officials. We compete hard in the game, but we demonstrate kindness to each individual.

We pursue continual personal growth beyond temporary achievements with curiosity, grit, and self reflection. We do the hard work to get better as a team and an individual player. We are not as concerned with personal stats and accolades as we are with working hard and doing things the right way. We are curious as to how to improve, we show grit in our resolve in the face of adversity, and we constantly self-reflect to grow as players, team mates, and leaders.

We collaborate by being engaged, positive, and creative working together for our common goals. We win as a team, and we lose as a team. We stay engaged in practices and games no matter our position or the score of the game. We stay positive in our belief that we can give our best and continue to grow and represent our team, our school, and the Lord Jesus Christ. And we stay creative in our effort to come up with new ways to grow and succeed as athletes and students.

We lead by being ready, prepared, and willing to do what needs to be done first. We make sure that we have practiced and kept ourselves academically, mentally, and physically ready and prepared. We take opportunities to demonstrate leadership throughout the seasons by stepping up and stepping out to do what is right and or needs to be done for the team.

We seek to glorify God by reflecting His character and representing him in word, action, and attitude. We play for our school and the Lord. We don't use language that is unfitting for a Christian. We don't act in ways that misrepresent God's character. We don't display an attitude that is not in line with God's heart for people. Selfish play, grandstanding, lack of effort, disrespect, rudeness to officials or others,

and poor sportsmanship are not acceptable. God is glorified when we give our all, follow our leaders, use our words to edify others, and work together in unity.

Season	Gender	Sport	Approximate Start
Fall	Boys	Football	Late July
Fall	Girls	Volleyball	Late July
Fall	Girls	Tennis	Early August
Fall	Girls	Golf	Late August
Fall	Boys and Girls	Cross Country	Mid-August
Winter	Boys and Girls	Basketball	Early November
Winter	Boys and Girls	Soccer	Early November
Winter	Boys	Wrestling	Early November
Spring	Boys	Baseball	Early February
Spring	Girls	Softball	Early February
Spring	Boys and Girls	Swim	Early February
Spring	Boys	Volleyball	Early February
Spring	Boys	Golf	Mid-February
Spring	Boys and Girls	Track	Early February
Spring	Boys and Girls	Surf	Late January
Spring	Girls	Beach Volleyball	Late February

Affiliation with CIF

CCHS is classified as a private school and competes within the California Interscholastic Federation Southern Section. CCHS also competes in both male and female sports in the Golden Empire Conference which consists of fifteen schools including Buena Park, Godinez, Tustin, Costa Mesa, Kennedy, Ocean View, Valencia, Santa Ana, Garden Grove, Segerstrom, Fullerton, Katella, Laguna Hills, and Westminster. As a member in good standing with the Golden Empire Conference, we recognize and adhere to their guidelines and we submit to its authorities in all athletics at the high school level. Copies of the Golden Empire Conference rules and regulations are kept on file by the CCHS Athletic Director. A listing of the sports available can be found in the CCHS Curriculum Guide.

Participation in Multiple Sports

The CCHS athletic department seeks to work cooperatively with students to allow them to pursue interests in as many areas as possible during their time at Calvary Chapel. All athletes who compete for a Calvary team are allowed to try out for a team in the next season of sport upon the conclusion of the previous season. Coaches and teachers will try to work cooperatively with families to allow participation in multiple activities (cheer, theater, pep band, etc.) when possible. However, coaches have the ability to set the minimum requirements for team membership.

ATHLETIC ELIGIBILITY

CCHS abides by all residential rules and open enrollment requirements included in the CIF Blue Book. Any questions regarding residential eligibility or open enrollment should be directed to the Athletic Director.

CIF Eligibility for Academics

In order to be eligible to compete, CIF requires that a student have an overall GPA of 2.0 or better from the last grading period. If students do not meet this requirement, they are placed on academic probation and may continue to participate. This means students are eligible for that grading period (6 weeks); however, if they fail to achieve a 2.0 at the next grading period, they would be academically ineligible and will not be allowed to participate for the following grading period. The grading periods at CCHS are every six weeks. Students must also have completed twenty (20) credits of work in the previous semester. If students do not meet this requirement, they are immediately ineligible for the entire semester.

