

CALVARY CHAPEL JUNIOR HIGH SCHOOL
PARENT - STUDENT
HANDBOOK 2019-2020



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INTRODUCTION

This student handbook is designed to familiarize you with the many facets of student life at Calvary Chapel Junior High School. Please read it thoroughly and apply it wisely. Students and parents must complete and return the Handbook Agreement found in the online enrollment/re-enrollment packet. Doing so indicates that both students and parents alike agree to abide by the provisions contained within this booklet. It should be understood that no handbook can address every possible scenario that might arise during the course of a school year. This representation of school guidelines is not meant to be exhaustive. The school is the final arbiter in any decision. The parents/guardians and students accept the contents of the handbook as essential parts of the contract between them and Calvary Chapel Junior High School in both letter and spirit.

The administration of Calvary Chapel Junior High School reserves the right to make policy changes at any time. If any changes are made to this document, then those changes will be published on the school website at ccjhs.org. Additionally, parents and students will be notified via email of the change in policy and the date that such policy will go into effect. Please be aware of your obligation to monitor these means of communication with you. They are the school's primary means to update you on all policy changes.

SCHOOL HISTORY

Calvary Chapel Schools was founded by Calvary Chapel Costa Mesa (CCCM), which opened its doors at the current location in 1970 under the leadership of Pastor Chuck Smith. In 1973, Maranatha Christian Academy (MCA) and Calvary Chapel Junior High School were started to fulfill the needs of the church families who wanted their children to have a Christian education. Since those humble beginnings in 1973, Calvary Chapel Schools has continued to grow, by God's grace, and impact our community in a variety of positive ways.

STUDENT EXPECTATIONS

At Calvary Chapel Junior 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) and procures 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 a sense of achievement. Both responsibility and achievement 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 Junior 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 do 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 home work cooperatively for the students' good. We teach the students to obey and submit to their parents; therefore, it is imperative that parents maintain that continuity by upholding and teaching the principles taught at school. We can instill in students proper Christian educational and moral principles only through a program that includes clear disciplinary procedures, and as students and parents, your cooperation in that program is crucial. (Please be aware that the administration reserves the right to make discipline decisions on an individual basis.)

Our goal should always be to obey the Scripture that says, “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” (Colossians 3:17). In the best interest of the entire school community, certain guidelines of conduct must be maintained by all students of Calvary Chapel Junior High School, both on and off campus, so that we might all live and work happily together. We do not expect all 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.

GENERAL GUIDELINES

1. Practice courtesy and respect toward teachers, administrators, school employees, fellow students, and visitors. (See Eph. 4:28-32)
2. Respect the authority of those whom God has placed over you. (See Heb. 13:17 and I Thes. 5:12-13)
3. Students should abstain both on and off campus from undesirable practices that are generally recognized to be harmful to health and Christian character—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. Abstain from profane, lewd, and abusive speech and actions. Such behavior is harmful to others and is not appropriate or conducive to your moral and spiritual development. (See Ephesians 4:29)
5. Refrain from public displays of affection on campus. You are expected to conduct yourselves in a discreet and Christian manner. Therefore, while on campus, you should follow a “hands off” policy.
6. Leave inappropriate or dangerous items such as weapons, knives, water pistols, lighters, and matches at home. Cell phones are always to be put away in the locker during school hours unless a teacher has specifically approved them.
7. Pursue academic integrity. Do your own work and do not give or receive help on tests or homework unless the teacher has granted this privilege on a project. Your record should reflect your individual effort. Since honesty is a Christian virtue that should be displayed by all students, we consider cheating and plagiarism serious offenses. During a test, a quiz, or an exam, it is your responsibility to avoid every appearance of cheating.
8. School rules apply on all field trips and on all school-sponsored events, whether on or off campus.

