

Calvary Murrieta Christian Elementary School Parent-Student Handbook

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**CALVARY
MURRIETA**
CHRISTIAN SCHOOLS

2 Timothy 3:16-17

All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the man of God may be complete, thoroughly equipped for every good work.

2 Timothy 3:16-17

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STUDENT/PARENT HANDBOOK VERIFICATION FORM

Return to classroom teacher immediately.

My child _____ and I have read, understand, and are
(PRINT) Student's Name
aware of the information contained in the Calvary Chapel Christian School
Parent/Student Handbook.

Parent/Guardian Signature

Date

Student Signature

Grade

Date

WELCOME

This handbook has been designed as a tool to help familiarize you with our school and specific policies pertaining to K4 through sixth grades. Please read it carefully and be sure that you understand the guidelines which we have established with the student's best interest in mind. We want you to understand what Calvary Murrieta Christian School (CMCS) offers and what is expected in return.

OUR PHILOSOPHY

The foundation of our philosophy is based on our belief in God the Father, Jesus Christ as our Savior, the Holy Spirit as our guide, and the Bible as God's Word. We believe in the authority, authenticity, and reliability of the Bible as the complete and final revelation of God concerning all matters in faith, truth, and practice.

All our goals and objectives are based on the underlying principles in the Bible which include:

1. Assuring the salvation of all of our students. (Matthew 28:19-20)
2. That all of what we do in word and deed is to the glory of God. (1 Corinthians 10:31)
3. Promoting the maturity of our students in doctrine and practice. (Ephesians 6:4 and Colossians 1:28-29)
4. Training our students in Christian service and ministry. (2 Timothy 2:2)
5. Teaching our students a sound mastery of basic learning skills, self-discipline, and good work habits. (2 Timothy 2:15)

We believe that the knowledge of the Bible and in the person of Jesus Christ is essential to the development and growth of each individual student in spiritual, mental, physical, and social areas. All staff and faculty have a personal relationship to Jesus Christ and they allow the Holy Spirit to minister through them as they affect the lives of their students.

We believe that our priorities and the priorities of those we teach should be in the following order:

1. Commitment to Christ
2. Commitment to family
3. Commitment to school

Our belief is that God is sovereign now, in the past, and in the future. We believe we have been created in God's image and the Bible gives us the moral principles by which we should live.

OUR PURPOSE

In today's world of tumult and shifting values, it is imperative that our children be given the best opportunities to develop strong intellectual and moral character. CMCS is a Christ-centered, spiritual and academic environment that seeks the best education and the richest fulfillment of potential for each student. Our purpose and desire is to train the

whole student so that he or she will develop according to the example of our Lord Jesus Christ; a godly influence in the world.

Our goal is that each student will experience the full, regenerating power of Jesus Christ and the Word of God through the work of the Holy Spirit in their lives. At the same time, we expect each student to strive for the highest development of each of his or her God-given gifts and talents.

Functioning as an extension of the Christian home, CMCS supports parents who seek to obey biblical instruction which gives them ultimate responsibility for the education of their children (Deuteronomy 6:7-8). Because the Christian approach to learning differs significantly from the secular viewpoint, CMCS offers a curriculum rooted in a God-centered view of life. This view holds that God's Word is the standard for all truth. The curriculum, taught by a qualified Christian faculty, allows parents to provide their children with academic instruction consistent with the Christ-centered teaching received at home and at church.

OUR LIVING CURRICULUM

The teaching staff at CMCS is highly qualified and thoroughly dedicated to helping each student toward positive spiritual, mental and physical growth. We believe that the knowledge of the Bible and the person of Jesus Christ are essential to the development and growth of each individual student in spiritual, mental, physical, and social areas. All staff and faculty have a personal relationship with Jesus Christ and they allow the Holy Spirit to minister through them as they affect the lives of their students.

OUR INSTRUCTIONAL PROGRAM

Our desire is to see each and every student strengthen his or her relationship with Jesus Christ. We also desire that they have a sound mastery of basic learning skills, and acquire self-discipline, good work habits, and biblical social values. The Bible – God's Word – is carefully and purposefully integrated into all curriculum as well as being a dynamic course of study by itself.

SCHOOL COLORS

Royal blue, black and white

SCHOOL NICKNAME

"Warriors" is the school nickname.

"WARRIORS" – OUR SCHOOL MASCOT

As Warriors of the Lord, we must put on the whole armor of God. Each "Warrior" is fully equipped when wearing the belt of truth, the breastplate of righteousness, the shoes of preparation of the gospel of peace, holding the shield of faith, taking the helmet of salvation, and the sword of the Spirit, which is the Word of God. When we are equipped, we can come against the difficulties of this world and know for sure that...

"The Lord is with you, Mighty Warrior." Judges 6:12

OUR SCHOOL SONG

AT CALVARY

At Calvary, you can see,
What the Lord has done for me,
At Calvary, you can really see,
What the Lord has done for you and me.

Chorus:

He has given us a brand new life.
Make us shine Lord, make us to shine.
He has given us holy light
To shine for all mankind.

We are the Warriors of the Lord,
We are the Warriors of the Lord,
And where He leads, we will follow.
We are the Warriors of the Lord.

(Repeat Chorus)

We'll wave His banner, wave it high,
We'll wave His banner, wave it high,
We'll wave it high for all the world to see
That Jesus Christ is King of Kings.

We are the Warriors of the Lord,
We are the Warriors of the Lord,
And where He leads, we will follow.
We are the Warriors of the Lord.

SOME FACTS YOU SHOULD KNOW

CMCS makes no distinction concerning an individual's race or ethnic background because we acknowledge that there is no preferential treatment with God (Romans 2:11).

CMCS is a member of the Association of Christian Schools International (ACSI).

GENERAL INFORMATION

School Hours

| | |
|--|------------------------------|
| K4: | 8:15 a.m. to 12:30/2:45 p.m. |
| Kindergarten: | 8:15 a.m. to 2:45 p.m. |
| 1 st Grade: | 8:00 a.m. to 3:05 p.m. |
| 2 nd – 6 th Grade: | 8:00 a.m. to 3:15 p.m. |

K4 class begins at 8:15 a.m. and ends at 12:30 p.m. for early pick-up, or 2:45 p.m. for regular pick-up.

All K4 and Kindergarten students must be walked to class by an adult each day – **no exceptions!** Parents may bring their K4 student to class between 7:45 a.m. and 8:15 a.m. for supervised play at no charge. Kindergarten parents may bring their child to class between 7:45 a.m. and 8:15 a.m. for supervised play at no charge.

Half-Day Dismissal Times

| | |
|--|------------|
| K4 & Kindergarten: | 11:45 a.m. |
| 1 st Grade: | 12:05 p.m. |
| 2 nd – 6 th Grade: | 12:15 p.m. |

On half-days, lunches will not be served. K4 students break for lunch and may bring a sack lunch. All other classes will not have lunch at school due to early dismissal.

DAY CARE

Day care is available on school days from 6:00 a.m. until 5:45 p.m. Before school care is charged from 6:00 a.m. to 7:30 a.m. After school care is charged from 3:15 pm for K4 and Kindergarten students and 3:30 for first through sixth grade students. Day care customers are billed monthly. All students attending day care are required to have a "Day Care Registration Contract" on file, along with a day care registration fee of \$40 per child or \$60 per family.

Before School Day Care

All students dropped off before 7:30 a.m. will be checked into day care. Day care will be charged until 30 minutes before classes begin. However, students will remain under supervision until classes start.

In the morning, parents should walk their children to Room 207 which is the day care room located at the south end of the building nearest the black top playground. (This room is also used as the Art room.) Parents of K4 and Kindergarten students **MUST** walk their child to day care.

After School Day Care

If you do not arrive in time to pick up your child after school, he/she will be checked into day care. If he/she doesn't have a registration contract on file, we will consider it a drop in or late pick up and you will be charged at the non-contracted rate of \$8 per hour.

1st – 6th grade students not picked up by 3:30 p.m. will automatically be checked into day care and billing begins at 3:30 p.m. K4 and Kindergarten students not picked up by 3:00 p.m. will automatically be checked into day care, but charges do not begin until 3:15 p.m. Students will be supervised at all times.

When a student is picked up from day care, an authorized adult must sign them out in the Day Care Logbook and note the time the child was picked up. If time checked out is not written in the logbook, you will be billed for the entire day (until 5:45 p.m.). Only authorized persons may sign students out.

If you are part of a carpool arrangement and your child is checked into day care, we cannot be responsible for you receiving a bill because they failed to pick up your child on time.

Late Pick-Up

After school care ends at 5:45 p.m. If you are late, you will be charged \$.50 per minute totaling \$30 for the hour. Please call the school at 834-9190, ext. #1207 if you anticipate arriving late. If you fail to do so, one of your authorized contact people will be contacted to come and pick up your child.

It is your responsibility to keep all information current on your child's day care registration contract. We cannot stress this enough. It is very frustrating and can be very upsetting to your child when we are unable to reach someone because of erroneous information.

Using day care is a **privilege**, not a right. Students who are not respectful and/or obedient will be refused use of day care.

Special Arrangements

Written notes for one-time/special pick-up arrangements must accompany your child on the day when he/she is expected to go home with someone who is not listed on your day care registration contract. In an emergency, you may call the office and give verbal authorization.

Fee Rate

Please note that there is a one time Day Care Registration Fee of \$40 for one child or a \$60 per family fee that must accompany your day care registration contract. The day care rate for contracted students is \$5 per hour. Non-contracted (drop-in) students will be charged at the rate of \$8 per hour. Any portion of an hour used is prorated. All daycare payments are considered late 1 day after the due date you have chosen for tuition payments. The \$25.00 late fee applies to the daycare fee as well. Daycare privileges must stay current in order for your child to use this service.

DONATIONS AND GIFTS

CMCS is a non-profit entity. The tuition is kept as low as possible to make Christian education available to those who desire such for their children. Because the tuition and fees may not cover all of the operating expenses, gifts are welcomed. All cash

gifts and gifts-in-kind are income tax deductible, as long as they are not designated for an individual.

