



Parent-Student
Handbook 2018-19

Welcome and Expectations	2
Introduction	3
Extra-Curricular Activities	4
History	4
Vision Statement	5
Mission Statement:	5
Statement of Purpose	5
School Colors, Mascot and Verse:	5
Philosophy Statement	5
School-wide Learning Goals	6
Statement of Faith	7
Attendance Policies and Procedures	8
Closed Campus Policy	9
Parking Lot Passes	9
Sign-In/Sign-Out	9
Tardiness	10
Dress Code Introduction	10
Spirit Wear and Athletics	11
Dress Code Violation Disciplinary Actions	12
Discipline Policies and Procedures	12
Cellular Phones or Musical Devices	13
Cheating/Plagiarism	13
Classroom Infractions	14
Social Conduct Parameters	15
Office Referral and Major Steps of Discipline	15
Student to Student Conduct	16
Academic Policies and Procedures	17
Community Service Program	18

Cumulative Records	19
Drop Procedures	19
Grading Policies	20
Homework Policy	21
ParentsWeb	22
Athletic Policies and Procedures	24
CCHS Athletic Programs	26
Fees/ athletic and spirit packs	27
General Information	31
On-Campus Visitors - Shadowing	35
Student ID/ASB Cards	36
Textbooks and Supplies	37

Welcome and Expectations

At Calvary Chapel High School, we believe that obedience, respect, and responsibility are key virtues that students must develop. Obedience to rules and guidelines is essential to the development of maturity (Luke 2:51, Hebrews 5:8). It results in genuine freedom in life (John 8:32). Respect is necessary for all successful and meaningful relationships (Luke 10:36-37, Romans 12:18). In addition, the building of personal responsibility fosters growth. Both responsibility and growth are necessary ingredients to the development of self-worth (1 Corinthians 10:31, Ecclesiastes 9:10, Romans 14:12).

As we seek to provide a balanced and disciplined learning environment for the students of Calvary Chapel High School, we realize that human wisdom falls short of God's standards. We do not claim to be perfect in all our decisions, but we try our best to discipline in a way that is Biblical and pleasing to God. As partners in the discipline process, it is important that the school and the family work cooperatively together. Since we teach the students to obey and submit to their parents, it is imperative that parents maintain that continuity by upholding and teaching the principles taught at school. We desire to work together for the best interest of all stakeholders.

Our goal should always be to obey Colossians 3:17, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him". In the best interest of the entire school community, certain guidelines of conduct must be maintained by all students of Calvary Chapel High School, whether on or off campus, so that we might live and work well together. We do not expect all our students or families to be Christians, but we do expect that all students and families respect that we as a school are a Christian school and structure ourselves around the literal interpretation of the unchanging Word of God.

1. Students should practice courtesy and consideration in their association with teachers, school employees, fellow students and visitors as well as respect their person and property. (See Ephesians 4:28-32)
2. Students should respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully and obediently as unto the Lord. (See Hebrews 13:17 and I Thess. 5:12-13)
3. Students should abstain both on and off campus from the use or possession of alcoholic beverages, tobacco, vapes, drugs and pornography as well as other practices that are outside of our Christian worldview such as homosexuality, lesbianism, and transgender choices. (See 1 Corinthians 6:19-20)
4. Students should abstain from profanity and vulgar or abusive speech and actions. Such speech and action are harmful to others and is not appropriate or conducive to their moral and spiritual development. (See Ephesians 4:29)
5. Students should refrain from a public display of affection on campus or school events other than simple hand holding. As students, they are expected to conduct themselves in an appropriate and God honoring manner.
6. Students should leave all annoying or dangerous items such as weapons, knives, water pistols, lighters and matches at home. Radios, CD players, MP3 players, video recorders, and tape recorders are not allowed at school without school approval. Cell phones are not to be seen or heard during class time unless the teacher has specifically approved them.
7. Students should do their own work. They should not give or receive help on tests or homework unless the teacher has granted this privilege on a particular project. Their record should reflect their individual effort. Honesty is a Christian virtue that should be displayed by all students. Cheating is a serious offense. During a test, a quiz, or an exam, it is their responsibility to avoid every appearance of cheating. All books and papers must be out of sight. No talking is allowed. Talking during a quiz or a test may be dealt with in the same manner as cheating.
8. Plagiarism is a serious offense. The definition of plagiarism is "the use of another writer's ideas or words without giving the writer credit for them." Plagiarism is cheating.
9. All school rules apply on all field trips and at all school-sponsored events both on and off campus.

Introduction

This student handbook is designed to familiarize you with the many facets of student life at Calvary Chapel High School. You are urged to read it carefully, and use it wisely. Students and parents must complete and return the Handbook Agreement Form indicating that they have read, are in agreement with, and are willing to abide by the standards and provisions contained within this booklet. The parents/guardians and students accept the contents of the Student Handbook as essential parts of the contract between them and Calvary Chapel High School in both letter and spirit. The handbook is subject to change without notice.

Accreditation

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

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

Calvary Chapel Schools seeks young men and women who will benefit from a college preparatory, liberal arts education taught by teachers who are knowledgeable and passionate about their field of study, compassionate and excited about the students they teach and substantial in their openness to the faith, thought and character.

Candidates for admission are considered on their academic record, discipline records, standardized test scores, evident enthusiasm for learning and a personal interview that evaluates the student's and parental support of the vision and mission of Calvary Chapel Schools. All students must have a desire to attend Calvary Chapel Schools and agree to honestly and wholeheartedly apply themselves to the study of God's Word. They also agree to be courteous and respectful to their peers, staff, faculty and others. Calvary Chapel Schools reserves the right to select students and families based on their worldview, lifestyle choices, academic performance and personal qualifications including the willingness to cooperate with the Administration and abide by biblical and school policies.

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

Athletics

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

Changes in Policy

The school rules, regulations, and policies listed in this document may be added to or amended by the administration of Calvary Chapel High School at any time through an oral or written notice to students and/or parents. Additionally, no handbook can address every situation. This representation of school guidelines is not meant to be exhaustive. The school is the final arbiter in any decision.

Extra-Curricular Activities

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

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

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

Health and Safety

Calvary Chapel Schools has a Health Office on campus where a full-time registered nurse (RN) treats all non-emergency cases. Our campus has defibrillators strategically placed for easy access and the staff is trained in their use. The administration conducts regular fire, earthquake and lockdown drills to ensure that our students and staff are prepared in case of an emergency. Our armed security guards monitor the campus throughout the day to ensure student safety.

History

Calvary Chapel Schools (CCS) was founded by Calvary Chapel of Costa Mesa (CCCM). CCCM opened its doors in 1970 under the leadership of Pastor Chuck Smith. In 1973, Maranatha Christian Academy (MCA) was started in response to the need from the church families who wanted their children to receive a Christian education. CCHS was added in 1988 to further meet the educational, social and spiritual needs of the children from the CCCM church body. The high school was designed to provide students with a challenging and comprehensive college preparatory program developing competence in Bible, English, Mathematics, Science, Fine Arts, Language other than English, History and Physical Education. Since its humble beginnings in 1973, CCS has continued to grow, by God's grace, and impact our community in a variety of wonderful ways.