ACCREDITATION

Calvary Chapel High Junior 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 Junior High School seeks young men and women who will benefit from a college preparatory, liberal arts education taught by teachers who are knowledgeable and qualified in their field of study. Our teachers are passionate and excited about the students they teach and substantial in their Christian faith, thought and character. Candidates for admission are considered on their academic record, discipline records, placement tests, evident enthusiasm for learning and a personal interview that evaluates their support of the vision and mission of Calvary Chapel Schools. All students must have a desire to attend CCJHS and agree to wholeheartedly apply themselves to the study of God’s Word, academic excellence, and proper Christlike conduct. They also agree to be courteous and respectful to their peers, staff, faculty and others. Calvary Chapel Schools reserves the right to select students based on their worldview, lifestyle choices, academic performance and personal qualifications, including the willingness to cooperate with the administration and abide by the school policies.

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

PHILOSOPHY STATEMENT

The philosophy of Calvary Chapel Junior High School is intrinsically aligned to that of Calvary Chapel Costa Mesa, where the supreme desire is to know Christ and be conformed into 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 child's parents. Therefore, the school's role is to assist in that education, without diminishing the parents' integral role. We strive to give the students the skills to be productive citizens, but most importantly to nurture the student's relationship with Jesus Christ and to be an accurate reflection of His character to the world around us.

STATEMENT of PURPOSE

The staff members of Calvary Chapel Junior High School love the Lord and the students. Therefore, they desire to maintain the school's vision to the glory of God. The teachers view the daily instruction of students as a privilege and part of their ministry at Calvary Chapel Costa Mesa.

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 security guards monitor the campus throughout the day to ensure student safety.

MISSION STATEMENT

"To build Tomorrow's Leaders Today"

Students of Calvary Chapel Junior High School will acquire wisdom, knowledge, and a biblical worldview, all of which should be evidenced in a lifestyle of excellent moral character, wise leadership, service to others, good stewardship, and sincere worship of God.

VISION STATEMENT

To engage, equip and empower students to lead and serve in Christ and the world. Ephesians 4:11-13

The mission of Calvary Chapel Junior High School is to engage students in a way that equips them for productive and effective service at home, at school, and in the world with the power and authority that comes from the Holy Spirits lead and commission on their lives.

VALUES: Here at CCJHS we value ...

- *PEOPLE as those who Christ loved and died for.*
- *GROWTH as part of the necessary process of maturity.*
- *COLLABORATION as each of us being members of the body of Christ.*
- *LEADERSHIP that comes from each person to influence the body of Christ.*
- *GLORIFY GOD as we desire to Glorify God in all we say or do.*

SCHOOL COLORS and MASCOT

The school colors are navy blue and Vegas gold. The school mascot is the eagle.

THE PLEDGE of ALLEGIANCE

All students at Calvary Chapel Junior High School are required to participate in the pledge of allegiance to the American flag when directed to do so.

SCHOOL-WIDE LEARNING GOALS (SLG's)

Communication: Demonstrate effective written and verbal communication. "From a wise mind comes wise speech; the words of the wise are persuasive." ~Proverbs 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 accurately and effectively. "So that you incline your ear to wisdom and apply your heart to understanding." ~Proverbs 2:2

CALVARY CHAPEL STATEMENT of FAITH

Calvary Chapel Junior High School abides by the Calvary Chapel Costa Mesa statement of faith. ***All subjects at CCJHS are taught from a biblical worldview as defined by the Calvary Chapel statement of faith.*** Calvary Chapel has been formed as a fellowship of believers in the lordship of Jesus Christ. Our supreme desire is to know Christ and to be conformed into His image by the power of the Holy Spirit. We are not a denominational church, nor are we opposed to denominations as such, only their over-emphasis of the doctrinal differences that have led to the division of the body of Christ.

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.

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."

ACADEMIC POLICIES

The instructional program at Calvary Chapel Junior High School is designed to prepare students for the academic expectations that will be placed upon them when they enter high school. Upon completion of their two years at CCJHS, students will be ready to begin working on fulfilling the California State and University of California A-G admissions requirements at Calvary Chapel High School or elsewhere.