STUDENT ELIGIBILITY

Parent Qualifications

As we have already stated, we believe the Bible mandates that the primary responsibility of each student's education rests with the parents, and we view the school's role as one of partnership with the parents in this endeavor. In order to establish and maintain a successful partnership, it is essential that parents are in agreement with the philosophies and intentions of the school. Further, it is essential that the parents are living a lifestyle in keeping with the Christian faith. We recognize that parents alone have the single greatest impact on their children's lives, and must therefore manifest, by precept and example, the highest Christian virtue, serving as a role model to their children. This includes, but is not limited to, the refraining from such activities as are in violation of scriptural principles of godly living. Further, the parents must acknowledge that the Scriptures admonish us to abstain from every *appearance* of evil (I Thess. 5:22) i.e. an unmarried couple living together; and that such conduct violates scriptural principles and would thereby either disqualify the student from enrollment in our school or be grounds for dismissal. Similarly, deviation from the scriptural standards mentioned above is grounds for either non-acceptance into the school and/or dismissal of a student currently enrolled.

Church Requirements

To assist in the development of Christian character and a Christian lifestyle, we require that at least one custodial parent is born again and is in attendance at a Christian church on a regular basis. Regular church attendance by parents and students goes hand-in-hand with church and school goals. (CMCS considers regular church attendance to be 3 to 4 times a month.) The teaching of the Bible is approached with the emphasis on the inerrancy of the original Scriptures, the need for salvation through faith in Jesus Christ as personal Savior, and the ministry of the indwelling presence of the Holy Spirit that enables the Christian to live a godly life.

ADMISSIONS PROCEDURES

CMCS seeks to bring to its campus students who are committed to spiritual, personal, and intellectual growth.

To be considered for admission, one parent must be a born-again Christian and exhibit evidence of this in their daily walk.

1. The applicant must submit the following items to the School Office:
 - a. The *Application for Admission* completed and signed by parents.
 - b. The *Pastor's Reference* for both the parents and the student, which is to be completed annually by the applicant's pastor.
 - c. All other forms included in the original *Admissions Packet* (i.e., *Statement of Faith*, etc.) plus birth certificate, immunization record, most recent report card and most recent SAT scores, if applicable.
 - d. A non-refundable Application Fee, due at the time of the application.

2. After the application packet is reviewed and approved, the Registrar will schedule an appointment for the prospective student to be tested for curriculum readiness and placement.
3. Parents will be notified after the entrance exam has been graded and reviewed. If your child has successfully passed the entrance exam, plan on attending the New Student Orientation Meeting scheduled during the summer.
4. For students entering mid-year, a parent interview will be scheduled with the administration upon admission.
5. All K4 and Kindergarten students are required to have shot records, birth certificates, and negative TB test results on file with the school office before school begins. **IF NOT ON FILE BY THE FIRST DAY OF SCHOOL, ENTRANCE WILL BE DENIED.**
6. All 1st grade students are required to have a physical prior to school beginning. The paperwork must be on file in the school office. **IF NOT ON FILE BY THE FIRST DAY OF SCHOOL, ENTRANCE WILL BE DENIED.**
7. Once the student has been officially enrolled, we will request the cumulative file from the school previously attended.

WITHDRAWAL PROCEDURE

A **90-day written notice** prior to withdrawal is required to the Registrar's Office. You will be responsible for tuition for the final 90 days of attendance. An Exit Interview must be scheduled with the school Principal for both parent and student. A Withdrawal Form will be given to the parent and student officially completing the withdrawal process.

TUITION

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

Calvary Murrieta Christian School has contracted with FACTS Management Company to manage our tuition payments. FACTS Management Company serves over 4,000 schools nationwide and is the industry leader in tuition management for private and faith-based schools.

You will receive a TAB Statement (Tuition Account Billing Statement) from FACTS Management Company during the summer after you have signed your tuition contract at CMCS. The TAB Statement will list your total tuition balance due the school for the upcoming school year along with instructions on how to make your full payment OR enroll in a payment plan online.

Please do not discard your TAB Statement. No matter which payment option you choose, you will need this statement to make your payment. Calvary Murrieta Christian School offers the following payment options:

1. **Paying in Full – Due by July 1**
 - a. Make a secure payment online (www.factspayment.com) with your bank account or Credit Card.
 - b. Mail your payment to FACTS or to CMCS (check or money order).

For families wishing to pay the entire balance in full, please make your payment by the deadline date of July 1.

2. Budgeting Payments

Once you receive your TAB Statement, you may enroll in a payment plan online (www.factspayment.com) by the deadline date.

- a. Semi-Annual Payments (July and January)
- b. Quarterly Payments (July, October, January and April)
- c. 11-Monthly Payments (July-May)

Budgeted payments may be arranged in one of the following ways:

- a. Automatic payments are processed from your checking or savings account (ACH) on the 5th or the 20th of each month.
- b. Automatic payments are processed from your credit card (Discover, Amex, M/C) on the 5th or the 20th of each month. Note: A “convenience fee” (2.5%) will be applied each month for credit card payments.

Late Charges

All payments are considered late 1 day after the due date you have chosen. One day after the due date, a \$25.00 late fee will be assessed to your account.

Please understand that even though the management of our tuition has changed, the specifics regarding your tuition commitment has not. With FACTS, our school maintains full decision making control. As always, we will continue to work with families should special circumstances or “hardship” cases arise during the school year.

Questions or concerns regarding your account can be directed to the accounting office at (951) 677-5667, ext. 1345.

FEEES OTHER THAN TUITION

Matriculation (Textbooks)

Our textbooks are chosen after prayerful consideration and evaluation, and will be provided for all students. Non-consumable texts are rented by the parents. Matriculation fees are due June 1 each year.

Library

We are blessed to have a library on campus. As the students enjoy and use the library from day-to-day, we need to remind them that there are certain fines that will be imposed in the following circumstances:

1. Late fines are .10 per book per day.
2. A fine of \$5.00 will be assessed for any item returned with a missing or damaged barcode label.
3. A fine of \$5.00 will be assessed for any damaged or lost periodical.
4. Students will pay the replacement cost of lost materials. If the lost material is found, the students will still owe overdue fines, not to exceed the price of the materials.

5. If materials are damaged, the amount of damage will determine the fee.
6. All charges not paid by the end of each quarter will be billed to the student's account.

Lost textbooks may be found in the Lost and Found. Students should look for lost books immediately. New books must be purchased in the event that a student's books have been damaged, lost or stolen.

Supplies

A supply list will be issued at the time of acceptance and is available on our website. Each student is then required to bring his/her own paper, notebooks, pencils, etc. to class each day.

OTHER PERTINENT INFORMATION

Emergency Preparedness

The action taken during any type of emergency situation depends a great deal on the specifics of the incident. CMCS may evacuate, lock-down, or initiate a shelter-in-place response, according to the nature of the threat. The main objective is the protection of the students and staff members.

CMCS conducts various types of crisis response drills throughout the school year and works in collaboration with our local public safety agencies. If you are on campus during a crisis response drill, you are required to participate and to report to the command post.

In the event of an actual crisis, parents/guardians should report to the school command post where they will receive instructions on where to pick up their child. Students will not be released until student accounting is complete, so please do not attempt to take your child without proper authorization from CMCS staff. Your child will *only* be released to the individuals designated on your child's emergency card. For this reason, it is imperative that you keep your child's emergency information accurate and up-to-date. The individual picking up your child should be prepared to provide our staff with photo identification.

Emergency Forms

In order to properly care for your student and notify parents/guardians when a student needs to go home, California Education Code 49403 requires that all parents submit emergency forms with their home phone, work phone, cell phone, and emergency contacts. CMCS requires that each student have an emergency form on file; one form is kept on file in the office and one copy is kept on file in the classroom.

IT IS IMPERATIVE THAT WE RECEIVE THIS INFORMATION AT THE START OF EACH SCHOOL YEAR.

If your student is injured or ill, and we do not have an updated emergency form, we may have to call 911 for treatment at the parent's expense. Please include at least two or three local numbers of people who could care for your student if you are not available. The information on the emergency forms must be kept up-to-date throughout the school year.

Emergency Kits

CMCS has a comprehensive disaster plan. This plan will provide for the safety and welfare of each child in the event of a major disaster, such as an earthquake, lockdown, or fire. An important area of our plan deals with providing food and water should students be required to remain at school for an extended period of time. Our school is equipped with emergency kits for each student.

Food Service

Students may bring their own lunches from home or buy lunch from the CMCS Kitchen. Drinks and snacks may also be purchased. It is recommended that each student have a lunch card on file during the school year. Lunch cards can be purchased in the school office. Students purchasing lunch must either have a lunch card on file in the kitchen or bring exact change for lunch. Checks made payable to CMCS in the amount of the lunch will also be accepted.

Lunches include menu entrée, fruit and/or vegetable and milk, chocolate milk, or fruit punch for \$3.50. You can also choose a garden salad lunch with crackers and a drink for \$1.75.

For your convenience, lunch cards, family lunch cards, snack cards and milk cards are available for purchase in the elementary school office:

- Lunch Card (K-6th grade) \$35.00 (good for 10 lunch purchases)
- Family Lunch Card (K-6th grade) \$35.00 (good for 10 lunch purchases)
(for 3 or more siblings)
- Snack Card (1st-6th grade) \$10.00
- Milk cards \$ 7.50 (good for 15 drink purchases)
(K4 & Kindergarten students only)

Fundraisers

Parents and students agree to support CMCS by participating in the annual elementary fundraiser.

Hall Passes

Students are not allowed out of class or day care without a hall pass. Students found on campus during school/class hours without a pass will be disciplined.

Lost and Found Procedures

All personal belongings that have been turned in as lost will be kept in the Lost & Found. Small items such as jewelry can be claimed in the office. Please label all articles of clothing, as items that are marked with a name will be returned. You may check Lost & Found daily, if needed. At the end of the month the Lost & Found cart will be placed near the school office so that you may check for your child's possessions. Every two months, unmarked, unclaimed items will be given to the Mexico Ministry – Colina de Luz – for distribution to the needy.

Telephone Policy

Office Phones are not available for student use unless it is an emergency or if they have a “phone pass” from their teacher. Forgotten homework or arranging plans with friends are not considered emergencies.

Classroom Phones are not for student use unless the teacher gives permission.

Cell Phones/Picture Phones may be carried but must be turned off and must be kept in the student's backpack during school hours. Cell phones may only be used by students during an emergency or with prior permission from the administration.

Transportation

CMCS does not provide a bus system for the students. A carpool list is located in the school office.