Vision Statement

Building tomorrow's Christian leaders today.

Mission Statement:

Our mission is to lovingly engage, educationally equip and personally empower students to lead and serve in Christ and the world.

Students will acquire wisdom, knowledge, and a Biblical worldview to be servant leaders in the 21st century as evidenced by both their understanding and application of the truth and skills they have learned.

Statement of Purpose

The Calvary Chapel High School staff members seek to build tomorrow's Christian leaders today while valuing the ideals of people, growth, leadership, collaboration, and the glory of God. Daily instruction of students is a privilege and part of our ministry.

School Colors, Mascot and Verse:

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

Alma Mater

Stand all together

Friends evermore

Bound by the love that comes

From Jesus Christ our Lord.

Voices in song

Are raised to the sky,

Never will we forget...CALVARY CHAPEL HIGH!

Philosophy Statement

The philosophy of Calvary Chapel Schools is intrinsically aligned to that of Calvary Chapel Costa Mesa where the supreme desire is to know Christ and to be conformed to His image by the power of the Holy Spirit. We believe that bringing up a child in the likeness of Christ is primarily the responsibility and Biblical duty of the parent(s). Therefore, our school exists to assist in that education. We strive to build tomorrow's Christian leaders today. We give students the skills to be productive citizens, and to nurture a relationship with Jesus Christ. With this in mind, CCS seeks to develop students who are honest and truthful with one another, knowing that as we interact with truth that the opportunity for growth is bolstered and the community is strengthened. According to the Gospel of John, the integration of grace and truth is a gift from the Father which is modeled by Christ. It is through Communication, Comprehension, Cooperation, Critical Thinking, Creativity that we seek to grow, follow God, and shape our school culture.

Pledge of Allegiance

Calvary Chapel Schools requires students to stand and participate in the Pledge of Allegiance each morning.

Special Education Services

Calvary Chapel Schools employs a resource teacher who works with students and teachers to prepare modest accommodations for students with learning differences.

School-wide Learning Goals

Communication

Demonstrate effective written and verbal communication

“From a wise mind comes wise speech; the words of the wise are persuasive.” Prov. 16:23

Comprehension

Demonstrate the ability to know and comprehend course materials

“Behold, my eye has seen all this, my ear has heard and understood it.” Job 13:1

Cooperation

Demonstrate cooperation by working together to accomplish shared goals

“For as we have many members in one body, but all members do not have the same function, so we, being many, are one body in Christ, and individually members of one another. Having then gifts differing according to the grace that is given to us, let us use them...” Romans 12:4-6a

Creativity

Demonstrate creative initiative through the constructive use of resources

“So he who had received five talents came and brought five other talents, saying, ‘Lord, you delivered to me five talents; look I have gained five more besides them.’ His lord said to him, ‘Well done, good and faithful servant; you were faithful over a few things, I will make you ruler over many things. Enter into the joy of the lord.’” Matthew 25:20-21

Critical Thinking

Demonstrate the ability to collect, analyze and apply information using critical thinking skills

“So that you incline your ear to wisdom, and apply your heart to understanding.” Proverbs 2:2

Statement of Faith

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

God.

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

2 Corinthians 13:14, The grace of the Lord Jesus Christ, and the love of God, and the communion of the Holy Spirit be with you all. Amen.

Bible.

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

2 Timothy 3:16-17, 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.

Creation.

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

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

Colossians 1:16, For by Him all things were created that are in heaven and that are on earth, visible and invisible, whether thrones or dominions or principalities or powers. All things were created through Him and for Him.

Jesus.

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

Isaiah 9:6, For unto us a Child is born, unto us a Son is given; and the government will be upon His shoulder. And His name will be called Wonderful, Counselor, Mighty God, Everlasting Father, Prince of Peace.

Salvation.

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

John 1:12-13, But as many as received Him, to them He gave the right to become children of God, to those who believe in His name: who were born, not of blood, nor of the will of the flesh, nor of the will of man, but of God.

Church.

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

Ephesians 2:19-22, Now, therefore, you are no longer strangers and foreigners, but fellow citizens with the saints and members of the household of God, having been built on the foundation of the apostles and prophets, Jesus Christ Himself being the chief cornerstone, in whom the whole building, being fitted together, grows into a holy temple in the Lord, in whom you also are being built together for a dwelling place of God in the Spirit.

Life.

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

John 14:12-13, "Most assuredly, I say to you, he who believes in Me, the works that I do he will do also; and greater works than these he will do, because I go to My Father. And whatever you ask in My name, that I will do, that the Father may be glorified in the Son."

We believe that any form of sexual immorality (including fornication, sexting, homosexual behavior, bisexual conduct, incest, and use of pornography) is sinful and offensive to God.

I Cor. 6:9-10, "Or do you not know that the unrighteous will not inherit the kingdom of God? Do not be deceived: neither the sexually immoral, nor idolaters, nor adulterers, nor men who practice homosexuality, nor thieves, nor the greedy, nor drunkards, nor revilers, nor swindlers will inherit the kingdom of God."

Attendance Policies and Procedures

Introduction

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

Absences

A student who is absent for any reason is required to make up their missing work. Students normally have a day for a day of absence. Inform the school if a student will be out of school for a planned absence for a period of five days or more.

After an absence, the student has three days to clear the absence with a note from a parent or guardian delivered to the office. Include the student's name, grade level, date and the reason for the absence. After three days, the absence will be considered uncleared, and the student will receive the discipline outlined below:

1st Uncleared Absence: Parent Contact

2nd Uncleared Absence: 8th Period Detention

3rd Uncleared Absence: Saturday School

Excessive Absence Policy

Regular attendance at school is crucial for a student's progress and education. Excessive absences are detrimental to student growth. Excessive absences affect a student's grade and could be considered grounds for dismissal. Students who are absent five or more consecutive days may require a note from their physician for re-admittance.

Attendance in class is a necessary part of the learning and collaborative process. Students with more than ten (10) absences in any course or period per semester will be evaluated by the Administration and may not be able to receive credit for that course. The course will need to be repeated to receive credit. Absences due to school functions or school mission trips will not be counted towards the ten (10) absences.

Falsified documents:

The school's ability to provide for the needs of each student depends upon the authenticity and reliability of the information available. Any effort to submit falsified documents, to alter documents or to sign under false pretenses will result in disciplinary action.

Student athletes:

A student may not participate in any athletic event including practice or games, if they were not in attendance that day for at least 3 periods. Any exceptions to the above rule must be approved by the Athletic Director or Principal.

Closed Campus Policy

CCHS is a closed campus. All students are required to remain on campus until the end of their school day including breaks, passing periods and lunch. Only Seniors are permitted to leave campus for lunch. Any student leaving campus for any reason must have permission by a parent/guardian through the Attendance Office.

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

Off Campus Lunch Policy

Off-campus lunch arrangements should be kept to a minimum. Any student leaving campus for lunch must return to class at the appropriate time listed on the day's bell schedule, or he/she will be considered tardy.