Grades will be regularly monitored by the Athletic Department and copies will be sent to the coaches for all students listed on the team rosters for that season. This allows our coaches to encourage those athletes who may be struggling in their academic classes and also serves to inform coaches of those students headed toward probation or ineligibility.

A student may not participate in any athletic event including but not limited to practice or games, if they were not in attendance at school that day for at least three periods. Any exceptions to the above rule must be approved by the Athletic Director or Principal.

Athletic Packet

In order to participate in the sports programs offered at Calvary Chapel High School, an athletic packet must be completed in Magnus. The following documents must be completed prior to the first day of practice. NO EXCEPTIONS.

Complete physical packet includes; Insurance/Consent Form, Physical Examination and Medical History Form and CCHS Athletic Code of Conduct.

Physicals

Physical Examinations are valid for one calendar year. Physical Examination forms are part of the Athletic Packet in Magnus and should be completed by the student's personal physician or a medical practitioner. Physicals **MUST** be completed prior to a student participating in any mandatory practice or game. CCHS recommends that physicals be completed in June or July.

Auxiliary Sport Participation

In order to be eligible to participate as a team manager, stat person, etc. CCHS requires that a student have an overall GPA of 2.0 or better from the last grading period. If students do not meet this requirement, they are placed on academic probation and may participate until continued eligibility is determined at the next 6-week grading period. If they are still below a 2.0 GPA, they will be ineligible to participate.

Varsity Letter Awards

All participants in CCHS Varsity athletics will be given an opportunity to earn a CCHS letter award. We believe this to be an important symbol of the sacrifice and commitment necessary to participate at the highest level of high school athletics. As such, it is an accomplishment that needs to be earned. Varsity letters may be given out at the banquet or requested from the athletic department after the banquet. Participation Certificates are presented to all athletes who were active and consistent members of a particular team on any level.

Each year the athletic department will name 1 female athlete and 1 male athlete from each grade level as "Athlete of the Year". Senior "Athlete of the Year" recipients are required to be varsity athletes. This award will be presented at our annual awards ceremony.

Scholar Athletes

At the completion of each semester, varsity athletes who have an Academic GPA of 3.5 or higher during the semester their sport is in season are recognized as Scholar Athletes. Scholar Athletes are awarded a Scholar Athlete certificate and have the option to purchase a Scholar Athlete patch.

Procedures to Drop a Sport

We value people, growth, collaboration, leadership, and glory to God and believe that students will develop in these areas through athletics. Every student that competes is a part of a team and if they choose to withdraw there is a significant impact on the team. It is our hope that students will complete any season they begin.

We also understand that sometimes unforeseen circumstances arise. Every team has a time period dated three weeks from the first practice, where students can withdraw from a team without any consequences. However, after the timeframe has ended, there are several things to consider. Families should work with the Athletics Office, and the student-athlete must complete the Student Athlete Sport Withdrawal Request form. Other things to consider include:

Mid-Season: If the student quits after the prescribed timeframe, they will receive a withdrawal-fail (WF) on their transcript. A WF has the same impact as an F when calculated with a student's GPA. Additionally, the coach and athletic director will determine if the athlete remains eligible for future seasons based on the specific circumstances and adherence to this policy.

Transfer Rule: CIF has transfer rules restricting eligibility in the same sport at another school for a specified period. Athletes should be aware of these regulations before quitting.

Financial Implications: If a student withdraws after the prescribed timeframe, the family is responsible for all athletic fees (athletic, sport, multi-sport agreement - if applicable). If a student becomes ineligible to play due to injury, they will receive a prorated refund of their athletic fee.

PRACTICES AND GAME DAY

Practice Sessions

A coach may, at their discretion, determine whether practice sessions are open or closed to parents/spectators. Oftentimes, the presence of parents puts undue pressure on student-athletes and serves as a distraction to the coaching process. There are no Sunday practice sessions. All student-athletes are expected to be at practice unless released by the athletic administration.