HARASSMENT POLICY

Sexual Harassment Policy

Calvary Murrieta Christian School, a ministry of Calvary Chapel Murrieta, in compliance with the California Education Code, is required to develop and distribute a policy regarding sexual harassment. CMCS is committed to a work and educational environment in which all individuals are treated with respect and dignity. Each child has the right to learn in a professional, caring atmosphere that promotes equal educational opportunity, and is free from discriminatory practices. Sexual harassment is a violation of Title IX of the Education Amendment Act of 1972, Title VII of the Civil Rights Act of 1964, and California Education Code Sections 210 through 214, inclusive. Therefore, CMCS strongly condemns, opposes, and prohibits sexual harassment of individuals, whether verbal, physical, or environmental, by anyone. Any student who violates this policy will be subject to discipline, up to, and including, expulsion.

Staff members will model appropriate forms of addressing other students and teachers. Curriculum will include books, music, and activities that demonstrate respect for others. Teachers will be alert to gender biased comments and attitudes, for example: "Girls can't drive trucks" or "Boys can't play with dolls." Teachers will engage children in discussions that illustrate that both men and women are successful at a variety of occupations and pastimes. Classroom activities and lessons will be developmentally based so that children will not be presented with concepts that are beyond their capabilities.

If parents or staff members become aware of comments or behaviors on the part of staff or other students that could be considered sexual harassment, the parents or staff members are requested to bring their concerns to the Principal or Superintendent (hereafter referred to as "the administration"). After talking with the administration, the written complaint may be filed with the School Board. A confidential investigation of the matter will be conducted. The intent of the procedure is to insure prompt recourse, fairness and equity to the family alleging sexual harassment, to the child, and to the witness. The investigation will be conducted by one administrator and one board member: One male and one female. The family will be notified as to the determination of the investigation.

If it is found that unlawful harassment has occurred, effective remedial action commensurate with the severity of the offense will be taken. CMCS will not retaliate against the person or the child making the complaint and will not knowingly permit retaliation by any CMCS employee or other child or family member.

Obligations of All Employees

Employees shall report to the administration any conduct on the part of other employees or non-employees, such as representatives or service vendors, who sexually harass any student enrolled at CMCS. Teachers in a classroom setting shall take action to stop any harassment of students, including discipline of students involved and

notification of the administration. The employee shall submit, in writing, a detailed and specific account of the incident, which will be used in investigation and allegation.

No employee of CMCS shall take action to discourage a victim of harassment from reporting such an instance.

ACADEMICS

Progress Reports

Progress Reports are issued for 1st – 6th grade students 5 weeks into each quarter.

These reports are issued by teachers to commend the student for outstanding work or to communicate the need for improvement. Additional reports will be sent if deficiencies occur. Careful attention should be given to the grades and to the comments noted by the teacher.

Grading

The academic year is made up of four 9-week quarters. Credit for classes is given on the basis of quarterly work grades. Report cards are issued at the end of each quarter. The grade given will reflect that period of time.

| Letter Grades are defines as follows: | |
|--|-------------------|
| A | Excellent |
| B | Above Average |
| C | Average |
| D | Below Average |
| F | Failing |
| I | Incomplete |
| SI | Shows Improvement |
| O | Outstanding |
| S | Satisfactory |
| N | Needs Improvement |
| U | Unsatisfactory |

| 1st-6th Grade Grading Scale | | |
|--|----|-------------|
| 98 – 100 | A+ | 4.0 |
| 93 – 97 | A | 4.0 |
| 90 – 92 | A- | 4.0 |
| 88 – 89 | B+ | 3.0 |
| 83 – 87 | B | 3.0 |
| 80 – 82 | B- | 3.0 |
| 78 – 79 | C+ | 2.0 |
| 73 – 77 | C | 2.0 |
| 70 – 72 | C- | 2.0 |
| 68 – 69 | D+ | 1.0 |
| 63 – 67 | D | 1.0 |
| 60 – 62 | D- | 1.0 |
| 58 – 59 | F+ | 0 |
| 0 – 57 | F | 0 |
| | | |
| 90 – 100 | O | Outstanding |

| | | |
|---------|---|-------------------|
| 75 – 89 | S | Satisfactory |
| 65 – 74 | N | Needs Improvement |
| 0 – 64 | U | Unsatisfactory |

Quarter Grades and Report Cards

At the conclusion of each quarter, an evaluation of the student’s progress for an entire nine-week period will be recorded on the student’s report card. These grades become part of the student’s permanent record. Quarter grades are the basis for grade point averages, awards, and Honor Roll determination.

Academic Probation

Academic probation is invoked when a student has a serious academic problem. It is intended to give notice to the parent and student so that a mutual effort on the part of both the school and home may be made to correct the academic deficiency. Hopefully, the deficiency will be improved to a satisfactory or passing level. If not, the administration will decide if the student will be able to continue at CMCS.

Academic probation will be invoked in the following manner:

1. A student who received an "F" at the conclusion of a grading period will be placed on academic probation for one grading period. The student will not be allowed to participate in extracurricular activities during this time.
2. A letter of notification will be sent to the parents.
3. A conference will be held with the parents, the student, the teacher, and the administration to give an explanation of the probation and suggestions for remediation.
4. If the child isn’t already a day care student, he/she will be enrolled in our day care program in order to participate in the after school Homework Club Monday through Thursday each week from 3:30 to 4:30 p.m.
5. The academic status of the student will be reviewed by the administration at the end of the next grading period.
6. After being placed on probation, a student who receives no “F”s the next grading period will be removed from probation. Extracurricular activities may be resumed.
7. After being placed on probation, if a student receives an "F" the following grading period, the Superintendent will decide if the student will be allowed to remain in the school.

Stanford Achievement Tests

Achievement tests are administered to all students each year in order to help parents and teachers evaluate their progress. These tests are mandatory.

Tutors

Mission Statement: The Students Tutoring and Encouraging Progress (STEP) Program exists to provide assistance for elementary students by means of the tutoring services of select CMCS high school students. We believe that competent, Christ-like mentors for students needing tutoring can provide a positive model of both academic excellence and Godly character. We intend to offer help to any student and their family in order to provide a successful experience at CMCS.

Tutors are chosen from the high school population based on several criteria, and

are interviewed, instructed, advised, and supervised.

Sessions may be set at one-hour per week, or two one-half hour sessions per week. Male tutors will tutor boys only, and female tutors may tutor either boys or girls.

The charge for tutoring through the STEP Program is \$10 per hour.

Awards

At the completion of each quarter, 2nd through 6th grade students who have an overall GPA of 3.0 in core classes (Math, Bible, Language, History, Science, Spelling, Reading – the aforementioned are considered core if graded with a letter grade A-F) will be listed on the Honor Roll. These honors will be based on quarterly grades. Award certificates will be distributed as follows:

| | |
|-------------------------|----------------------------|
| 1 st Quarter | Distributed at Conferences |
| 2 nd Quarter | Distributed in Class |
| 3 rd Quarter | Distributed in Class |
| 4 th Quarter | Mailed Home |

2nd – 6th Grade Honor Roll

| | | |
|---------------|---|-------------------|
| 4.0 GPA | - | Principal's Award |
| 3.7 – 3.9 GPA | - | High Honor Roll |
| 3.0 – 3.6 GPA | - | Honor Roll |

Enrichment Class Awards (PE, Art, Music, Computer)

Recognition is given to 1st – 6th grade students for the achievement in enrichment classes. These awards are presented by the enrichment teachers in class.

Student of the Month & Fruit of the Spirit Awards

Each month, 1st – 6th grade teachers choose two outstanding students to receive the “Student of the Month” award and two students to receive the “Fruit of the Spirit” award. These awards are distributed at the Student of the Month assembly. Parents are notified by the teacher when their child is receiving an award.

Christian Character Awards

Christian Character Awards are distributed to 1st – 6th grade students at the Quarterly Student of the Month assemblies. Teachers select a student from their class (one student for each category listed below):

- Outstanding Christian Character
- Most Helpful
- Most Diligent
- Most Improved

Cumulative Records (CUM File)

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 CMCS must be granted to natural parents, adoptive parents, or legal guardians of students under the age of 18.

Parents may review individual records by making a request to the administration.

The administration will see that explanations and interpretations are provided, if requested. Information, which is alleged to be inaccurate or inappropriate, may be removed upon written request by parents and reviewed by the administration. Parents may also receive a copy of any information in the records at a reasonable cost per page. Policies and procedures relating to types of records, kinds of information retained, persons responsible for records, directory information, access by other persons, review, and to the challenge of records are available through the administrative office. When a student moves to a new school, records will be forwarded upon the request of the new school. All unpaid balances must be paid in full prior to the transfer of records. At the time of transfer, the parent may review, receive a copy (at a reasonable fee), and/or challenge the records.

CHAPEL

Chapel is an important part of life at Calvary Murrieta Christian School. It is an opportunity for students to hear outstanding speakers. Students are required to attend Chapel and are expected to come desiring God to minister to them. Many of our students have come to a deeper commitment to Christ during Chapel. They should come expectantly – looking for God to use the time to help them grow.

1. Parents and siblings are always welcome at chapel.
2. Each 4th – 6th grade student is to bring his/her Bible to Chapel if requested by the teacher.
3. Each student will demonstrate proper courtesy and Christian hospitality to all guest speakers by listening carefully and behaving properly. Their attitude toward the speaker should be respectful and attentive.
4. At no time will studying or doing homework be allowed in Chapel.
5. There's to be no unnecessary talking, distracting others, or disturbances.
6. No food or drinks are allowed

Allow God to speak to you and to those around you!

ATTENDANCE

Absences

Attendance at school provides a student with **classroom experience**. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be “made up.” For this reason, failure of a student to attend class without the knowledge and consent of parents and/or school staff will be seen as a serious problem and will not be allowed.

Failure of a student to attend school will be considered an absence. Each absence will be considered either **excused or unexcused**.

Excused Absences

An “excused” absence is an absence with the knowledge and consent of parents and school staff due to a personal illness, serious illness in the family, death in the family, school-approved trips, medical or dental appointments, court appearances, or absences due to providential hindrance.

Please call the school office the morning of the absence to notify the staff of the reason for your child’s absence. A note will be given to the teacher informing them of

the reason for the absence. If you were unable to call the office the morning of the absence, upon returning to school the student is to bring a signed note from the parents detailing the cause of the absence. The note should be neatly written. The student should present the note to the teacher at the beginning of class.