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

Parking Lot Passes

No one is allowed to go to the parking lot between classes, break or lunch without obtaining a parking lot pass from Attendance. Any student found in the parking lot without a parking lot pass will receive an office referral. Students found driving to and from class or the Charis building will receive an office referral, and their parking lot privileges may be revoked. Students are not to eat lunch or loiter in their cars or parking lot before, during or after school.

Parking and Driving on Campus

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

Sign-In/Sign-Out

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

When both parent/guardians are out of town during the school week, it is imperative that the CCHS Office is notified in advance and proper authorization is given for release to any other adult. The Administration reserves the right to refuse to permit a student to leave campus if the conditions outlined above have not been met. Students must bring a

note to the office before school the next day when any part of a school day has been missed, unless the student was signed out originally from the office.

Tardiness

The bell schedule allows for a five (5) minute passing period between classes. All students are expected to be in class and seated at the time the bell rings for the start of all classes according to the bell schedule. Students are considered tardy if they are not seated at the time the bell rings. Tardiness is cumulative each semester and will be tracked by the Attendance Office.

Students need to go directly to class. If a school staff member detains a student, they will be given a hall pass indicating the reason for detainment and the time that the staff member released the student to return to class. Once a student receives three (3) tardy notifications, from being signed out for lunch or leaving for lunch, privileges will be revoked.

Tardiness is tracked by Attendance and are cumulative each semester; they will reset each semester. Parents will be automatically notified through email when their student is tardy. Disciplinary action will be taken by the Administration in the following ways:

10 Tardies	Parent Notification by Email and 8th Period Detention
20 Tardies	Parent Notification by Email and 8th Period Detention
25 Tardies	Parent Notification by Email and Saturday School
30 Tardies	Parent Notification by Email, Suspension, Behavior Contract

Truancy

A student who is not in class or leaves campus during the day without signing out through the Attendance Office is considered "truant." Any schoolwork, assignments, and/or tests missed due to truancy (day or period) cannot be made up. Truancy will result in an office referral and/or suspension.

Dress Code Introduction

Representing Christ and the school in a positive manner is an expectation in all areas of student life, including modesty in dress and grooming. Handbook regulations concerning the dress code are applicable at all times, whether on or off campus. It is both the parents' and the school's responsibility to instill this mindset in the student body.

It is expected attire will be modest, neat, clean, and in satisfactory condition. In addition to handbook guidelines, any other attire or grooming patterns determined to cause distractions are not acceptable. **The administration is the final authority on interpretations of the dress code.**

Dress Code Guidelines

TOPS: All students must wear a two or three button-collared polo shirt with no logos or lettering larger than 2 square inches. Polos may be any color or brand. Patterns are allowed but images are prohibited. Tops may not be modified, cut, torn or altered.

BOTTOMS: Any color or brand. Athletic and lounge wear is prohibited. Any student may wear short pants that reach the knee. Typically, bottoms should have 3 pockets and zipper or button fly.

JACKETS or SWEATSHIRTS: All students may wear any brand or color outerwear with no logos or lettering larger than 2 square inches. The exception being Calvary Chapel jackets and/or sweatshirts made available through ASB or athletics.

FOOTWEAR: Footwear must be worn at all times. Flip flops are allowed. Slippers are prohibited.

Dress Code for Pep Rallies

- Wear the class shirt provided at your Schedule Day. Students may not wear shorts with their class shirt, unless they are the CCHS approved pants to the knee.
- Class shirts may not be written on, painted, cut or altered in any way.
- You must be in your class shirt to participate in pep rally activities.
- If you do not wear your class shirt, you must be in approved dress code.
- If you lose your class shirt, another shirt can be purchased at the office for \$10.

Spirit Wear and Athletics

CCHS Athletic or ASB spirit wear may be worn on special days at the authorization of school administrators. Such wear may not be modified, torn, cut or altered.

Athletes may wear an approved team uniform top to school on home game days.

Dress Code Parameters

When in attendance during the regular school day which begins "0" period 7:00 AM through 3:30 PM. During or after school hours, all students are expected to dress modestly while on campus or attending school functions. During school hours, students will abide by the following dress code:

- All pants must be to the knee with no holes or jeggings.
- No underwear visible on male or female students.
- No blankets will be allowed.
- Sunglasses may only be worn outside the classroom.
- Hats, beanies, bandanas or sweatshirt hoods may not be worn in the classroom or chapel at any time. All students must remove hats, beanies, bandanas and sweatshirt hoods when entering any room (including Chapel).
- No sweats, pajama bottoms or jogging warm-ups will be worn.
- All students must wear shoes or flip-flops. No bedroom slippers or bare feet.
- No visible body or nose piercings other than a small stud.
- No visible tattoos.
- All students will stay in uniform during any field trips.
- No painted or unnaturally colored hair.
- No skirts, skorts, jeggings or jumpers.
- No earrings/plugs/gauges on boys that extend the natural earlobe.
- No Mohawks, Mohawk ponytails and/or painted hair.
- No face paint, war paint or excessive makeup allowed during school hours.
- No t-shirts, jackets, etc., that advertise secular rock groups, alcohol, drugs, sex, hate or offensive material.
- No skin-tight or see through clothing, plunging necklines, low cut tops, bare midriffs, short shorts or short skirts.
- Dress code standards are enforced during all school-sponsored activities.

Dress Code Violation Disciplinary Actions

First Offense

The student will be warned and must fix the violation immediately. The parent will be notified by email, student will be given a Dress Code Violation, and may be sent home if the offense cannot be remedied.

Second Offense

The student will be given another Dress Code Violation, parent will be notified by email, and may be sent home if the offense cannot be remedied.

Third Offense

8th period detention assigned and parent will be notified by email. Student may be sent home if the offense cannot be remedied.

Fourth Offense

8th period detention assigned, parent conference and behavior contract. Student may be sent home if the offense cannot be remedied.

Fifth Offense

Saturday Detention assigned and parent will be notified by phone. Student may be sent home if the offense cannot be remedied.

Sixth Offense

1 Day Suspension and parent conference. Student will be sent home.

Seventh Offense

Indefinite Suspension/Possible Expulsion with parent conference.

Discipline Policies and Procedures

“Listen to counsel and accept discipline, that you may be wise the rest of your days.”

Proverbs 19:20

The Scriptures exhort us to discipline our children because of our great love for them. One of the most important lessons to be learned is the proper response to authority. To accomplish this task, we set discipline guidelines that are enforced consistently, fairly and lovingly. Listed below are the guidelines for dealing with major problems and daily classroom situations. The Administration reserves the right to handle each individual discipline situation uniquely as the Lord should lead, as well as individual situations which may fall outside the guidelines of this handbook. All disciplinary decisions will be made prayerfully.

Cellular Phones or Musical Devices

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

Cell phones, musical devices, earbuds or headphones should not be used, heard or visible during class time. Phones and/or devices may ONLY be used during passing periods, lunch or when directed by the teacher. Administration reserves the right to read and view contents of phones for unacceptable text messages or photographs.

First Offense

Phone taken by the teacher. The student may pick up the phone at the end of the period. Verbal warning and point.

Second Offense

Phone or musical device will be taken by the teacher. The student may pick up the phone at the end of the period. Student receives an office referral and 8th period detention.