ACADEMIC AWARDS

At the close of each semester, any student who has a grade point average (GPA) of 3.5 or higher will make the honor roll. All classes in which the student is enrolled will contribute to the student's overall GPA. Additionally, in June of each year, the top student in each subject will be recognized and receive an award.

ACADEMIC INTEGRITY

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. Academic dishonesty is the deliberate attempt to misrepresent an individual's efforts, in writing, visual, or oral presentations. All of the following are examples of plagiarism and/or academic dishonesty:

- Looking at another students' test or quiz paper
- Using a "cheat sheet"
- Complicity (involved with the wrong doing) in cheating
- Using a solution manual or answer key
- Stealing a test or the distribution of a stolen test
- Completing or copying another student work or homework
- Redistribution of one's work or another student's work
- Submitting "No Name" work as your own
- Submitting or purchasing work that is not your own
- Using a technological device to refer to information or photographs
- Work (whether it be homework, exams, tests, or quizzes) that is not the sole work of an individual student or that contains answers from another student, a solution manual, or answer key.
- Having someone else write a paper or essay and then submitting that paper or essay as if it were one's own work. Additionally, writing a paper for someone else, and letting that person submit the paper as if it were his original work.
- Using any material, published or unpublished, word for word, without quotation marks, as all or part of the work submitted under one's name.
- Close, deliberate paraphrase of another's work, published or unpublished, without any cited acknowledgement.
- Submitting a paper previously written for another course or submitting one paper for two courses (unless approved by the instructor of each course).
- Purchasing a previously written paper from an on-online service and submitting it as one's own work.
- Obtaining test or quiz information from a fellow student without teacher permission or consent.

The faculty and administration of CCJHS may use computer search engines to validate and verify examples of plagiarism prior to disciplinary action. The consequences for plagiarism and academic dishonesty are:

- **First Offence** – Office referral; score of zero (0) on the assignment and detention
- **Second Offence** – Office referral; score of zero and suspension; parent conference
- **Third Offence** – Office referral; score of zero and indefinite suspension; possible expulsion from CCJHS

ACADEMIC SCALE

A student's grade point average (GPA) will be determined using the following scale: **A=4, B=3, C=2, D=1, F=0.**

ACADEMIC PROBATION

A student may be placed on academic probation for one semester if his GPA falls below a 2.0. Students on academic probation will not be able to participate in extra-curricular school athletics and may be excluded from school activities (such as field trips). A probationary student may be asked to withdraw from CCJHS if his GPA remains below a 2.0 for more than one semester. If, however, the student has achieved a GPA of 2.0 or higher at the end of the probationary semester, he will be removed from academic probation.

***Note:** Student grades are evaluated twice each year—at the end of the fall and spring semesters to ensure that all students are meeting standards and striving toward a 2.0 or higher

ADVANCED MATH CLASSES

Advanced math classes are offered to those students who meet the advanced math criteria and who desire to challenge themselves in this area. There are three criteria used by administration for those students to determine which students will qualify for the advanced math class:

1. The student's math grades from each grading period during 6th grade
2. The student's performance on the advanced math assessment test
3. The recommendation of the student's 6th grade teacher

Students that desire to remain in advanced math 8 must have maintained a C average in advanced math 7. Any 8th grade students who did not attend CCJHS during their 7th grade year may request to take the advanced math assessment test to determine their eligibility for being enrolled in advanced math 8 class.

ATHLETIC ELIGIBILITY

Any student who wishes to participate in CCJHS athletics must have a GPA of 2.0 or higher. At the conclusion of each grading period, which occurs every six weeks, any student whose GPA is below a 2.0 will be placed on probation for the next six weeks. The student may practice and participate in all team events during this probationary period. If, at the end of the six-week probationary period, however, the student has not achieved the appropriate GPA of 2.0 or higher, the student will be declared ineligible to participate in athletics. The student will remain athletically ineligible for a minimum of six weeks and until an overall GPA of 2.0 or higher is achieved.