Dress Code

There are two approved times to wear your sports uniform.

1. If your team is being introduced at a Sports Intro Pep Rally, you may wear the appropriate, approved team apparel for that day only.
2. You may wear the appropriate, approved team gear for home game days. Any other wearing of sports uniforms needs to be approved by CCHS Administration.

On home game days, student-athletes in season may wear the following:

- CCS dress code bottoms with a team polo shirt or jersey may be worn
- Sweatshirts and jackets may be worn under normal outerwear rules
- NO TEAM SWEATPANTS MAY BE WORN DURING THE SCHOOL DAY
- You may wear the appropriate approved team gear for home game days. Any other wearing of sports uniforms or athletic gear that has not been approved for school day dress must get special approval by CCHS Administration.

Attendance Requirement and Early Dismissal

A student may not participate in any athletic event or activity, including practices or games, if they are not in attendance that day for at least three class periods on a regular day schedule, and two class periods on a block day schedule. Any exceptions to the above rule must be approved by Administration.

Leaving Class/School for Athletic Events

When students must leave early from a class for an athletic event, the following policy will be followed: Students must be prepared for class, even on days when they are leaving early for a game. If a game is canceled and homework is due or a test is being given, the student must turn in the work and/or take the test. No excuses will be accepted.

Students must make arrangements to hand in assignments prior to leaving for a game. Leaving for a game is not an excused absence; therefore, assignments must be turned in on time.

Students are responsible for all work covered and tests missed. The student must take the initiative to work with the teacher for the class they missed.

Transportation

Calvary Chapel High School will provide transportation to sports contests as much as possible with the availability of school bus and van transportation. Students are required to travel with the team when transportation is provided by the school unless consent is given by the coach in advance.

In the event that the school is unable to provide transportation due to scheduling conflicts, advance notice will be given to the coach and he/she will arrange team parents to carpool the athletes to the contest. In this instance, licensed student-athletes may drive themselves to the games with advance notice given to their coach.

Sportmanship

Beyond the guidelines and regulations that Calvary Chapel High School is obligated to follow, it is the hope that everyone associated with our athletic programs recognize the purpose of our sportsmanship policies; namely that as a Christian community we are called to mirror the love that God has for all people, including those whom we compete against.

ATHLETIC FEES

An annual athletic fee of \$375.00 will be charged to every student who participates in a sport at Calvary Chapel High School. If the student chooses to play more than one sport, there will be no additional fee. This athletic fee helps defray the expense of equipment, officials' fees, and items related to running an athletic program.

The athletic fee will be charged through FACTS. The athletic fee must be paid at the beginning of the sports season. In addition to the athletic fee, most sports require the purchase of a Sports Fee. Sport Fees are defined as the equipment and/or clothing that the student-athletes will keep at the end of the season (practice gear, warm-ups, socks, etc.). The amount of the Sports Fee varies by sport. Please see the individual coaches for cost and further information. Please note if the Athletic or Sports Fees are not paid in full, student-athletes will not be permitted to try out for or participate in another sport until their financial account is current.

Admissions GUIDELINES

ADMISSIONS REQUIREMENTS

Calvary Chapel Schools seeks students who will benefit from a Christian education taught by teachers who are knowledgeable and passionate about their field of study, compassionate and excited about the students they teach, and substantial in their Christian faith, thought, and character. Candidates for admission are considered on their academic record, discipline records, references, evident enthusiasm for learning, and a personal interview that evaluates the student and parental support of the vision and mission of CCS. All students must have a desire to attend CCS and agree to honesty and wholeheartedly amalgamate with school life and culture and apply themselves to the study of God's Word. They also agree to be courteous and respectful to their peers, staff, faculty, and others. We reserve the right to select students and families based on their worldview, lifestyle choices, academic performance, and personal qualifications including the willingness to cooperate with the Administration and abide by the school policies.

Information on required immunizations for all students is available at shotsforschool.org. Documented proof of immunization is required for admission. If you have questions, please contact our school nurse: nurse@calvaryschools.org.