Third Offense

Phone or musical device will be taken by the teacher. The student may pick up the phone at the end of the period. Student receives an office referral, 8th period detention and parent conference. Student will no longer have cell phone privileges on campus. Phones will be stored in the CCHS front office or not brought on campus.

Cheating/Plagiarism

Cheating/plagiarism result in an automatic zero score and office referral.

Plagiarism is defined as the theft and use of another person's ideas or writings as one's own, with or without the knowledge of the other person. Plagiarism is claiming someone else's ideas, words, paraphrase or information as your own, without acknowledgement or citation.

Cheating is defined as:

- Looking at another student's test or quiz paper.
- Using a "cheat sheet."
- Complicity in cheating.
- Using a solution manual or answer key.
- Stealing a test or the distribution of a stolen test.
- A student completing or copying another student's work, homework, project or paper.
- Resubmission of one's work or another student's work.
- Submitting "No Name" work as your own.
- Submitting or purchasing work that is not your own.
- Using technological device to refer to information or photographs.

First Offense:

- F on quiz, test or paper (scored as a zero).
- Office referral to Administration.
- Phone call home from the teacher.
- 8th Period Detention.

Second Offense:

- F on quiz, test or paper (scored as a zero).
- Parent conference.
- Suspension from school.

Third Offense:

- F on quiz, test or paper (scored as a zero).
- Parent conference.
- Letter in permanent school records.
- Possible expulsion.

Cheating/plagiarism offenses are cumulative through high school.

Classroom Infractions

These are some infractions that will result in the Classroom Steps of Discipline:

- Talking/Disruption
- Not on Task/Not Following Directions
- No Materials
- Food, Drink in class
- Insubordination (2 pts.)
- Throwing things (2 pts.)
- Rude/Inappropriate Language (2 pts.)
- Disrespect (2 pts.)

Class Steps of Discipline

- 1st violation = 1 point
- 2nd violation of similar behavior in same period = 2 pts. (3 total)
- 3rd violation of similar behavior in same period = 2 pts. (5 total) Office Referral

Major Infractions

The following discipline problems will result in an office referral, suspension, or expulsion.

1. Brandishing or possession of a weapon
2. Drug or alcohol involvement, under the influence or in possession (Drug or alcohol possession carries a zero tolerance resulting in expulsion.)
3. Fighting or physical harassment
4. Bullying or Cyberbullying (internet, cell phone, digital technology)
5. Unauthorized videotaping, photography or audio recording
6. Forged notes
7. Profanity (verbal, expressed or written)
8. Sexting (lewd photographs, text messages, videos or postings)
9. Sexual misconduct (See Social Conduct for Details)
10. Use or possession of tobacco, e-cigs, vapors or nicotine paraphernalia
11. Stealing/Misappropriation of lost and found property
12. Vandalism
13. Any illegal activity
14. Insubordination or extreme disrespect
15. Inappropriate use of social media applications (false accounts etc.)
16. Cheating

Social Conduct Parameters

"All things are lawful, but not all things are profitable. All things are lawful, but not all things edify. Let no one seek his own good, but that of his neighbor."

1 Corinthians 10:23-24

In this passage, the Apostle Paul is exhorting believers not to abuse their liberty in Christ. We are to behave in a manner that would not cause another believer to stumble, or hinder the influence of Jesus in the life of the unbeliever, even though the believer's actions may be innocent. All students are expected to abide by Biblical standards of conduct, off campus as well as on campus. Respect and care of others should be a pervasive theme guiding all student interactions.

Students should address faculty and staff politely, courteously and respectfully in a spirit of friendliness and in an atmosphere of cooperation. Students are reminded that the same courtesy extended to faculty and staff should be extended to fellow students.

Public displays of affection beyond holding hands are prohibited on the campus or any school event. Students engaged in such displays of affection will be counseled and become subject to the Major Steps of Discipline.

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

Office Referral and Major Steps of Discipline

A student will be issued an office referral for any major infractions, for five points in one class period or day, or when a student has reached a points/demerits benchmark.

The point system is used to objectively evaluate student behavior inside the classroom. The accumulation of points leads to Major Steps of Discipline with the goal of changing student behavior and communication with parents. The office referral point benchmarks are at 10, 20, 30, 40, 50, 60.

1st Benchmark: 8th Period Detention and Parent Email

2nd Benchmark: 8th Period Detention and Parent Conference with Administration

3rd Benchmark: Saturday School and Behavior Contract/Probation

4th Benchmark: 1 Day Suspension and Behavior Contract

5th Benchmark: 3 Day Suspension and Behavior Contract with Sanctions

6th Benchmark: Possible Expulsion from CCHS.

It is the desire of the CCHS Administration to provide a safe learning environment. In order to effectively implement this program for the benefit of all the students, the Administration asks for full support from parents and students.

The parent and student reading this Parent/Student Handbook indicate a willingness to comply and support this discipline program and the administrators who are responsible for its execution.

Students that are late to an assigned discipline will not be admitted. Students who are late or fail to appear to an assigned Major Step of Discipline without prior permission will repeat the current step and may move to the next Major Step.

8th Period Detentions

8th Period Detentions will be a school designated period of forty-five (45) minutes and be used for disciplinary purposes that will start at 3:15 and end at 4:00. 8th Period Detentions can be issued at the Administration's discretion and as the result of an office referral. Students will reflect on their choices and consequences.

Saturday School

Saturday School is a significant step of discipline and will be a school designated period of three (3) hours from 8:15 a.m. to 11:15 a.m. A monetary fee of \$25.00 will be paid in cash or check. Checks may be made payable to Calvary Chapel High School. Saturday School can be issued at the Administration's discretion and as the result of an office referral.

Students who arrive late to Saturday School will NOT be admitted. Students who fail to show up for an assigned session will be issued an office referral AND one day suspension.

Disciplinary Probation

After the third office referral, students will be placed on probation and monitored through the semester for successful behavior choices. They may be interviewed at the semester or before the following school year.

Suspension

Suspension(s) may be as short as one day or an indefinite number of days with parent notification. Students are allowed to make up work from class if serving a suspension but must have the work ready within one day after returning.

Expulsion/Forced Withdrawal

Any student expelled or forced to withdraw may not be able to re-apply for one full school year, at the discretion of the Administration. Certain choices, such as possession of drugs/alcohol on campus, will result in immediate expulsion. Students expelled or withdrawn may not attend school functions or be on school grounds at any time. Students are always encouraged to continue to attend church functions.

Student to Student Conduct

Students of Calvary Chapel High School are asked to C.A.R.E.

C: alled to a Christian worldview

"Jesus said unto him, Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind. This is the first and great commandment. And the second is like unto it, Thou shalt love thy neighbor as thyself." Matthew 22:37-40

A: ccept our differences

"Therefore receive one another, as Christ also received us to the glory of God." Romans 15:7

R: espond in love

"Then he answered and said unto me, saying,... Not by might, nor by power, but by my spirit, said the LORD of hosts." Zechariah 4:6

E: ncourage one another

"Therefore encourage one another and build one another up, just as you are doing." I Thessalonians 5:11

Academic Policies and Procedures

Introduction

“An intelligent heart acquires knowledge, and the ear of the wise seeks knowledge.”