***NOTE:** If a student becomes athletically ineligible after the final grading period of his seventh-grade year, then that student will begin his eighth-grade year unable to participate in any CCJH athletics in the first term.

BASIC CLASSROOM EXPECTATIONS

All teachers have specific classroom expectations for which students are held responsible throughout the school year. The following basic classroom expectations will be adhered to on campus and in classrooms:

- 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 the student's right in the learning process to express themselves without ridicule.

COMMUNITY SERVICE PROGRAM

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

- Each student is required to complete a total of eight (8) hours each year they are enrolled at CCJHS.
- The guidelines and policies regarding community service are made available at ccjhs.org, and on the back of the blue Community Service Record Card.
- If a student does not complete the minimum requirement of community service hours and submit the blue Community Service Record Card by June 1, the missing hours will be added to the student's total minimum required hours of community service the following year.

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 Junior 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 that is alleged to be inaccurate or inappropriate may be removed upon written request by parents and review by administration. In addition, parents may receive a copy of any information in the records at a reasonable cost per page.

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

If you believe Calvary Chapel Junior 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.

EXTRA-CURRICULAR ACTIVITIES

CCJHS students have opportunities to participate in a variety of extra-curricular activities throughout the school year such as, but not limited to, athletics, club activities, mission's opportunities and drama. Participation in these activities is considered a privilege, and students involved in them are expected to maintain high standards of conduct, performance, and leadership while successfully maintaining their academic responsibilities.

GRADING SCALE

All assignments, quizzes, and tests are given a percentage value, which is determined by dividing the number of points earned on the assignment by the total number of points possible on the assignment. The resulting percentage is assigned a letter grade as follows:

100% – 98% A+	89% – 87% B+	79% – 77% C+	69% – 67% D+
97% – 94% A	86% – 84% B	76% – 74% C	66% – 64% D
93% – 90% A-	83% – 80% B-	73% – 70% C-	63% – 60% D-
59% – 0% F			

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.

LATE WORK

Late work is handled differently by each teacher; therefore, you should refer to the individual class syllabuses for information about the policies and penalties for assignments, homework, and projects turned in after their respective due dates.

MAKE-UP WORK

Students who have been absent will be allowed to make up any work that was missed during their absence if and only if their absence has been excused. One day for each day of absence will be allowed for the completion of make-up work, up to a maximum of two weeks.

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.

MISSING ASSIGNMENTS

CCJHS places a high priority of communication 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. Parents are strongly encouraged to establish a ParentsWeb login and make it a priority to utilize this as a significant source of information on class grades, homework and lesson plans, report cards, progress reports, attendance, (Community) service hours and student behavior. Please refer to ParentsWeb in order to gain information about what they missed during any absences from school.

ParentsWeb Login Instructions:

1. Go to www.calvaryschools.org
2. Select the Calvary Chapel Junior High School link
3. Select Parent/Student Portal button on the CCJHS homepage
4. Bookmark the page the Log-In page if you like
5. Click on the "Create New ParentsWeb Account" link
6. District Code is: CALCS-CA
7. Enter the email address that is on file with the school and click "Create Account" Check your email account for the password sent to you by FACTS SIS Customer Support
8. Click to create you ParentWeb login Create Username and Password
9. Test your account by going to Parent/Student Portal and logging into the Log In page
10. Call the school office if you have any questions

We encourage parents/students to download the "RenWeb Home" app for more convenient access to class information

REPORT CARDS and PROGRESS REPORTS

The academic school year is divided into two semesters. Each semester includes two (2) progress reports and one cumulative report card. Progress reports are available online at the 6 and 12-week period of each semester. Report cards, which are made available at 18 weeks, represent the final semester grades. In addition, parents may access their student's grades, attendance, and homework throughout the semester using ParentsWeb.