CCHS does not discriminate based on race, color, national and ethnic origin in admissions policies, scholarship programs, athletic and other school-administered programs. CCHS grants students of any race, color and national or ethnic origin all the rights, privileges, programs and activities generally made available to students.

The administration of CCS reserves the right to make policy changes at any time. If any changes are made to this document, then those changes will be published on the school website. Additionally, parents and students will be notified via email. Please be aware of your obligation to monitor these means of communication. They are the school's primary means to update you on all policy changes.

WITHDRAWAL PROCEDURE

Each case of student withdrawal is unique; please call the School Office to speak with a school administrator. The CCS Withdrawal Form is available upon request. Please note: The official date of withdrawal will be determined when the parent or guardian completes the online withdrawal form. CCS cannot give cum files to the student or parents. A file transfer request form must be completed by the parent before cum files will be sent to the new school.

Tuition Refund Policy

CCS operating expenses do not decrease upon the departure of a student during the course of the school year. We trust that by paying the non-refundable enrollment fee, parents are making a commitment for the entire school year. CCS makes year-long commitments to staff and other contractors based on enrollment numbers. In the event of a withdrawal, we require full tuition through the student's final enrollment day (calculated on a daily basis) with the addition of a \$500 early exit fee. This fee covers the cost of mid-year administrative tasks and transfer documentation. If a student receives financial aid it will be re-calculated to a daily rate. The official date of withdrawal will be determined when the parent or guardian completes the online withdrawal form.

CCHS PARENTS

COMMUNICATION

FACTS SIS and App

CCHS considers it a priority to communicate with parents regarding their student's academic progress. ParentsWeb is a valuable tool that allows parents and students to be connected in the academic process and make informed decisions correlated to their students' specific needs.

All parents should create a ParentsWeb login and make it a priority to utilize this as a significant source of information on class grades, homework, lesson plans, behavior, report cards, progress reports, and attendance.

RenWeb/ParentsWeb first time user instructions:

Go to www.calvaryschools.org

Select the Calvary Chapel High School link

Select the ParentsWeb tab (add a "bookmark" in your computer at this step)

Select First Time User tab

School ID: CALCS-CA

Email: Email on file with the school

Select New Parent Login

Check your email for your password

Call the High School Office if you have any questions

CCHS utilizes Google Classroom as a learning platform.

PARENT DRIVER POLICY

For parents to transport students other than their own child the following documents are required:

1. Completed Parent Driver Form in Magnus
2. A valid copy of a California driver's license (Cannot clear to transport student with any out-of-state IDs or passports) uploaded to Magnus.
3. Valid proof of insurance for the specific driver. (The driver's name needs to be on the insurance card or declaration page. Insurance must be current).

PARENTAL ATTITUDE AND COOPERATION POLICY

Calvary Chapel Schools (CCS) values **people** by showing kindness, courtesy, and respect because everyone is created in God's image, and Christ died for all. Students are expected to value people in every aspect of their interactions with others. The same applies to parents/guardians of CCS students when interacting with the campus community, personnel, administrators, teachers, school activities, or athletic events.

We also value **collaboration**. We collaborate by being engaged, positive, and creative, working together for our common goals. A strong partnership between our school staff and parents is crucial in creating a supportive and enriching learning environment for our students. When our staff and parents collaborate effectively, we cultivate a sense of community and shared responsibility for each child's educational and personal development. This partnership involves open communication, mutual respect, and active involvement from all stakeholders. We can address challenges, celebrate successes, and create a cohesive support system that enhances students' academic achievements and overall well-being by working together. We are grateful for the opportunity to partner with parents in building up and developing our students as Christian leaders.

At times, we may disagree on a specific issue.

Parents/guardians may respectfully, while adhering to established campus policies and practices, express their concerns about the school's operation, campus rules and guidelines, its various academic, co-, and extracurricular programs, and its staff and personnel. However, they may not do so in a manner that is discourteous, uncivil, abusive, rumor-driven, disruptive, threatening, harassing,

hostile, or demonstrating disregard for established campus rules and guidelines by intentionally failing to comply. This applies equally to all school settings and interactions, including all communication with the school, both digital and spoken, and at all school activities. Under normal circumstances, an enrolled student is not to be deprived of a Christian education on grounds relating to the parent/guardian's attitude or behavior. However, it is recognized that a situation could arise in which the uncooperative, unprofessional, or destructive attitude or behavior of a parent/guardian might diminish the effectiveness of the school in acting in loco parentis, that continuation of the student or enrollment of a student in the school may not be possible.