Proverbs 18:15

The CCHS instructional program is based on the California State and University of California A-G requirements. Our goal is for students to have as many opportunities as possible upon graduation. The CCHS Guidance Department encourages students to remain on the college prep track, although some students may elect to fulfill the minimum graduation program.

Academic Awards

Awards are given at the end of the school year for students who have excelled academically in a subject area. Teachers give recommendations for awards.

Academic Guidance

The function of our Academic Counselor is to provide each student with the appropriate information and guidance toward graduation, career or college entrance goals. Each student's record is reviewed to ensure that the proper progress is made toward graduation. During the course of the year, the Guidance Office provides information to the students and parents concerning the PSAT exam, SAT test dates, University of California, California State and private university application deadlines and qualifications, scholarships, financial aid and college fair information.

Academic Probation and Student Success

It is our desire that every student remain at Calvary Chapel High School. A student will be placed on academic probation for one semester if their academic grade point average (GPA) falls below a 2.0.* The probationary period is evaluated twice each year, at the end of the fall and the spring semesters. A warning will be issued at the conclusion of each grading term at which time students will be counseled and provided additional tools for success.

If the probationary student has not elevated their academic GPA to a 2.0* or above by the conclusion of the probationary semester, he/she may be asked to withdraw from school. If at the end of the probationary semester the student achieves an academic GPA of a 2.0* or above, he/she will be removed from academic probation. A student placed on academic probation status twice within two years may be asked to withdraw from the school.

Students on Academic Probation will participate in the Student Success Program. This program includes weekly meetings and peer tutoring that incorporate assignment monitoring, accountability, study skills and communication with teachers. Parent involvement in meetings and offering support at home is vital to this program.

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

Academic Probation and Eligibility for Athletics, Clubs and Ministries

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

Advanced Placement and Honors Courses

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

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

Basic Classroom Expectations

All teachers have specific classroom expectations which students are held responsible for throughout the school year. The following are basic classroom expectations:

- Respect of individual persons and their property.
- Respect for those in authority.
- Respect for the learning environment and students' right to learn without distractions.
- Respect for students' right in the learning process to express themselves without ridicule.

Class Schedule Changes

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

Follow these instructions to request a schedule change:

1. Student must fill out a "Schedule Change Request" form which can be picked up in the high school office or from the school scheduler.
2. Requests to ADD or DROP courses will only be accepted with the written consent of the student's parents. The Guidance Office will review and approve or decline the request.
3. Requests will begin to be processed within 24 hours and it is the student's responsibility to check the status. If approved, the student will receive a yellow copy of the Student Program Form with the applicable change.
4. If declined, the Guidance Office will notify the student of the reason.
5. The student must continue attending classes as scheduled until he/she receives the modified copy of their new schedule. Failure to do so may result in truancy.
6. Requests should be limited to one per semester.

Community Service Program

Community service is a graduation requirement at Calvary Chapel High School. In addition, colleges look for students who are involved in their community.

Each student is required to complete a minimum of sixteen hours of approved community service for each year enrolled. The approved community service activities are listed on the CCHS website. If the activity is not on the approved list, the student must get prior approval from the Community Service Supervisor to receive credit.

Students should pick up a community service form in the High School Office. The community service supervisor (not a parent) will verify the number of hours and sign the form. Completed forms must be returned to the High School Office in order to receive credit.

Community service hours can be done as a group (club/athletic team) or as an individual. Community service can be done in the summer or on mission trips.

We encourage more than sixteen hours of community service in a year, and all hours served will be reflected on each student's transcript. Extra hours can be submitted for transcript purposes only.

If a student does not complete the minimum requirement of sixteen community service hours and turn in the necessary forms by the due date, the student will be required to fulfill those hours in the summer before registering for the following year.

If a senior does not complete their community service hours the senior will not be allowed to participate in the senior breakfast, graduation night or walk in the graduation ceremony. Graduation fees will not be refunded in this circumstance.

All students must complete and turn in their community service form by the due date each year. Students should turn in hours within 2 weeks of completing the service.

Cumulative Records

Pursuant to the Education Code of California, Chapter 1.5, Article 3, Section 49063, you are hereby given notification of privacy rights of parents and students. Federal and state laws grant certain rights of privacy and rights of access to students and their parents. Full access to all personally identifiable written records maintained by Calvary Chapel High School must be granted to natural parents, adoptive parents or legal guardians of students under the age of eighteen.

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

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

When a student leaves for a new school, records will be forwarded upon the request of the new school. At the time of transfer, the parent may review, receive a copy (at a reasonable fee) and/or challenge the records.

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

Drop Procedures

Students who wish to drop classes need to follow the same procedure as listed under class schedule changes.

A course dropped before the last day of the 4th week of each semester, will not appear on the transcript.

A student who drops a course and replaces the dropped course with a similar course will transfer into the new course with the grade that the student was receiving in the dropped class. Students who cannot move to a similar course will be transferred into a Study Hall.

Grade of "W"

A course dropped at **the beginning of the semester, but no later than the end of the fourth week of the semester** will receive a grade of "W", which will not affect the student's GPA but will appear on the student's transcript.

Grade of "WF": Withdrawal Fail

A course dropped **after the end of the fourth week of the semester** will receive a grade of "WF" and will affect the student's GPA and appear on the student's transcript.

Grade of "I"

A grade of "I" (incomplete) is intended for use when circumstances beyond a student's control prohibit taking the final exam or completing course work. The incomplete is not intended as a mechanism for allowing a student to retake a course. A student who has fallen substantially behind and needs to repeat a course can drop the course prior to the tenth (10) week of class.

Grade Point Average

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

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

Weighted GPA

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

Academic GPA

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

Grading Scale

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

Grading Policies

Missing Homework, Tests or Assignments:

Homework can be placed into four categories:

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

Teachers may not accept late nightly homework. Missing work, outside of nightly homework is accepted at CCS with a gradual percentage reduction. Any work that is not turned in or homework that is not accepted will receive a 0%.

Teachers will accept absent homework with the “minimum of a day for a day” concept when students have an excused absence. The students are granted one day per day absent to have their work submitted to the appropriate teacher). Teachers will accept SA Absent homework for full credit that is received by the end of the school day (3:30).

Tests and Quizzes: When a student is absent (Absent or SA Absent) on the day a test is given, that test will be made up in the Make Up Test Center before school on M/W/F from 7-7:45 am or from 3:15-4 pm everyday after school. All expiration dates will be at a minimum of a day for a day and at a maximum of 5 school days from the date the test has been given. The grade will be entered in the Renweb gradebook as a 0%

Late Assignment Penalties (other than homework):

- Freshmen courses: 10% for each day their assignment is late
- Sophomore courses: 15% for each day their assignment is late
- Junior courses: 20% for each day their assignment is late
- Senior courses: 20% for each day their assignment is late

*Weekends will be counted as ONE day unless otherwise defined by the teacher.

Homework Policy

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

Make-Up and Missing Work

Students who have been absent will be allowed to make up any work that was missed during their absence. The responsibility for completing make up assignments rests solely with the student. Students should check in with their teacher upon return to school and stay up to date on what is posted on our parent portal, ParentsWeb.