SCHEDULE CHANGES

Schedule changes may be requested for academic reasons only. Please note the following:

- Requests to add, drop, or change the order of courses will only be accepted with the consent of the student's parent(s).
- If a request for a schedule change is denied, the administration will notify the student of the reason.
- The student must continue attending classes as scheduled until he receives a hard copy of his new schedule.
- Requests are limited to one per semester.

TUTORING

A list of tutors is available by request in the CCJHS office.

2018-2019 BELL SCHEDULES

REGULAR SCHEDULE (Wednesdays - Friday)

Period 1: 8:00 – 8:48

BREAK: 8:48 – 9:02

Period 2: 9:07 – 9:55

Period 3: 10:00 – 10:48

Period 4: 10:53 – 11:41

LUNCH: 11:41 – 12:16
Period 5: 12:21 – 1:09
Period 6: 1:14 – 2:02
Period 7: 2:07 – 2:55

CHAPEL SCHEDULE (Tuesdays) & PEP RALLY SCHEDULE (periodically throughout the year)

Period 1: 8:00 – 8:40
BREAK 8:40 - 9:00
Period 2: 9:05 - 9:45
CHAPEL/PEP RALLY: 9:55 - 10:35
Period 3: 10:40 - 11:20
Period 4: 11:25 – 12:05
LUNCH: 12:05 – 12:40
Period 5: 12:45 – 1:25
Period 6: 1:30 – 2:10
Period 7: 2:15 – 2:55

EARLY DISMISSAL SCHEDULE (Mondays)

Period 1: 8:00 – 8:40
BREAK 8:40 - 9:00
Period 2: 9:05 - 9:45
Period 3: 9:50 - 10:30
Period 4: 10:35 - 11:15
LUNCH: 11:20 - 11:55
Period 5: 12:00 - 12:40
Period 6: 12:45 – 1:25
Period 7: 1:30 – 2:10
EARLY DISMISSAL 2:15 – 2:55

FINAL EXAMS SCHEDULE

The schedule for first semester final exams (in January) and second semester final exams (in June) will be made available at least one week before exams take place.

ATHLETIC POLICIES

Calvary Chapel Junior High School is currently a member of the CALOC league, which is composed of private schools in Orange County, California. For male students, CCJHS fields teams in flag football, basketball, soccer, roller hockey, and volleyball. For female students, CCJHS fields teams in basketball, soccer, roller hockey, softball, and volleyball. The athletic department of CCJHS desires to produce active, positive, and productive Christian young people who honor God through their effort in athletics.

ATHLETIC FEES

A participation fee per sport will be charged to everyone who decides to participate in athletics at Calvary Chapel Junior High School. These fees will help defray the expenses of protective equipment, officials' fees, tournament entry fees, and items related to running an athletic program. In addition to the athletic fee, most sports require the purchase of a spirit pack, which includes practice t-shirts and other team items. Please see the individual coaches for cost and further information.

ATHLETIC PACKET

In order to participate in the sports programs offered at Calvary Chapel Junior High School, an athletic packet must be completed and submitted to the athletic director. These forms must be completed and turned in prior to the first day of practice:

- Participation and consent form
- CCJH athletic contract

FAN BEHAVIOR

Students and parents are reminded that we represent the school, and more importantly the Lord, when we are a participant or fan at an athletic event. Thus, we must be mindful of the way we treat the officials, the other team, and the opposing crowd. Appropriate attitudes, actions, and dress are expected at all events. Any fan that speaks, acts, or dresses inappropriately during a CCJHS athletic event will be asked to leave the event immediately. This request may be made by any member of the CCJHS administration, the CCJHS athletic director, a CCJHS faculty member, or the team's coach.

LEAVING CLASS 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 will make arrangements with teachers to hand in assignments prior to leaving for a game. Assignments must be turned in on the day they return to class.
- Students are responsible for all work covered and tests missed. The students must take the initiative to work with the teacher for the class they missed.

STUDENT ATHLETES AND ABSENTEEISM

Any student who is absent will not be allowed to participate in CCJHS athletics on the day of the absence. This includes games and practices. Exceptions to this rule may be approved by the CCJHS principal or athletic director.