Unexcused Absences

An absence with the knowledge and consent of the parents and school staff for any reason other than those previously listed will be considered “unexcused.”

If a parent did not call in and report to the office staff on the day of the absence, upon returning to school the student is to bring a signed note from the parents detailing the cause of the absence. The note should be neatly written. The student should present the note to the teacher at the beginning of class.

Students are allowed to make up work and tests for two unexcused absences per quarter. Make-up work for unexcused absences that exceed two per quarter will not be accepted, nor will make-up tests be given, unless approved by administration.

Extended Absences

When a student will be out of school for an extended period (a planned absence of 4 days or longer), it is the responsibility of the parent to notify the administration and teacher in writing at least **14 days prior to the absence**. If the extended absence does not qualify as an excused absence, the unexcused absence policy will apply regarding make-up work tests.

Students who have excessive absences (20% of the required attendance days) may be dismissed and/or not advanced to the next grade.

Homework Requests

To request homework or class work the day of an absence, we ask that you call the school office by 11:00 a.m. to arrange to pick up the work after school the same day.

When requesting homework for a student who has been absent for more than two days you may experience a one-day delay between the time of the request and a response from the teacher.

Tardy Policy

Tardiness affects not only the late student, but the entire class. It is the responsibility of the parents and students to be sure that students are at school and in class on time. Parents can drop their children off as early as 7:30 a.m. without paying any day care fees, and the students are supervised on the playground until 7:55 when they line up for class. At 8:00 a.m. students are walked into class by their teacher.

Our school policy regarding tardiness states that students arriving late to school will receive a tardy slip. The tardy will be marked excused for the following reasons:

- Personal illness
- Serious illness in the family
- Death in the family
- Medical or dental appointment
- Court appearance
- Providential hindrance

All other reasons for the tardiness will be marked as unexcused (example:

running late is unexcused.)

The tardy policy also mandates that three unexcused tardies equals one unexcused absence (Refer to unexcused absence policy).

1. If a student is tardy they should get a tardy slip from the support staff member at the front gate or go directly to the school office. The staff will issue a tardy slip to allow the student to go to class.
2. All tardies are marked in the roll book and are considered “unexcused” unless the parent accompanies the student to the school and explains that the reason for the tardy was due to a personal illness, serious illness in the family, death in the family, medical or dental appointment, court appearance, providential hindrance, or the student has a written excuse from his/her parent explaining the same.
3. Three unexcused tardies = one unexcused absence. Our unexcused absence policy states that students are allowed to make up work and tests for two unexcused absences per quarter. Make-up work for unexcused absences that exceed two per quarter will not be accepted, nor will make-up tests be given, unless approved by administration.
4. Parents of students who are continually tardy will be required to meet with the teacher and administration to resolve the problem.

Early Check-Out

In order to limit the amount of disruptions at the end of the day, no interruptions will be made and no phone calls will be put through to classrooms after 2:30 p.m. If your child has a pre-arranged appointment, please notify the office in the morning so an “early release form” can be filled out and placed in the teacher’s mailbox. If an emergency arises, and your child needs to be taken out of class after 2:30 p.m. contact the office so arrangements can be made.

Make-Up Work

Students have two days upon returning to school after an absence to turn make-up work in for credit. In the event of sequential excused absences, the first day’s make-up work is due the second day they return back to school. For example, the make-up work for three days of sequential excused absences **cannot be turned in all at once** six days later. The first day’s make-up work is due two days upon return and the second day’s make-up work is due four days upon return, etc.

Students absent with an unexcused absence may make up the work they missed for the first two unexcused absences only.

DROP-OFF / PICK-UP PROCEDURES

For the safety of our students, please adhere to these procedures when dropping your child off in the morning:

K4 and Kindergarten Drop-Off

K4 and Kindergarten students **must** be walked to their classroom in the morning by a parent or adult guardian. They may not be dropped off in the parking lot, in the drop-off zone, or be escorted to class by a sibling. K4 & Kindergarten students may be escorted to their classroom as early as 7:45 a.m. at no charge to you. If they arrive prior

to 7:45 a.m. they must be checked into day care by a parent or adult guardian at the normal day care rate.

1st – 6th Grade Drop-Off

Parents of 1st – 6th grade students have two options for drop-off in the morning:

1. **Drop off in the yellow drop-off zone.** For those parents who would like to drive-through and drop their child(ren) off in the morning, follow the flow of traffic through the parking lot (along the back and around to the yellow drop-off zone) in a single-file line. Stop and let students out on the right hand side of the vehicle (in the yellow drop-off zone only) and drive on. This will allow for a smooth flow of traffic. Have your children ready (backpacks packed up and zipped, prayers said, hugs given, etc.) prior to when you pull into the yellow drop-off zone so students can quickly exit to the right of the vehicle and you can drive on, allowing the traffic to flow smoothly.
2. **Park and Walk.** If you would rather park and walk your child on campus, please park in any “**unnumbered**” parking stall and walk students through the parking lot, using crosswalks and obeying crossing guards, to the front gate, which opens at 7:30 a.m. Do not **EVER** drop students off in the parking lot and allow them to cross through traffic unescorted by an adult, regardless of grade. After students have been escorted to the front gate by an adult, they can go directly to the playground. Any students dropped off earlier than 7:30 a.m. must be checked into day care at the normal day care rate.

Other important information regarding drop-off

- We ask that parents and students remain outside the building prior to 7:55 a.m., except by appointment. Parents needing assistance should come to the school office which opens at 7:45 a.m.
- Please do not park in the numbered parking stalls. These are for staff only and have been positioned in a way to allow for a smooth flow of traffic where cars are not pulling in and out of parking spaces into the main flow of traffic.
- Avoid using cell phones while driving through the parking lot.
- Follow the arrows and signs.
- Please be respectful of the crossing guards in the parking lot and follow their instructions.
- Use crosswalks and only cross when instructed to do so by a crossing guard.
- Be alert for children.
- ***DO NOT drop students off in the parking lot and allow them to cross through traffic unescorted by an adult...regardless of age or grade.***
- Be kind, courteous, and safe.

Rainy Day Drop-Off

Follow the same procedures as above, with the only difference being that the students go directly to day care room prior to 7:30 a.m. or to their classroom after 7:30 a.m., rather than going to the playground.

After School Pick-Up (K4 & Kindergarten)

K4 & Kindergarten students will be dismissed by their teacher at the back gate from 2:45 p.m. to 3:00 p.m. A parent, guardian or authorized person may pick up a K4 or Kindergarten student from their teacher during this time. In the event of rain or extreme

heat, they will be picked up at the classroom door closest to the playground. Any K4 or Kindergarten student not picked up by 3:00 p.m. will be taken to day care. Please note that day care charges do not begin until 3:15 p.m. If you arrive after 3:00 p.m. to pick up your K4 or Kindergarten, you must wait until the gate opens at 3:05 p.m. to enter the building and pick him/her up from day care.

After School Pick-Up (1st – 6th Grades)

All 1st – 6th grade students must be picked up in their classroom by a parent, guardian or authorized person. The main entrance gate will be opened for first grade pick-up at 3:05 p.m. Second through sixth grade students may be picked up from their classroom at 3:15 p.m. If you need assistance prior to dismissal time, please see a staff member in the office. 1st – 6th grade students not picked up by 3:30 p.m. will be checked in to day care and you will be billed accordingly.

Persons in the 9th grade and older may pick up elementary students if they are listed on the student's emergency card.

Special Needs and Arrangements

We know that circumstances arise that may cause you to be unable to pick up your child in the manner described above. In order to accommodate you in this area, we offer special pick-up for the following circumstances:

- Handicap
- Illness
- Newborn Baby (up to 2 months old)

If you need to make special arrangements for pick-up due to one of these circumstances, please contact the office and we will be happy to accommodate you. If an emergency arises and you need to make special arrangements for a certain day, please contact the office prior to 2:30 p.m.

Please note that the yellow loading zone is used for special needs pick-up only. Please arrive and park in the yellow loading zone or handicap parking stalls (if applicable) by 3:00 p.m. and a staff member will walk your child to your car. Please do not park in this area unless you have a prearranged special needs pick-up.

WALKING PASSES

Walking passes are available to 4th – 6th grade students only, and **ONLY FOR THE PURPOSE OF WALKING HOME.**

K4, Kindergarten and 1st through 3rd grade students will remain in their classroom or in day care to be picked up.

Students at the elementary campus **cannot** walk to the secondary campus to be picked up, as there is no supervision for them.

In order to obtain a walking pass, a Walking Pass Request form must be on file. (Available in the elementary school office.) The request must be filled out completely and signed by the parent or guardian. Once the request is approved by administration, the student will be issued a walking pass.

Once the walking pass has been issued, it should be displayed in plain view (on a backpack or clothing) when the student is leaving the campus. Students with walking passes will not be dismissed prior to 3:15 p.m.

HEALTH POLICY

In order to be certain that sick children are in care environments where their needs

can be met, and in order to minimize the spread of illness, CMCS staff members will expect you to keep your child home when certain conditions exist. Often sick children require one-to-one attention and we are unable to provide that kind of attention in our school office for long periods of time. The following are guidelines as to when your child should be kept home or will be sent home:

1. If your child registers a temperature higher than normal (normal usually being 98.6), we will consider this to be a fever which is likely to be contagious.
2. When there is vomiting or diarrhea. Note: child must be free from these symptoms for 12 hours before returning to school.
3. Rash of unknown cause. If a doctor or health department staff member can identify the rash as not being contagious, we will admit the child providing the rash is not making the child sick and excessively uncomfortable.
4. Suspected conjunctivitis (pink eye). Symptoms include red, itchy eyes, with crusts that form on the eyelid.
5. Contagious conditions such as untreated ringworm, head lice, impetigo, etc.
6. If your child has significant symptoms of respiratory illness (thick colored mucus from eyes or nose, serious cough, wheezing chest, red runny eyes or crusty eyes, sore throat, or earache) we will expect you to keep your child home.
7. Any suspected fracture unless the parent requests the student be allowed to stay at school. (Obvious displaced fractures must be sent home).
8. Head injury with any brief loss of consciousness, severe headache, or visual disturbances (otherwise 911 will be called).
9. Cuts or gashes that appear to require medical attention or visible bleeding that cannot be controlled within 5 minutes.
10. For infections requiring a doctor's prescription, please keep your child home 24 hours after beginning an antibiotic.