One day for each day of absence will be allowed for the completion of make-up work. If a student is absent on a day that an assignment is due or a test is given, that student should turn in the assignment or take the test on the first day back. Test dates and assignments are posted on ParentsWeb in the “lesson plan” and/or “homework” section. Students who have been truant are not allowed to make up any work that was missed while truant.

Replacing Poor or Failing Grades

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

The original letter grade will remain on the transcript but will not be calculated into the GPA. The new grade will be added to the transcript and factored into the student’s GPA; credit will not be given twice for the same course. Please contact the Guidance Department if you have any questions.

Report Cards & Progress Reports

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

Honor Roll and Principal’s Award

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

Scholar Athletes

At the completion of each sport season, varsity athletes who have an Academic GPA of 3.5 or higher during the semester their sport is in season are recognized as Scholar Athletes.

Graduation Requirements

Students must meet the graduation requirements and complete their required community service hours within assigned due dates to be able to graduate and participate in the graduation ceremony and graduation activities. Sixteen hours are required of each student per year with a combined total of 64 hours minimum for high school graduation.

National Honor Society

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

ParentsWeb

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

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

RenWeb/ParentsWeb first time user instructions:

1. Go to www.calvaryschools.org
2. Select the Calvary Chapel High School link
3. Select the **ParentsWeb** tab (add a "bookmark" in your computer at this step)
4. Select **First Time User** tab
5. School ID: **CALCS-CA**
6. Email: Email on file with the school
7. Select **New Parent Login**
8. Check your email for your password
9. Call the High School Office if you have any questions

Summer School

Summer School is to help students who have done poorly in a class during the school year or who need to take a prerequisite course prior to the fall semester. Any courses taken during the summer, not at CCHS, must be approved by the CCHS Guidance Counselor prior to enrollment in the course. Approved college courses may be included in the Academic GPA. If there are questions concerning summer school courses, please check with the Academic Guidance Office prior to enrollment.

Tutoring

For students who need tutoring, a tutor list is available by request in the High School Office.

Valedictorian and Salutatorian

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

Mission Trips

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

Student Life

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

Tickets for ASB events are sold throughout the year on campus. All tickets are non-transferable and can only be purchased by students with an ASB/ID card. If a student cannot attend an event for any reason, ASB must be contacted and the ticket must be sold back to ASB. If there is a waiting list for the event, the ticket will be refunded in full. If there is no waiting list for the event, the ticket will be refunded at half price. If the event is 48 hours away or less, the cost of the ticket will not be refunded. Additionally, the school reserves the right to limit or restrict attendance of guests.

Privacy

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

Regional Occupation Program

Regional Occupational Programs (ROP) are available for credit. Please see the Guidance Counselor for more information.

Athletic Policies and Procedures

Introduction

The desire of the CCHS Athletic Department is to produce active, positive, productive Christian men and women who honor God.

"...Let us lay aside every weight, and the sin which so easily ensnares us, and let us run with endurance the race that is set before us, looking unto Jesus..."

Hebrews 12:1-2

Athletic Distinctives

Developing the achievement of the physical potential of our students is an integral part of our athletic program. Participation in CCHS athletics is far more than just physical challenges and accomplishments. We view athletics as a means to help our students develop as Christian leaders. The following Biblical philosophies are the foundation of our CCHS athletic program.

Representing Christ – II Corinthians 5:20-21

First and foremost, you are called to be an ambassador of Jesus Christ at all times.

ATTITUDE is everything – Philippians 2:5-16

One of the most crucial and basic elements of becoming a mature believer is learning to control those things that are in our control. Attitude is at the top of that list. We have the opportunity to choose our attitude every single day.

Giving your BEST for God's Glory – Colossians 3:17-23

Our motivation in any activity as believers is simple – to do the best we can as an act of worship to our Lord. We desire to work hard, not for individual achievement or the praise of men, but that the Lord may be glorified. Hebrews 12:11

UNITY – John 17:20-23

As Jesus was preparing to depart, He prayed for His disciples and for all who would believe in Him through their message. His desire is that we would be UNIFIED so an unbelieving world would look at us and see a picture of God's love to humanity through His son Jesus Christ.

Members of ONE body – 1 Corinthians 12:12-26

For a team to reach its potential, every member must recognize, embrace and play their role to the best of their ability. Not every member is the same. Some may play more on game day than another; some will have very visible roles while others may not. Each member has a slightly different function. Some athletes will make their biggest contribution in practice or in the spiritual dynamic of the team, but EVERY member is essential for the body to function properly and reach its potential.

SERVICE – Philippians 2:1-3

We look to the attitude of Jesus and His sacrificial love as our example. We are called to do nothing out of selfish ambition or vain conceit as we put others before ourselves. Athletics is not always "fair", neither is life. In God's strength, we can humbly choose to serve others and put their needs ahead of ourselves.

Playing without FEAR – II Timothy 1:7

There is a myth in athletics that believers must choose between being "Christian" and being "competitive". On the contrary, the Bible says that we honor God by being bold, strong and courageous. Through Christ, we do not have a spirit of fear, but a spirit of **power, love and self-control**. We approach athletics with that spirit.

Striving to WIN – I Corinthians 9:24-27

There is nothing in scripture that discourages us from having a desire to win. On the contrary we are told that we all run the race but only one receives the prize, so run that you might attain it. The emphasis is on the process (striving to win) rather than the outcome (winning). Our desire is to produce student athletes that put forth their best effort in everything they do.

ACCOUNTABILITY – Hebrews 12:7-11

Part of serving on a team and as a member of a body is being accountable to others. Loving discipline and correction are part of healthy growth. We are told that iron sharpens iron, so we must be willing to hold each other accountable to each of these foundations of our athletic program.

Affiliation with CIF

CCHS is classified as a private school and competes within the California Interscholastic Federation Southern Section. CCHS also competes in both male and female sports in the Orange Coast League which consists of six schools including Costa Mesa, Estancia, Orange, Santa Ana, and Saddleback. As a member in good standing with the Orange Coast League, we recognize and adhere to their guidelines and we submit to its authority's in all athletics at the high school level. Copies of the OC League rules and regulations are kept on file by the CCHS Athletic Director. A listing of the sports available can be found in the CCHS Curriculum Guide.

Athletic Eligibility Residential/Open Enrollment

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

Athletic Packet

In order to participate in the sports programs offered at Calvary Chapel High School, an athletic packet must be picked up from the trainer, athletic department, or the CCHS Office. These forms can also be downloaded from our school website at cceagles.org under the athletics tab. The following documents must be completed and turned in prior to the first day of practice.

NO EXCEPTIONS

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

CCHS Athletic Programs

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

CCHS Eligibility for Auxiliary Sport Participation

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

CIF Eligibility for Academics

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

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

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

Fees/ athletic and spirit packs

An annual athletic fee of \$300.00 will be charged to every student who participates in a sport at Calvary Chapel High School. If the student chooses to play more than one sport, there will be no additional fee. This athletic fee helps defray the expense of equipment, officials' fees, tournament entry fees, and items related to running an athletic program.