ATTENDANCE POLICIES

Regular attendance in all classes is one of the greatest contributing factors to success in school. Please keep this in mind and schedule all outside activities after the regular school hours. Although we are a private school, student attendance is governed by the rules and regulations of the California State Education Code in addition to the following information.

EXCUSED ABSENCES

In order to excuse a student's absence, parents/guardians are asked to contact the CCJHS office within twenty-four (24) hours and excuse the student's absence. Calvary Chapel Junior High School will accept phone calls, written communication, or email communication from parents/guardians excusing a student's absence from school. When clearing a student's absence, the parent/guardian must provide the following:

1. The student's name
2. The student's grade level
3. The date of the absence(s)
4. The reason for the absence

Follow-up confirmation may take place in certain situations.

UNEXCUSED ABSENCE

An absence will be considered unexcused if it is not cleared by the parent/guardian within twenty-four (24) hours. An absence may be cleared by a written note, email, or phone call. The procedures for an unexcused absence are as follows:

- Parents/guardians are given an email notification when a student is absent. The email states the date of the absence and the need to excuse the absence with a written note, email, or phone call within twenty-four (24) hours of returning to school.
- An uncleared absence after twenty-four hours (one day) may result in an after-school detention.
- An uncleared absence after four-eight hours (two days) may result in a zero for all work required on the day of the absence. A written note, email, or phone call received after two days will enable student to receive up to 50% of all work required on the day of the absence.

EXCESSIVE ABSENCES

We take attendance seriously. Regular attendance at school is crucial for a student's academic and future success. Excessive absences are detrimental to student growth. Excessive absences often affect a student grades 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. Excessive absences will be handled as outlined below:

- **6 absences** in any period during a semester: parents/guardian will be contacted by phone or email
- **10 absences** in any period during a semester: Student may serve a study hall detention to make up work
- **15 absences** in any period during a semester: Student may serve two or more study hall detentions to make up work and a conference between parent/guardian and administration may take place to discuss necessary changes and sign an attendance contract.

Extraordinary family situations and serious medical problems will, of course, be taken into consideration and may be sufficient grounds for delaying the implementation of, or modifying the conditions of, any attendance contract.

EXTENDED ABSENCE

Any student who has prior knowledge of an absence that will be five days or more in length should complete their schoolwork in advance. Parents/guardians must inform the CCJHS administration prior to the student's extended absence so proper arrangements can be made to collect the student's schoolwork.

TARDINESS

The bell schedule allows for a five (5) minute passing period between classes. Any student who is not in assigned seat when the bell rings is considered tardy. The attendance office maintains a cumulative record of all incidents of tardiness for every student.

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. Tardiness per semester will be handled as outlined below:

- **10 Tardies** — Parent/guardian and student will be notified by CCJHS administration
- **20 Tardies** — Parent/guardian will be notified, and student will serve one (1) after school detention
- **25 Tardies** — Parent/guardian will be notified, and student will serve two (2) after school detentions

- **30 Tardies** — Student will serve a one (1) day suspension and parent/student will conference with administrator

Should a student miss fifty (50) minutes or more in any given period due to tardiness, the student may receive a homework detention from administration to make up work and missed class time.

For period 1, students who are late fifteen (15) minutes or less should go directly to their first period class. Students who arrive more than fifteen minutes late are considered absent. In order to excuse a student's absence, parents/guardians are asked to contact the CCJHS office within twenty-four (24) hours and excuse the student's absence. CCJHS will accept phone calls, written communication, or email communication from parents/guardians excusing a student's absence from school. The CCJHS administration understands that traffic delays can occasionally be problematic but requests that recurring transportation problems be examined, and a satisfactory solution be reached.

TRUANCY

Any student who leaves campus during the school day without permission or who misses any portion of a school day without permission is considered truant. Schoolwork missed as a result of truancy cannot be made up. The first incident of truancy may result in the student's suspension from school. Any repeat events of truancy will likely lead to the student's expulsion.