For all other illnesses, the child may return to school if free from symptoms for 12 hours, providing that the child's behavior indicates that he or she is feeling well.

We recognize that students may become ill or injured at school. An updated Emergency Form must be on file for all students with means for calling parents and designated emergency contacts. This form must be updated at the start of each new school year. When a student becomes ill or injured, the parent is called. After attempting to contact the parents with no success, the persons designated as emergency contacts will be called. If the parent is reached via phone, they may designate someone other than who is listed on the emergency form to pick up their child. An emergency contact cannot designate someone to pick up the student other than those listed on the form.

If the parent and emergency contacts are unable to be reached and it is a non-911 situation, school administrators will determine the appropriate action.

Please be sure the student's emergency form has names and current phone numbers of persons who have agreed to pick up your child if you cannot. Please list any cell phone numbers available for parents and emergency contacts. It is very frustrating for both the child and the office staff when a child is not feeling well, or there is an emergency situation, and employees are unable to contact an adult.

In order to ensure your student's health and safety, it is important for us to be made aware of any health conditions the student may have. Please note ANY health problems in the appropriate space on the emergency form. This information is not only necessary for us to address students' health and safety, it is also necessary for any emergency personnel who may be called in to care for your child. Students' health

information is confidential and will only be shared with staff on a need-to-know basis.

Contact the school office immediately if your child contracts a communicable disease, such as, but not limited to:

- Strep Throat
- Scarlet Fever
- Head Lice
- Chicken Pox
- Impetigo
- Ringworm
- Scabies
- Fifth Disease
- Hand, Foot, Mouth Disease
- Pink Eye

Please bring a doctor's release when the child returns to school. The school follows District Public Health regulations as to when a child may return to school after a communicable disease.

Students returning to school after being treated for head lice must be examined in the health room prior to returning to class. The child must be free of all lice and "nits" before being re-admitted to school.

All persons, including volunteers, who are in regular contact with the children shall be in good health and free from communicable disease. They shall have an intradermal tuberculin skin test (TB test) or a chest x-ray. Proof of a negative result shall be on file in the school office.

Administration of Medication Policy

No student shall be given over-the-counter medication during school hours except with written request from the parent/guardian. Written permission is given on the student's emergency form.

No student shall be given prescription medication during school hours except with written request from a licensed physician/healthcare provider who has the responsibility for the medical management of the student. All such requests must be signed by the parent/guardian. These authorizations must be renewed whenever the prescription changes and at the beginning of each new school year.

All medication (prescription and over-the-counter) including aspirin, cough drops, etc., must be stored and dispensed in the health office. All medication must be provided in the container in which it was purchased. If it is a prescribed medication, it must be in the original container with the prescription label attached, and must be prescribed to the student to whom it will be administered. School personnel cannot give medication brought to school in a plastic bag, plastic ware, or any other repackaging. Out-of-date medication will not be given. An adult must bring the medication to the school along with the completed authorization form. **Students are not allowed to have medication in their possession at school.** This practice provides for the safety of all students on campus. The only exception to this policy is if the student's well-being is in jeopardy and the medication, such as an inhaler for asthma, is carried on his/her person. The appropriate release forms can be obtained from the school office and must include a statement from the physician that the student's well being is in jeopardy unless he/she carries the medication.

Responsibility of the Parent or Guardian

1. Parents/guardians shall be encouraged to cooperate with the physician to develop a schedule so the necessity for taking medication at school will be minimized or eliminated.
2. Parents or guardians will assume full responsibility for the supply and transportation of all medications to and from school.
3. For over-the-counter medication to be administered, parents or guardians must complete the medication section on the student emergency form, which gives written authorization for school personnel to administer over-the-counter medication such as Tylenol, Advil and Tums.
4. Parents or guardians may pick up unused medications from the school office during and at the close of the school year. Medication remaining after the last day of school will be discarded.

Responsibility of the Physician and Parent or Guardian

1. A request for administering prescribed medication must be completed by the parent or guardian and filed with the school office.
2. The container must be clearly labeled by the physician or pharmacy with the following information:
 - a. Student's name
 - b. Physician's name
 - c. Name of medication
 - d. Dosage, schedule and dose form
 - e. Date of expiration of medication
3. Each medication is to be in a separate pharmacy container prescribed for the student by a physician.

Responsibility of School Personnel

1. The school administrator will assume responsibility for placing medication in a locked cabinet.
2. Students will be assisted with taking medications according to the physician's instructions and the procedure observed by a school staff member.
3. Each administration of medication will be recorded on a medication log immediately following the time of its administration by the individual who gave the medication.
4. Each administration of over-the-counter medication will be recorded on a medication log and a notification form will be sent home with the student for the parent's information.

Immunizations

Children must have their immunizations up-to-date and on file in the school office. The only exceptions being that parents were otherwise advised by a physician, or parents object to immunizations based on personal beliefs. Written statements by the physician or parent must then be on file in the school office.

EMERGENCY HEALTH PROCEDURES

Although we do not have a certified nurse on staff, our staff has been certified in First Aid and CPR. When a child has been injured, we evaluate the situation on a case-

by-case basis. When appropriate, we apply ice packs to bumps, topical ointment and band-aids to cuts and scrapes, etc. If more serious, we will notify the parent and complete an Accident Report.

1. **If a student is injured on campus**, the student should report the injury to a teacher, administrator, or staff member.
2. **If a student becomes ill**, he/she should request a hall pass from his/her teacher or yard aide, and proceed directly to the health room.
3. **If a student is advised to leave campus**, the parent will be contacted. When the parent or other authorized adult comes to pick up the student, they will be asked to sign the student out in the office.

CLOSED CAMPUS POLICY

We are a **closed campus**. This means that no student is to leave the school grounds during the regular school day for any reason unless the following procedures are observed:

- All students will remain on campus during regular school hours. Students needing to leave school during the school day must check out through the office and have an authorized adult sign them out.
- **Dental/Doctor Appointments**: Please call the office the morning of an appointment so an “early release form” can be completed and given to the teacher notifying them that your child needs to leave early that day. Parents or guardians are required to come to the office and sign their child out when they need to pick up a student for an appointment during the school day.
- **Lunch**: Students must stay on campus during lunch periods unless their parent, guardian or authorized adult signs them out through the school office.
- Students may not remain on the school campus after 3:30 p.m. unless it is for a specific after school activity and the required permission form is on file with the supervising teacher. Any student remaining on campus after 3:30 p.m., not involved in an after school activity, will be checked into day care and you will be billed accordingly.

ON CAMPUS VISITORS

All visitors are required to check in with the school office upon entering the campus. Visitors are required to sign both in and out, and to wear a “visitor” or “name badge” during their entire visit. Identification may be requested of visitors. We follow these procedures as a precaution for our students, as we feel it is essential to identify all adults interacting with the students.

Parents are encouraged to visit the school. Those wishing to visit classrooms must have prior approval from the teacher and/or administrator. A 24-hour notice is required. Visitors may remain in the school, as long as they observe the school rules. Students from other schools may **not** visit during their vacation periods.

Parents wishing to visit their child during lunch breaks must notify the office staff. They must sign both in and out, wear a “lunch visitor” badge and their child must also wear a “lunch visitor” badge. When the lunch break is over, the parent must check out in the office and return the badges. If the parent would like to order a school lunch they should call the office by 9:00 a.m.

There will be no visitors during the first two weeks of school (the first month for Kindergarten) or the last week of school.

VOLUNTEERS

Calvary Murrieta Christian School has many opportunities for parents to volunteer. You can help out in the classroom, volunteer in the office, on the playground, or in the parking lot, and you can volunteer from home by grading papers, preparing crafts, and much, much more. If you want to volunteer at Calvary Murrieta Christian School we ask that you complete the following items and follow our Volunteer Policy:

1. Complete a Volunteer Application Form (annually)
2. Have a negative TB test on file in the office (good for 4 years or 2 years for Kitchen service)
3. Read and comply with our volunteer policy and dress code (see below)
4. Arrange a volunteer schedule with your child's teacher
5. Sign in at the office and get your name tag (must be worn at all times while on campus)
6. Sign out in the office when you are done volunteering

Volunteer Policy

All persons, including volunteers, who are in regular contact with the children shall be in good health and free from communicable disease. They shall have an intradermal tuberculin skin test (TB test) or a chest x-ray. Proof of a negative result shall be on file in the school office.

Dress Code

We ask that while on campus, field trips and school events that you follow the volunteer dress code.

- No tight fitting tops
- Halter, off-the-shoulder, strapless, and backless tops or dresses are not permitted.
- Short tops, which expose any part of the midriff skin, are not permitted. (This includes while reaching or bending over.)
- No part of the undergarments should be visible.
- Tops or dresses with shoulder straps less than 2 inches will need a shirt underneath or a jacket or sweater worn over it at all times.
- Sleeveless blouses and dresses may be worn only if the armholes are not so large as to show any portion of undergarments.
- The neckline of dresses, blouses, and tops must be modest. Cleavage cannot show when standing or bending over.
- Skirts, dresses, shorts and skorts should not be higher than 3 inches above the knee.
- No workout type clothing.
- Ankle length pants and jeans are acceptable.
- Sweat-type pants or skirts with writing across the "seat" are not allowed.
- Clothing that displays words with suggestive double-meanings are not allowed.

If you are out of dress code, the staff has been instructed to offer you an appropriate item to wear while on campus. Please help us avoid this uncomfortable situation by complying with the dress code.

Siblings

We ask that you not bring siblings with you when you volunteer or while chaperoning on field trips.

Volunteer Schedule

Once you have completed the volunteer requirements, you must arrange a schedule with your child's teacher. Please adhere to this schedule. Teachers count on you to be there on your scheduled day/time. If for some reason you are unable to make it on your scheduled day, please notify the teacher as soon as possible, or if you are able to, find a replacement to fill in for you. This is especially helpful for reading circles, homework packs and craft projects.

Confidentiality & Impartiality

It is important to remember that your capacity in the class is that of a volunteer. Please do not show favoritism for your child and please do not show any judgment against other student's behavior, attitude, etc.

Please do not speak to anyone but the teacher about what you observe in the classroom, student's grades or student behavior. Please be especially sensitive to this by not taking it home and discussing it with other family members. Your child could pick up on this and kids could get hurt.