The athletic fee should be made payable to "Calvary Chapel High School Athletics" and directed to the MCA Accounting Office. The athletic fee must be paid at the beginning of the sports season: Oct. 1 for Fall sports, Dec. 1 for Winter sports, and March 1 for Spring sports. In addition to the athletic fee, most sports require the purchase of a Spirit Pack. Spirit packs are defined as the equipment and/or clothing that the student athletes will keep at the end of the season (practice gear, warm-ups, socks, etc.). The amount of the spirit pack varies by sport. Please see the individual coaches for cost and further information.

Participation in Multiple Sports

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

Leaving Class/School for Athletic Events

When students must leave early from a class for an athletic event, the following policy will be followed:

- Students must be prepared for class even on days when they are leaving early for a game. If a game is canceled and homework is due or a test is being given, the student must turn in the work and/or take the test. No excuses will be accepted.
- Students must make arrangements to hand in assignments prior to leaving for a game. Leaving for a game is not an excused absence; therefore, assignments must be turned in on time.
- Students are responsible for all work covered and tests missed. The student must take the initiative to work with the teacher for the class they missed.

Physicals

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

Player, Parent and Spectator Expectations

Parents are expected to:

- Accept responsibility for the education and training of their student athlete
- Understand the purpose and philosophies of the athletic program
- Allow the coaches to coach their athlete and decide appropriate playing time
- Help their student athlete embrace their part in the team to its fullest potential
- Disciple their student athlete to communicate concerns directly to the coach
 - Model a positive approach to conflict resolution, showing respect for CCHS staff
 - Communicate in advance to the head coach any known future absences
 - Be a positive role model in cheering for and supporting CCHS
 - Offer supportive encouragement to all the players and coaches on our teams.

- Show respect for officials and the decisions made by the officials. Refrain from booing, hissing, or making derogatory remarks towards game officials.
- Respect the fans, coaches, and participants from opposing schools.
- Support the team in prayer and various team ministry opportunities.
- Follow all the rules of the host site and follow the directions and rules set by administrators or designees from either school
- Attend our parent meetings and be an active member of our parent groups.

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

Athletes are expected to:

- Accept personal responsibility for their development as an athlete, understanding that they are accountable to God, themselves, parents, coaches and teammates to represent themselves, the team, the school, and Jesus in a positive light on and off the court/field.
- Desire success and be self-starters
- Accept both victory and defeat with grace and dignity.
- Give great effort and choose a positive attitude everyday
- Be fully engaged in practice and team discussions
- Stay on top of their school work as a service and example to the team
- Contribute to a positive school atmosphere
- Communicate directly to anyone with whom there is a concern – player or coach
- Show respect to all persons – coaches, teammates, officials, opponents
- Respond positively to the encouragement and correction of coaches
- Welcome accountability from teammates and coaches

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

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

Should you ever become aware of or concerned about issues of poor sportsmanship on the part of our students, coaches or parents please do not hesitate to contact the supervisory personnel on duty at the game or the athletic director. Thank you for your help in this very important area.

Practice Sessions

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

Procedures to Drop a Sport

It is our belief that you should “count the cost” before making a commitment to a team. We also believe that you should always finish what you start. Once made, a commitment should be fulfilled. Therefore, the following guidelines have been established: The first three weeks of practice are considered a trial period. Anyone who chooses not to continue during this period will not be penalized. However, after the trial period, an athlete who quits or is removed by parental choice will have the following consequences: The athlete may not begin another sport until the current season ends. The athlete will receive a failing grade (WF). All fees will be forfeited. If a student becomes ineligible to play due to injury, he/she will receive a prorated refund of their athletic fee.

Sportsmanship

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

Sports Uniform Dress Code

There are two approved times to wear your Varsity Sports Jersey.

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

Transportation

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

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

Tryouts

In many cases, making a team at CCHS is highly competitive. While some sports have a no cut policy, many others have a limited number of positions available. Therefore, student-athletes trying out for a team must realize that they may not make the team. After the tryout period, the coach has the exclusive right to determine if the student-athlete demonstrated the talent, ability, and attitude to successfully compete in the program.

* Student-athletes who are cut from a sport are encouraged to try out for another sport during the same season.

Varsity Letters and Awards

The athletic department presents 3 types of awards: Varsity Letter Awards, Participation Certificates, and Scholar Athlete Awards.

Varsity Letter Awards:

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

Scholar Athlete Award: You must be a full time Calvary Chapel HS student. At the completion of each sports season, athletes who have an **Academic** GPA of 3.5 or higher during the semester their sport is in season are recognized as Varsity Scholar Athletes and are given a Scholar Athlete Patch and Certificate (only 1 patch will be given for entire 4 years of HS). Lower levels will get a Scholar Athlete Certificate only.

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

General Information

Accounting Office

The Maranatha Christian Academy [MCA] Office handles all accounting needs for K-12. Please direct all accounting questions to 714-556-0965. All tuition payments will use the FACTS tuition management system or can be delivered to the school accountant in the MCA Office (Rm. M100). Tuition checks may be made out to CCHS.

Office Hours

The Calvary Chapel High School Office business hours are from 7:30 AM to 3:30 PM, Monday through Friday. Summer hours are from 8:00 AM to 2:00 PM, Monday through Friday. The High School Office phone number is 714-662-7485.

Bell Schedules

The current CCHS bell schedule can be found at on the [school website](#).

Chapel

The spiritual aspect of the student's education is our highest priority. To help minister to our students, we will hold weekly chapels.

Community Service

Students are required to participate in a minimum of sixteen hours per year in community service.

Eighteen Year Old Students

Students who have reached eighteen years of age must abide by the rules under which they were accepted, namely that they live under the supervision of parents or legal guardians. Eighteen-year-old students are not allowed to sign themselves out or sign any note that may be required of a parent or guardian.

Emergency and Health Procedures

The Nurse's Office offers immediate first-aid to all injured or ill students. The nurse is usually available every day during school hours. The phone number is 714-662-7485; please ask for the Nurse's Office.

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

Emergency Reunification with Parents

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

your child's school emergency card. Staff will only release children to those adults designated on your emergency card. There will be no exceptions to this procedure. It is therefore imperative that you keep information on your child's emergency card up to date. CCHS will issue notification for student release by school voice mail message at our main number (714) 662-7485 for CCHS.

Parents who are off campus please follow the following procedures:

- If school is in the state of emergency, please do not attempt to enter the campus yourself, but instead follow the instructions of law enforcement, as they will maintain control of the school's perimeter for everyone's protection.
- If you are able to walk to the school to pick up your child, we recommend you do so. Parking will be very limited. If you must drive, be prepared to park off campus.
- When arriving at the school to pick up students, it is important to stay calm and follow instructions from the security team, who will be in the parking lot to direct you to the reunification point.

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

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

Extra-Curricular Activities

Every Calvary Chapel High School student that is in good standing is eligible to participate in all extra-curricular activities (See: Student Life: page 45). Administration will determine if a student is eligible to participate in the event. CCHS students may invite a guest to any ASB sponsored event under the following rules:

- The guest completes and returns a Guest Form to the High School Office, which includes a signature from their high school administration at least ten (10) days prior to the event. The guest must follow all the rules that any CCHS student must follow. Guests of students are expected to follow the CCHS Dress Code. (see Dress Code Guidelines).
- Freshmen (9th graders) and Sophomores (10th graders) are not allowed to attend the Prom unless invited by an upperclassman.
- Any guest not in high school must be under twenty-one (21) years of age, proof of birthday is required.