SIGN IN/SIGN OUT PROCEDURES (CLOSED CAMPUS)

CCJHS is a closed campus, which means all students are to remain on campus the entirety of the school day. Any student who must leave campus for any reason must be signed out in the school office by a parent/guardian. Upon returning to school, the parent/guardian must return to the attendance office and sign the student in. If a student is to leave campus without a parent, the student must notify the attendance office with a written note signed by a parent/guardian that fully explains the nature and validity of the situation.

When both parents/guardians are out of town for any length of time, it is imperative that CCJH be notified in advance and proper authorization is given for release to any other adult.

The administration may refuse to release a student from campus if the above criteria have not been fulfilled.

STUDENT ATHLETES AND ABSENTEEISM

Any student who is absent will not be allowed to participate in CCJHS athletics on the day of the absence. This includes games and practices. Exceptions to this rule may be approved by the CCJHS principal or athletic director.

BEHAVIOR POLICIES

"Listen to counsel and accept discipline, that you may be wise the rest of your days." Proverbs 19:20

One of the most important lessons a child can learn is the proper response to authority. To accomplish this task, we must set discipline guidelines that are enforced consistently, fairly, and lovingly. Listed below are the guidelines for dealing with major problems and the day-to-day classroom situations. The administration reserves the right to handle each individual discipline situation uniquely as the Lord should lead. All disciplinary decisions will be made prayerfully.

THE POINT SYSTEM

The point system is a demerit system that allows the staff of CCJHS to consistently and objectively hold all students accountable to the school's behavioral expectations. When a student violates any of the policies contained within this handbook, he will typically receive a discipline point. These discipline points accumulate through the course of the semester and are documented in the student's behavior record. Most violations carry a penalty of only one (1) or two (2) points, but repeated infractions and severe violations may be worthy of more demerits. Please see below for

information regarding the weight of each infraction and the disciplinary measures taken as a student's discipline points accumulate.

MINOR INFRACTIONS and BENCHMARK POINTS

Most student misbehavior fits into one of the following categories.

One-point Infractions

- Talking
- Not on task
- Not follow directions
- Calling out
- No materials

Two-point Infractions

- Showing disrespect
- Using rude language
- Throwing an object
- Arguing

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

Benchmarks Points

- **TEN (10) points:** principal conversation; student meets with principal to discuss and pray about ways to curb point accumulation. Parents may receive notice via email and at the parents' request may receive a complete list of all points earned to date.
- **TWENTY (20) points:** office referral; student will serve one (1) after-school detention; parents receive notice and at the parents' request may receive a complete list of all points earned to date;
- **THIRTY (30) points:** office referral; student will serve two (2) after-school detention and will miss next school-related activities; parents will receive notice and at the parents' request may receive a complete list of all points earned to date;
- **FORTY(40) points:** the student will receive a one-day suspension from school and will miss all school-related activities for the semester. Upon returning from suspension student and parent(s) will meet with administration to create and sign a behavior contract that clearly delineates student exceptions for the remainder of the semester as well as the remainder of the school year. Reasonable goals will be set and agreed upon by all parties. Any violation of this contract may result in the student's expulsion from Calvary Chapel Junior High School.

MAJOR INFRACTIONS

The following infractions carry significant consequences. **This includes instances that occur before or after school hours, on and off campus.**

- Using profane or lewd language (oral or written)
- Plagiarizing/cheating
- Forging notes/signatures

- Vandalizing school, staff, or student property
- Possessing/distributing pornographic material (printed or digital)
- Being truant (partial or full day)
- Stealing
- Engaging in illegal activity
- Fighting/bullying (including cyber-bullying)
- Engaging in sexual misconduct
- Showing extreme insubordination/disrespect to school authorities
- Lying to school authorities/obstructing any school investigation
- Using/possessing/distributing alcohol, narcotics, or tobacco products
- Brandishing/possessing a weapon

The major infractions listed above may result in detention(s) being issued, immediate suspension or expulsion. These consequences will be applied at the discretion of the school administrators.