Special Privileges

Being a parent volunteer does not avail you to any special privileges, except that of being able to volunteer in your child's classroom so we ask that you not pick your child up early when volunteering or drop in on other classes unexpectedly.

Facility Issues

We provide coffee, tea and hot chocolate in the staff kitchen, and ask that you use the cups and lids provided.

If you are helping with a class party, we ask that you keep the food and drinks at the lunch table area. If there happens to be a spill in the classroom, please notify the office immediately so we can get the correct chemicals applied quickly to avoid a permanent stain.

Office Machines

The office staff is happy to provide training on the different machines available to use in the workroom, such as the Copier, Riso, and Die Cuts. If you are unsure how to use the equipment, please ask any office person to help you. The laminator may only be used by the office staff.

PTF (Parent-Teacher Fellowship)

The CMCS teachers and staff encourage you to become a part of our Parent-Teacher Fellowship. It is a wonderful way to become a part of our school through such events as Fine Arts Day, Staff Appreciation, Christmas Store, Mother's & Father's Day Celebrations, Spirit Days, Family Nights, and Mission Outreaches, to name a few. These are just a few examples of past events that PTF has blessed our school with, and your help will ensure that these, and many others, will continue.

PTF Mission Statement

The purpose of this organization shall be, in prayerful dependence upon God:

1. To establish a fellowship between home and school.
2. To work together as parents and staff to coordinate school events and activities.
3. To encourage and strengthen the parents in fulfilling their God-given responsibility in the training of their children in the Lord.
4. To bring families and staff into a closer relationship where they may cooperate intelligently in the activities and education of the students.
5. To provide a channel through which the physical and financial needs of the school can be made known and through which the members and friends can help in supplying these needs.

SCHOOL RULES

The following school rules have been established to maintain and promote the safest and most effective environment for learning. These school rules will be enforced at all times and are in addition to individual classroom rules, which may vary. It is the student's responsibility to follow the rules of the school, treat others as they would want to be treated, and do nothing to interfere with the learning, safety, and well-being of other individuals.

1. All students are to be respectful and obedient to staff members and faculty at all times.
2. All classroom and homework assignments are to be completed and turned in as assigned.
3. Students are to be good examples of Christian young people both on and off campus. Students are to show respect for the rights and feelings of others. Fighting, cheating, using bad language, etc., are not examples of Christian conduct.
4. Students are to be courteous and respectful to others and to personal and school property.
5. Playground rules must be obeyed at all times.
6. Electronic devices and/or toys of any kind are not allowed on campus. Electronic devices include, but are not limited to radios, iPods, CD players, headsets, electronic games, lasers, or equipment. Students found with these items will have them confiscated and they will only be returned to the parent/guardian. Objects necessary for a class activity must be accompanied by a written note from the appropriate teacher.
7. Cell phones, picture phones, and pagers may be carried but must be turned off and must be kept in the student's backpack. Any cell phone that is used during school hours will be confiscated. Cell phones may only be used outside campus before and after school. Cell phones may not be used during breaks or lunch. Cell phones may only be used during school hours with prior permission from the administration.
8. Gum is not allowed at school at any time.
9. Students are not allowed to leave campus during the school day except with parent permission and office approval.
10. No inappropriate roughhousing or touching in a way that offends. No improper boy-girl touching.
11. **Bullying** is taken very seriously at CMCS and will not be tolerated. A student who is bullying another student and refuses to stop may be asked to leave the school.

ANIMALS ON CAMPUS

Dogs are not allowed on campus at any time. A child wanting to share a pet other than a dog must have prior consent from the teacher and administration. If permission is given, the animal must be caged or on a leash and supervised at all times. Animals within the classroom environment and under teacher supervision are to be respected by all.

PLAYGROUND RULES

Playground rules must be obeyed at all times. Students and parents should be familiar with these rules, so that if a violation of a playground rule occurs, you fully understand the infraction and the consequence.

1. Share
2. No jumping from any playground equipment.
3. One person per swing or slide.
4. Half court basketball only.
5. No fighting, dirt throwing, or climbing on fences.
6. Stand clear of swing area.
7. Be kind to one another.
8. Remember the “no touch” rule.
9. No running on concrete.
10. No toys, electronic games or equipment brought from home.
11. Students may only go to the office with adult permission.
12. Students are not allowed in classroom areas during recess.

FIELD TRIPS

Field trips of an educational nature are vital to the curriculum enrichment emphasis at CMCS. The teaching staff will make every effort to supplement their teaching curriculum with meaningful field trips.

School-sponsored field trips are established for the specific grade and class levels. Therefore, it is the policy of CMCS to limit field trip participation only to the students of the class. Please be advised that ***siblings are not allowed to attend school-sponsored field trips.*** School-sponsored educational field trips are not organized to facilitate a “family day out,” but to enrich the student’s understanding of a specific subject of study.

If a parent or guardian wishes to serve as a driver, the following items must be completed and approved through the school office:

- Submit a completed driver application form (annually)
- View Precious Cargo Video. (One time only)
- Submit a copy of your valid California Driver’s License.
- Submit a copy of your current proof of insurance.

Parents serving as drivers will be assigned several children to their vehicle, and at times another adult passenger. The driver and adult passenger will serve as chaperones for the children in their vehicle and will be responsible for their care during the entire field trip/activity. For this reason, you will not be permitted to solely drive your own child. The purpose is to serve as a chaperone and assist the teacher in the supervision, care, and transportation of the students.

Please remember that both students and parents need to abide by the dress code while on field trips and school activities.

Students will not be permitted to attend a field trip or school-sponsored event

without a permission slip completely filled out and signed by the parents or guardians.

Parents serving as chaperones and/or drivers should check in at the school office and arrive in their child's classroom 15 minutes prior to departure time. If you will be delayed or have any change of plans, please call the school office immediately.

4th Grade Sacramento Trip (California History)

All 4th grade students are required to attend this three-day educational field trip. Additional information regarding the trip will be made available to each parent once the school year begins.

5th Grade Catalina Trip (Oceanography)

All 5th grade students are required to attend this two-day educational field trip. Additional information regarding the trip will be made available to each parent once the school year begins.

6th Grade Camp – Rawhide Ranch (Outdoor Education/Science)

All 6th grade students are required to participate in four days of outdoor education while at CMCS. Rawhide Ranch offers each student the opportunity to grow in their faith while learning horsemanship and experiencing outdoor living. Additional information regarding the trip will be made available to each parent once the school year begins.

Driver Policy

Calvary Chapel Murrieta and Calvary Murrieta Christian School require anyone driving students or children under the age of 18, to any Calvary Chapel function, whether in our Church/School vehicles or in their own personal vehicle, to be in compliance with these policies:

- The driver must be at least 25 years old, but not more than 70 years old to drive students or children of our Church or School, unless they are their own children or grandchildren.
- The driver must have and provide proof of a valid California Driver's License.
- The driver must have and provide proof of Liability Insurance on the vehicle to be driven.
- The driver must watch the "Precious Cargo" video (one time only).
- The driver must submit a completed Driver Application annually.
- The driver must adhere to designated driving speeds and DMV driving laws at all times.
- The driver must have a required seat belt for each passenger in the vehicle, and is responsible to be sure that each person wears his/her seatbelt properly.
- The driver must adhere to DMV car seat requirements when driving young children.
- The driver must submit a completed request form, if they are driving a Church/School vehicle, and be 25 years old, but not more than 70 years old.
- If the driver is driving a Church/School vehicle, they must check keys out with the Facilities Coordinator or Director on the day of the event. If the event is on a non-business day, the driver will need to check keys out no later than 4:30 p.m. on the business day prior.
- The driver of a Church/School vehicle must return the vehicle after the event with a full tank of gas; all personal items removed and clean inside.

- The Ministry Overseer will instruct the driver on reimbursement of funds for gas or any other unforeseen out of personal pocket expense regarding a Church/School vehicle.
- When the driver is driving a Church/School vehicle, they must park the vehicle behind the gate at the west end of the facility. If it is during business hours, they must lock the vehicle and return the keys to the Facilities Coordinator or Director. If it is after business hours, they must put the keys in the glove box and lock the vehicle.
- We understand that damage sometimes occurs; therefore, the driver of a Church/School vehicle must report any damage or other incidences while vehicle is in their possession to the Facility Coordinator and to the Ministry Overseer immediately.
- The Ministry Overseer will instruct the event driver on proper conduct while driving students/children of Calvary Chapel Murrieta Church/School, whether in Calvary Chapel Church/School vehicles or personal vehicles.
- The driver of the vehicle must be the same person indicated on the request form. Switching drivers is strictly forbidden and may be cause to revoke driving privileges.
- Should an emergency necessitate a change in the driver of a vehicle, whether Church/School or personal vehicle, the driver must inform the Church/School Ministry of that change. If possible, the new driver must have current required paperwork on file and be an approved driver. The Ministry Leader must then inform the Calendar Coordinator in the Church or School of the change.
- If there is a change in your insurance or driver's license status, you must notify the School Office immediately.

Driver and Chaperone Instructions

Our school greatly depends on the involvement of parents for transportation and chaperoning of field trips and other off-site events. We really appreciate you taking the time to support your child's school and its activities. The following are guidelines that we ask all drivers and chaperones to follow:

- If you own or have access to a cell phone, please bring it with you on the trip for safety reasons. In case of illness or an emergency, notify the school office immediately. Please do not use a cell phone while driving, unless an emergency arises.
- It is important for volunteers to realize that they are acting as Christian role models for our students. Please be an example by demonstrating maturity in actions, attitudes, and dress. A classroom teacher will be in charge of each field trip and will direct the chaperones as to what is expected of them.
- Only those parents who have signed up in advance as drivers or chaperones may attend. No last minute sign-ups.
- Only children enrolled in the class or activity may attend the event. Under no circumstances may guests or siblings attend a field trip or school event unless the trip is announced as a special family event and other siblings are specifically invited. Many of our field trip destination institutions, especially commercial businesses, will not allow smaller children to accompany the field trip. Please do not make arrangements for someone else to meet you at the field trip or event site with siblings. We believe that it is nearly impossible for a mother of a small child to give that child the proper attention while vigilantly supervising a group of field

trip students. The first responsibility of each volunteer is to the students being supervised. Thank you for understanding our priorities.