Financial Aid

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

Food Service

Students may bring their lunch from home or buy lunch from the CCHS kitchen. Refreshments and snacks may be purchased at the vending machines. The High School Office does not lend money for student lunches. Only Seniors are permitted to leave campus for lunch.

CCCM Ministry

The church has a staff of pastors and counselors on campus to pray with students and minister to their spiritual needs; they are available for counseling whenever needed. These pastors also feel a deep responsibility to the family as a unit and are available for family counseling. We encourage the students to seek out and become acquainted with the high school ministry staff. To find out more about high school ministry, visit their [website](#).

Married Students

Students who are married will not be accepted into Calvary Chapel High School. Those students who marry during high school will be asked to withdraw from CCHS.

Library Media Center

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

Hours

The Library Media Center (LMC) is open on regular school days from 7:30 AM - 4:00 PM (Hours may occasionally vary due to school scheduling changes). The LMC is closed on Fridays from 9:00 AM - 10:30 AM (during Joyful Life Studies), weekends, school holidays, and summer vacation. During class hours a pass from the student's teacher is required when using the library. All students must sign in when entering the library during class hours.

Library Conduct

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

Services

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

Resources

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

Check-Out Privileges

A current CCHS Student ID card is required to check out materials. Students may check out up to four (4) books at one time. Books are checked out for a period of two weeks and may be renewed as long as there has not been a request placed on the book. Due dates are stamped on a bookmark due date slip and students are responsible for knowing when their books are due and returning them on time.

Overdue Fines

The overdue book fine is ten cents (10) cents per book per day. Special materials with *Overnight* or *Limited Day* check-out are charged fifty (50) cents per day for being overdue. A student with overdue books or outstanding fines may not be allowed to check out any additional materials until all fines have been paid and materials returned. Excessive overdue fees and unreturned books could result in an office referral. Any student with an unresolved library issue may receive an office referral and may have their yearbook withheld at the end of the year.

Lost or Damaged Materials

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

Photocopying

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

Computers

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

Special Library Programs

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

Lockers

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

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

On-Campus Visitors - Shadowing

Student visitors to campus must obtain approval from the CCHS Administration prior to the visit. A student visitor will not be allowed on campus if the visitor's school is in session since this would mean the visitor is truant from their own school. Student "shadows" must be a prospective student to be present on campus for the entire school day. Former students who request a guest pass will be allowed to request a lunch visitation only. All other visitors must check in with the High School Office to obtain a visitor's pass, in order to come on campus during school hours. The procedure to have an on-campus visitor is as follows:

1. The CCHS student host must be in good academic standing in order to be allowed a campus visitor/shadow.
2. The CCHS student host must pick up a medical authorization form for the visitor's parents to fill out. This is needed in case of an emergency on campus.
3. The CCHS student must have a written note from his/her parent giving permission to spend time with the visitor. The Shadow Form should be completed and turned into the High School Office forty-eight (48) hours prior to the visit.
4. On the day of visitation, the visitor and the CCHS student must go to the High School Office before school begins and check in with the receptionist. The receptionist will request the following:
 - a. The parental note from our student.
 - b. The medical authorization form from the visitor.
5. Guests of the students are expected to be dressed appropriately on campus and at any other school event or activity (see: Dress Code Parameters).
6. A Visitor Pass will be given to the visitor. It should be carried with the student for the entire time he/she is on campus. The visitor must stay with the host student for the entire school day. The Administration reserves the right to refuse a student permission to be on campus as a visitor.

Photo Usage

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

School Hours

Classes begin daily at 8:00 AM and normally end at 3:00 PM. Students are discouraged from being on the school grounds prior to 7:30 AM, unless enrolled in a zero- period class that begins at 7:00 AM; or loitering after 3:30 PM, unless they are involved in supervised school-related activities or if family members are involved in the MCA Daycare Program. Students with an early bell schedule are also encouraged to leave campus or study in the library; students may not socialize in the parking lot or lunch table area.

School Transportation

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

Carpool

Carpool information is available at the MCA Office.

Skateboards

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

Student ID/ASB Cards

- All high school students must purchase an ASB Card and must have this card in their possession whenever they are on campus. Students will purchase this card for **\$165.00** on Schedule Day. The ASB Fee will entitle the student to the following:
- Free entry into all league home sporting events and discounts at away games.
- Price reduction in school activities. ie. Homecoming, Winter Formal and Sadie Hawkins.
- One class t-shirt to be worn at all pep rallies and one monthly school planner.
- Use of LMC computer lab and resource center.
- Purchase student-priced tickets at CCHS sponsored events.

Student Parking

1. Student parking is a privilege and is contingent upon following the rules for parking as stated below. Calvary Chapel High School reserves the right to revoke parking privileges at any time during the year for violations of parking guidelines. The following guidelines have been set up for the safety of all the students who attend school at Calvary Chapel:
2. The speed limit in the parking lot is 10 MPH.
3. Parking for high school students is located on the MacArthur side of the high school building. No parking will be permitted in the first row of parking spots along the high school building. These areas are reserved for faculty, pastors and visitor parking. Students are to park in their designated class parking area.
4. Any auto-related abuse such as spinning of wheels, squealing tires, speeding, any form of reckless driving, taking other students for a ride without permission during school hours, etc., may result in the loss of the privilege to drive to CCHS, as well as disciplinary action.
5. Students are to be seat-belted in the vehicle while in motion. At no time are students allowed to ride outside the car.
6. Please lock your cars. The school is not responsible for items stolen from student cars.

All students parking on campus will be required to obtain a parking permit to be displayed on their car. Vehicles found without a parking permit will be warned and may be subject to further disciplinary action.

Student Property

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

Students with Provisional Licenses

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

Telephone and Email Usage

The telephones in the office and classrooms are for the exclusive use of the teachers and staff of Calvary Chapel Schools. Should a student need to make a phone call on their personal cell phone during the school day outside staff permission must be obtained prior to making a call or sending a text.

In case of an emergency, parents may call the High School Office and leave a message which will be delivered to the student. Parents should avoid texting their student during school hours.

If you wish to contact a teacher, please email them through the website directory or their personal email. You may also call the High School Office at 714-662-7485 and leave a message. The teacher will return the message as soon as it is possible within 24 hours. Phone calls will not be transferred into classrooms during class time.

Textbooks and Supplies

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

Withdrawal Procedure

Each case of student withdrawal is unique; please call the High School Office if you have any questions. The High School Office cannot give cum files to the student or parents. A file transfer request form must be completed by the parent before cum files will be sent to the new school.

Yearbooks

The cost of the yearbook is included in the enrollment fee and will be distributed at the end of the school year, as long as all financial and school obligations are cleared; including library fines, school accounting, sports fees, Senior graduation fees and the serving of 8th Period Detentions and Saturday School.

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