If this policy is violated, the suitability of a student's continued enrollment or acceptance into the school may be considered at the discretion of the Administrative Committee. This policy will be applied fairly, consistently, and objectively. Additionally, Calvary Chapel Schools reserves the right, at its sole discretion, to modify and restrict communication and access to Calvary Chapel School's facilities to a particular parent/guardian based on the totality of circumstances as they relate to the violation of this policy.

PARENT EXPECTATIONS AT ATHLETIC EVENTS

Parents and spectators are important parts of the athletic culture. Each has specific roles to play. The following guidelines will create a proper and healthy Christian environment.

Parents should understand the purpose and philosophies of the athletic program. Parents should also allow the coaches to coach and decide playing time. Communication with a coach should begin with a player. If the player is not satisfied, the player should schedule a time with their parent. If the player and parent are not satisfied, a meeting should be called to involve the Athletic Director. If the player and parent are still not satisfied, a meeting can be initiated with the Principal and Athletic Director. Parents should refrain from contact with the coach directly before or after games and practices as much as possible. Parents should also seek to follow the core values outlined above.

Parents are a vital part of the support of the team. They are encouraged to participate in such a way to make all feel welcome and the athletes loved and supported. They are asked to attend parent meetings and participate as much as possible in service, support, and prayer.

All spectators must refrain from booing and making derogatory or critical remarks towards game officials. Spectators should also let coaches provide the instruction and direction for players.

Among the many opportunities that Calvary parents and students have is the opportunity to be a witness for Jesus Christ. At CCHS, we take this opportunity very seriously. We believe that our children's athletic competition should be a significant part of our entire educational program. Everyone involved in our athletic program has a duty to ensure that our programs impart important life skills and promote the development of good character. Essential elements of character building are embodied in the concept of sportsmanship and our core values of people, growth, collaboration, leadership, and giving glory to God.

The administration and staff at Calvary Chapel Schools will hold all spectators at our athletic events to the highest ideals of good sportsmanship. Spectators who are unable to exhibit the necessary sportsmanship may meet with the administration and be subject to some or all of the following disciplinary action.

- Verbal reminder
- Removal from the site for the remainder of the contest and or future contests
- Child being removed from the team
- Permanent banning from CCHS athletic contests

Should you ever become aware of or concerned about issues of poor sportsmanship on the part of our students, coaches, or parents, please do not hesitate to contact the Athletic Director or staff on duty at the game. We all want to work together to correctly represent our school and our faith.

ACCOUNTING

The Calvary Chapel Elementary Office handles all accounting needs K-12. Please direct all accounting questions to 714-556-0965. Tuition payments use FACTS tuition management system or can be delivered to the school accountant in the MCA Office (Rm. M100). Tuition checks may be made out to CCHS.

Tuition payments are expected to be made on time. Past due accounts are subject to penalties ranging from late fees to loss of student academic and extra-curricular participation. For questions about your account, please contact the CCS School Accounting Office.

Financial aid is available to parents finding themselves in a situation of temporary hardship. Parents desiring financial aid must apply through FACTS tuition management system, and all questions regarding financial aid should be directed to the Accounting Office. The phone number is 714-556-0965; please ask for the Accounting Office.

PHOTO USAGE

Throughout the year, your student's picture may be taken at various events or locations (such as lunch time, pep rallies, camps, class, games, etc.) and used in our school brochure, on our website, Instagram, yearbook or various school-related literature. Your enrollment at CCHS is authorization for CCHS to use these photos.

Surveillance Cameras

Calvary Chapel Costa Mesa school and church facilities have active security cameras across campus. Students, parents, and visitors should be aware that video and still shots of individuals' actions, behaviors, interactions, and verbal communication in all areas of campus may be captured and recorded.