- Chaperones are responsible for the behavior of those students in their care. In private vehicles, the driver is responsible for children's behavior. In school-owned or rented vehicles, the teacher is responsible, with the help of volunteers. If you are experiencing difficulties, please report the problem immediately to the teacher or other supervising adult. Do not allow rowdiness, disrespect, inappropriate voices, etc. Do not allow dangerous or potentially dangerous behavior on the trip.
- Chaperones should make it a special point to remain with the students for whom they are responsible. **They should keep the student who rode with them close to them.** They should vigorously resist the temptation to group with other adults while allowing the students to "do their own thing."
- Enjoy the students! However, if you have a problem with any student, take him/her to the teacher or supervising adult.
- Know exactly how many students are in your group and count, count, count all day! Keep roll if necessary. Be sure that all are present before moving from one place to another (especially when heading home).
- Students are to return with the same person and vehicle that transported them for the event. Exceptions to this can be made only by an administrator or the teacher. Usually, exceptions are reserved for emergency situations only.
- Drivers and chaperones should refrain from purchasing special treats for the children they are supervising unless all the children in the class benefit equally.
- Please do not purchase food items for students unless first checking with the teacher or person in charge and checking emergency forms for food allergies.
- If you have questions about any aspect of the field trip, expectation of drivers or chaperones, or expectation of student behavior, please ask for assistance from the teacher or person in charge.

Additional Instructions for Driver Chaperones

- The teacher will make vehicle assignments for students. If you have a suggestion or preference please let the teacher know in advance so this can be taken into consideration. Teachers sometimes have special reasons that they may not be free to explain for assigning specific seating arrangements. You will be provided with a list of names of the children being transported in your vehicle.
- Please arrive at school 15 minutes prior to departure time.
- Copies of the permission slips and emergency forms for all students will be with the teacher.
- If you have a first aid kit, please bring it with you in your vehicle.
- Seatbelts must be worn at all times. It is for this reason that students may only be transported in the cabs of pickup or other types of trucks. Note that only one child is permitted per working seatbelt. It is the responsibility of the driver to be sure that each student wears his/her seatbelt properly.
- Please be sure you understand the route to be taken. A map and/or directions will be provided by the teacher. Please stick to the assigned route to and from the field trip. Do not take a "better" way or stop for snacks unless it is part of the teacher's plan.
- When traveling, cars will "caravan" together. At no time should cars pass the "lead car" or take "side trips" away from the caravan. Nor should you take

- chances to keep up with the caravan such as entering an intersection when the light is already yellow.
- Please call the school office right away if you experience car trouble or become lost. If someone has been hurt or is ill, and the teacher is not readily available, please call the school office for instruction.
 - Children must enter and exit vehicles from the curbside unless the vehicle is in a protected parking area or driveway.
 - Children must not be left unattended in a vehicle at any time.
 - Students should not eat or drink in your vehicle without your permission. They have been instructed to use quiet voices when talking and to keep their hands/feet to themselves. If any student does not cooperate, please inform the teacher.
 - You may only play rated “G” movies/DVD’s in your vehicle.
 - Please use discretion when choosing music to play in your vehicle when transporting students. We suggest that you play Christian, classical or instrumental music in order to be sensitive to all of the students.
 - When transporting young children, it is the driver’s responsibility to adhere to the DMV car seat requirement effective January 1, 2002, ***“Children under the age of 6 OR weighing less than 60 pounds must use a child safety seat, a booster seat, or other safety restraint system.”***

PARTIES

We invite our parents to participate in class parties without siblings. These parties are celebrations for the classroom child. Your cooperation in light of these policies is greatly appreciated.

Year-end class parties held outside of the classroom may include family members, if the teacher so determines.

PERSONAL PARTY INVITATIONS

Often times, parents wish to send home personal party invitations for their child through the classroom or hand them out on campus. Please be respectful of the following policy regarding personal party invitations:

Party invitations may be sent home through a student’s classroom or distributed on campus if ALL of the students in the classroom are invited to the party, or if the student is a boy, all of the boy students in the classroom are invited, and if the student is a girl, all of the girl students in the classroom are invited. We would like to spare any hurt feelings and appreciate your cooperation.

DISCIPLINE

STANDARDS OF CONDUCT

Spiritual Life and Conduct

One of the unique purposes of CMCS is to prepare Christian young people for effective service for Christ in whatever career they choose. Since effective Christian service can be performed only by those who are truly Christians, CMCS desires for each student a vital, personal relationship with God through faith in Jesus Christ, and asks all students to measure their lives by scriptural standards of conduct.

Each student should understand that attending CMCS is a privilege granted to

those who will demonstrate a spirit of harmony with the philosophy and goals of the school. By applying for admission to CMCS, a student indicates his/her desire to become a sincere, cooperative member of the student body.

Spiritual growth is never the result of superimposed rules, and therefore CMCS' standards of conduct are not designed merely to produce a pattern of outward conformity.

The school desires that students demonstrate, by their conduct, an inward acceptance of Christ and an attitude of submission to His Lordship. It is hoped that all students will be led by the Holy Spirit to live above the letter of the rules and standards. To produce an environment that will encourage these goals, CMCS expects every student to demonstrate, by attitude and behavior, a life committed to following Christ. ***“Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity.”*** (I Timothy 4:12)

While attending CMCS, all students are expected to follow the guidelines stated herein **365 days a year, on and off campus!**

Christian Lifestyle

Custodial parents and students are expected to live by a scriptural standard of behavior, which is consistent with the principles of conduct encouraged by the Christian community. Students must at all times (365 days a year, on and off campus), while enrolled at CMCS, refrain from:

1. The use of illegal drugs, alcoholic beverages, or any form of tobacco.
2. Involvement in immoral activities.
3. Swearing, telling dirty stories, or using language unbecoming to a Christian.
4. Acts of dishonesty, such as cheating*, lying or stealing.

***Cheating may consist of:**

- Copying someone's work to submit as one's own (including class work, homework or other assignments).
- Giving or receiving answers or stealing tests.
- Plagiarizing (i.e. copying other people's material and not attributing it to them.)

Students who violate these standards may be dismissed from CMCS. Students should also make every effort to avoid compromising situations, which might give the appearance of being involved in the above activities.

General Standards

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

1. Displaying on one's clothing or personal property such items as pictures, emblems, or sayings which exalt groups or movements that are contrary to biblical standards.
2. Bringing or possessing fireworks, firecrackers, matches or other flammable materials on campus.
3. Chewing gum or eating unshelled sunflower seeds on campus.
4. Bringing radios, tape recorders, CD players, headsets, electronic games or magazines except by special permission.
5. Tampering with, or taking items from another student.
6. Possessing, selling or otherwise furnishing any firearm, knife, explosive or other dangerous object, including pepper spray.
7. Using, possessing, selling, furnishing or being under the influence of any controlled substance (illegal drugs or alcoholic beverage) or intoxicant of any

kind.

8. Sexual harassment of individuals, whether verbal, physical or environmental. **EXPULSION WILL BE RECOMMENDED UPON THE FIRST OFFENSE FOR VIOLATIONS INVOLVING DRUGS, WEAPONS, EXPLOSIVES, ALCOHOL, OR SEXUAL ASSAULT** (Education Code 48900 B, C, D, N and 48915 C).

These regulations apply to students in the following situations:

- ❖ On school grounds (this includes the parking lot as well as vehicles on school property).
- ❖ Going to, or coming from school.
- ❖ On lunch break, whether on or off campus.
- ❖ At, going to, or coming from school-sponsored activities.

Classroom Environment

In order to maintain a classroom environment which allows for maximum learning, teachers establish those standards they deem necessary. However, the following standards are for all classes:

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

How Misconduct is Handled

When a student's behavior or attitude is in conflict with the standards of the school, every effort will be made to encourage the student to demonstrate the change and improvement necessary to comply with these standards. As much as possible, misbehavior in the classroom will be handled by the teacher. Methods of maintaining student discipline at CMCS include the following:

1. The teacher and student will have a meeting regarding the misbehavior.
2. The teacher will make telephone contact with the parents.
3. The teacher may assign a consequence to the student.
4. The teacher may lower the citizenship grade.
5. The teacher may request a conference to include the parent, teacher, student, and administration.

If, after a reasonable amount of time, the teacher feels that there is a continuing problem in behavior or attitude, he or she will refer the student to the administration for further disciplinary action. For certain serious misbehavior incidents, such as disrespect to teachers, student fighting or violations of the Christian lifestyle standards, students will be referred immediately to the administration.

Detention, work assignments, probation or suspension may be used as part of the discipline procedure. Students may be expelled (withdrawn from enrollment at the school) for continued violations of school standards or if a single offense is particularly serious. Expulsion is handled by the School Board.

Probation for Misconduct

Webster's defines probation as "a testing of one's character." The probationary policy at CMCS is a conditional testing period assigned to a student who fails to meet the standards of the school in his or her attitudes or behavior. A student who is placed on probation will have a designated period of time to demonstrate the ability to perform satisfactorily at CMCS. During the period of probation, a student is expected to improve their conduct to the extent necessary to satisfy the faculty and administration that he/she will benefit from continued enrollment at CMCS.

During probation, the student will meet with the administration on a regular basis to discuss progress. Definite, individualized goals will be established for each student in the following areas:

- Spiritual Growth
- Academic Progress
- Attitude
- Citizenship

Probation should be viewed as a time when the school and the family can work closely together to encourage growth and improvement in the life of the student. It should be a positive experience for everyone involved. However, if the student fails to respond positively to these efforts, and adequate progress is not shown, the student may be asked to withdraw from the school.

Discipline Categories And Consequences

Misconduct has been classified and divided into three categories, depending on the severity of the violation.

CATEGORY III: Violation of U.S., state, or city laws. Activities that seriously threaten the safety of the student or classmates. Activities that show gross lack of respect for authority or property. Activities that violate biblical moral codes or conduct. Frequent and repeated violation of Category II rules.

Offenses: Cheating, stealing, lying, acts of vulgarity, possession of weapons or dangerous objects, sexual harassment, possessing or being under the influence of any controlled substance or intoxicant.

Consequences: Offenses will result in suspension or expulsion/withdrawal. Expulsion will be recommended upon the first offense of violations involving drugs, weapons, explosives, alcohol, or sexual assault. (Education Code 48900 B, C, D, N, and 48915 C).

CATEGORY II: Activities and attitudes that show a lack of respect for authority. Violations of specific Category II rules. Frequent and repeated violations of Category I rules.

Offenses: Reaching a red card status in class (K4-4th grades), third warning for disruption in the classroom (5th & 6th grades), blatant disrespect for authority figure, malicious fighting, purposeful destruction of school property, purposeful destruction of a second party's property, foul language, and cursing.

Consequences: Offenses will result in one or more of the following: Student-Administrator conference, Parent-Administrator conference, suspension, or Category III consequences for recurrent offenses.

CATEGORY I: Activities that violate Category I rules. Any other minor disturbances that prevent classroom order and instruction.

Offenses: In-class offenses (i.e. excessive talking, getting out of seat, etc.), and necessary playground discipline.

Consequences: (K4-4th grades) Offenses will result in one or more of the following: community service, loss of play time, loss of class privileges, note home, Parent-Teacher disciplinary conference, Student-Administrator conference, or Category II consequences for recurrent offenses. (5th & 6th grades): Offenses will result in one or more of the following: Additional work, community service, loss of break time, detention, academic loss of grade points, note home, Student-Administrator conference, or Category II consequences for recurrent offenses.

Explanation of Consequences

Additional Work: Work assignments will be done during play time, before or after school.

Loss of Playtime: 5 to 10 minutes spent sitting quietly during recess.

Community Service: Student will pick up trash from the school grounds.

Loss of Privileges: Not able to serve as line leader, door monitor, teacher's helper, etc.

Note Home: A report of misconduct to be signed by a parent and returned the following day.

In-School Suspension: Removal of a student from the classroom. Student will be assigned a half day of physical labor. The remainder of the day will be spent doing classroom assignments. Work assignments are due and are completed by the student, but a grade not higher than 65 will be given.

Suspension: A student may be suspended from school, only after a Parent-Administrator disciplinary conference. Very specific changes in attitudes and actions will be expected prior to re-admission. Work missed during any suspension will be treated as an unexcused absence, and a grade not higher than 65 may be received. Disciplinary probation is invoked when a student is suspended from school.

The Administrator has the authority to suspend a student at all times. The length of suspension will be 1 to 5 days, as determined by the Administrator.

The reasons that would give cause for suspension are:

1. Continued deliberate disobedience or disrespect displayed.
2. A rebellious spirit which is unchanged after much effort by the school staff.
3. A continued negative attitude and bad influence upon other students.
4. A serious breach of conduct in the classroom or on school grounds which has an adverse effect upon the image of the school.
5. Failure of the student to comply with the disciplinary actions of the school.
6. Failure of the parents to get recommended counseling.

Expulsion: Expulsion will be recommended if it becomes apparent that the student will not be able to meet the requirements of the school, or that the student's behavior is preventing classroom instruction. Expulsion may also be recommended for violation of Category III rules, unresolved academic or disciplinary probation, or failure to correct the deficiencies specified in probationary admissions. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed. The expulsion date may be immediate. Recommendations for expulsion will require the approval of the School Board. A student may be expelled from school for a serious breach of conduct, and/or repeated problems with behavior or academic performance.

Procedure:

1. In the case of such an offense, the matter will be referred to the Superintendent.

2. The Superintendent will review the matter and advise the administration concerning expulsion.
3. The Superintendent has the authority to expel any student for non-compliance with the rules and regulations of the school with the School Board's approval.

Probation: Probation is invoked when a student has a serious problem, and it gives the student an opportunity to correct his/her problem. If the student does not improve to a satisfactory level, he/she will be dismissed and asked to withdraw from the school.

Reasons for Probation

Academic:

1. Insufficient academic progress
2. Failure of the parents to get recommended professional help for exceptional children.

Attitude:

1. A rebellious spirit which is unchanged after much effort by the teachers and staff.
2. A continued negative attitude and bad influence upon the other students.

Disciplinary:

1. Continued deliberate disobedience.
2. Committing a serious breach of conduct in school or outside of school that has an adverse effect upon the school's testimony.
3. Failure of the parents to comply with the disciplinary procedures of the school.

Invoking Probation:

The probation will take place after the staff has reviewed the student's behavior, attitude and/or academic performance.

A conference is held with the parents, the student and the administrator to give notification and explanation of the probation.

A written letter explaining probation, making suggestions for parental action, and requesting the parents to apply disciplinary measures during the probation in cooperation with the action of the school, will be sent to the parents with a copy sent to the Superintendent.

The Probation Period:

Probation will last for 6 to 9 weeks following the administrator's conference with the parents and student. Student activities will be limited, and all positions of trust and responsibility must be relinquished during this time.

Each week the parent(s) will receive an updated report as to the progress being achieved by the student.

DRESS CODE

Purpose and General Guidelines

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

wearer . . ." and is therefore, unacceptable.

Calvary Murrieta Christian School does not agree with the standards set by clothing companies such as *Abercrombie & Fitch*, *Skin*, etc., and, therefore, do not permit our students to wear clothing advertising these companies.

All Students

Picture or slogan shirts, blouses, etc., which show or speak of activities not in line with Christian principles are not permitted. **The dress code applies to all student activities** (i.e. field trips, class parties, sporting events, school plays, graduation, banquets, etc.) **on and off campus.**

No articles of clothing, jewelry, or accessories related to a secular group or gang will be permitted on campus or at any school activity.

All clothing must fit properly. They should not be too tight or too baggy.

Special Note to Parents - Please read the dress code carefully; encouraging and guiding your child to wear acceptable dress at school. We appreciate your cooperation in this area. **Parents of students in violation of the code will be notified and requested to bring appropriate attire on the day of the violation if there is not some other acceptable clothing to be worn.**

Girls

- 1) Girls should be neatly dressed at school.
- 2) Tight-fitting clothing is not acceptable.
- 3) Short tops, which expose any part of the midriff skin, are not permitted. This includes when arms are lifted straight out, to shoulder height (a "T" formation).
- 4) No undergarments are permitted to show through the outerwear
- 5) Halter, off-the-shoulder, strapless, spaghetti straps and backless tops or dresses are not permitted.
- 6) Tops or dresses with straps less than two inches wide will need a shirt underneath or jacket or sweater (not sheer) worn at all times over them as part of the outfit.
- 7) The bodices of dresses, blouses and tops must be worn in a modest fashion. Cleavage cannot show when sitting down or bending over. Administration reserves the right to determine if the bodices of dresses, blouses and tops are modest.
- 8) Plain white T-shirts (undershirts) must be considered "underwear" and should be worn as undergarments only. They are not acceptable for outer garment wear. T-shirts intended for outer garment wear should either have a pocket, or a picture slogan, and the picture or slogan must not show or speak of activities that are not in line with Christian principles.
- 9) Clothing that displays words with suggestive double-meanings are not allowed.
- 10) Jeans that are bought faded are acceptable.
- 11) **Jeans and pants with holes are NOT allowed.**
- 12) All pants must be worn at the waist. Blouses and tops must overlap the waistband of pants and skirts enough to allow for no midriff to show.
- 13) Pants, skirts, or shorts with writing across the back pockets or "seat" are not allowed.
- 14) Shorts, skirts, dresses, and hemlines with slits may not be shorter than 5" from the top of the knee.
- 15) Leggings are acceptable only when the top that is worn meets the 5" rule or a skirt (not sheer) is worn over the leggings that meets the 5" rule.
- 16) Tight-fitting shorts are not acceptable.

- 17) Shoes or sandals with heel straps must be worn at all times. Students may wear open-toe sandals, but will not be allowed to play in certain areas of the playground (such as the wood-chip area) for safety reasons.
- 18) Flip-flop sandals, slippers, and spike heels are not permitted.
- 19) Wheelie shoes must have the wheels removed while on school grounds.
- 20) Girls should wear their hairstyle in a clean, neat and attractive manner. Avoid extreme or questionable hairstyles. Hair should be a natural color.
- 21) Make-up is not allowed.
- 22) Body piercing is only allowed on the ears.
- 23) Jewelry can be worn in moderation, but earrings may not dangle ½ inch below the ear. Stud type earrings are preferred for safety reasons. Safety pins in the ears are not acceptable.
- 24) Safety pins should not be used as decorations or used in excess on clothing.
- 25) No choke chains, wallet chains, dog collars. No stud or spikes may be worn on belts or accessories.
- 26) Hats are permitted, but may not be worn backwards or sideways. Girls can wear their hat indoors if it is part their outfit.
- 27) No gothic or grunge clothing.
- 28) Girls may only wear one-piece bathing suits at events/activities that require “beach wear.”

Boys

- 1) Boys should be neatly dressed at school.
- 2) Boys must wear jeans, pants, or shorts of appropriate size, not too baggy or too tight. Faded, frayed, excessively worn, and/or dirty clothing is not acceptable. Jeans that are bought faded are acceptable.
- 3) **Jeans and pants with holes are NOT allowed.**
- 4) All pants must be worn at the waistline. No part of the undergarment should be visible – “no sagging.”
- 5) Plain white T-shirts (undershirts) must be considered “underwear” and should be worn as undergarments only. They are not acceptable for outer garment wear. T-shirts intended for outer garment wear should either have a pocket, or a picture slogan, and the picture or slogan must not show or speak of activities that are not in line with Christian principles. Clothing that displays words with suggestive double-meanings are not allowed.
- 6) Boys’ undershirts should be tucked in.
- 7) Tank tops and sleeveless shirts are not permitted.
- 8) Shoes or sandals with heel straps must be worn at all times. Students may wear open-toe sandals, but will not be allowed to play in certain areas of the playground (such as the wood-chip area) for safety reasons.
- 9) Flip-flop sandals and slippers are not permitted.
- 10) Wheelie shoes must have the wheels removed while on school grounds.
- 11) Any type of body piercing is not permitted.
- 12) No choke chains, wallet chains, dog collars. No studs or spikes may be worn on belts or accessories.
- 13) Hair should be a natural color, clean and neatly combed (not in the eyes, etc.) Avoid extreme or questionable hairstyles.
- 14) Hats are permitted, but may not be worn backwards, sideways, or indoors. Bandanas are not allowed.
- 15) Safety pins should not be used as decorations or used in excess on clothing.
- 16) Boys may not wear nail polish.
- 17) No gothic or grunge clothing.

This dress code is not all-inclusive. Any situation not specifically covered herein will be resolved by the administration in accordance with the general intent and purpose of the code. With changing styles, the administration reserves the right to add inappropriate clothing to this list at anytime.