Bullying Policy

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

When bullying is reported:

1. The bullying claim is investigated. Involved students, parents, and/or staff are interviewed.
2. If the bullying is substantiated, meetings follow with involved parties and parents.
3. Points, detention, or suspension may be administered depending on the severity or context of the situation.
4. Follow up is made with students afterward to ensure that the bullying has ceased and that nothing retaliatory has occurred.

The message to students that are bullied is that this is not right, and we will seek to make it stop. The message to the bully is that this is not right and it must stop.

PASTORAL INVOLVEMENT in the DISCIPLINARY PROCESS

The CCJHS administration desires all students to live in a manner pleasing to God and in harmony with the precepts presented in the Bible. In an effort to foster this within our students, the CCJH administration may, at any time deemed appropriate and necessary, refer a student to meet, pray, and counsel with the junior high pastor. In some cases, regular meetings between the student and pastor may be recommended.

DETENTION

Detentions may be issued for 1) committing any major infraction (see above), 2) accumulating points, 3) being absent or tardies to make up assignments and projects missed in class, and 4) failing to submit a note from a parent/guardian that excuses absence(s) from school.

Detention is held after school, beginning promptly at 3:15 pm and ending at 4:00 pm. Any student who arrives late to the detention room will not be admitted. Any student who violates the rules of detention will be asked to leave the room, and, therefore, that student's detention requirement will be considered unfulfilled.

A detention must be served on the day assigned by administration and student. Any request to change the date of a detention must be made by the student's parent/guardian. If a detention is not fulfilled on the day assigned it may result in an additional detention.

SUSPENSION

The length of a student's suspension from school is prayerfully determined by the administration on a case by case basis. Suspension may be as short as one day. Suspension may also be for an indefinite number of days.

DISCIPLINARY PROBATION

A student's behavior record may be grounds for administration to place that student on disciplinary probation for the *following* school year. If administration deems probation necessary, the administration will meet with the student and his parents sometime during the summer before the school year in question. During this meeting, the terms of the probationary contract will be discussed and agreed upon by all parties.

It should be noted that the administration of CCJHS may notify the administration of Calvary Chapel High School regarding any student with a poor behavior record during his 8th grade year and who is planning to enroll at CCHS.

EXPULSION/FORCED WITHDRAWAL

Any student expelled or forced to withdraw may not be able to reapply for admission to Calvary Chapel Schools for a period of one full school year. Exceptions to this rule may be considered by the administration of CCJHS and/or CCHS (if the expelled student is in 8th grade and desires to be admitted to Calvary Chapel High School).

Re-admission to Calvary Chapel School is contingent on the following:

- Satisfactory behavior during this one-year period
- Satisfactory grades during this one-year period
- Recommendation from a youth pastor
- Recommendation from the current school principal or vice principal

DRESS CODE POLICIES

The CCJHS administration expects that all students, in all areas of their lives, will positively represent the school, including modesty in dress and grooming. Handbook regulations concerning the dress code are applicable during school hours (7:30 to 3:30), after school hours (3:00 to 6:00), at all school events, whether on or off campus. It is both the parents' and the school's responsibility to instill mindset modesty in the student body.

It is expected that student apparel will be 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 intent of the dress code policy is allow for some freedom of dress without differentiation and modesty. **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 3 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. Any store-bought cropped shirt must have an undershirt under the polo.
- **BOTTOMS:** All students may wear pants or shorts of any color or brand. Athletic and lounge wear is prohibited. Pants with holes or tears are prohibited. In addition, jeggings, leggings, tights, pajamas, and sweatpants are prohibited. Any student may wear shorts that reach the knee.
- **OUTERWEAR:** All students may wear outerwear of any color, pattern, or brand with no logos, pictures, or lettering larger than 3 square inches. The exception being Calvary Chapel jackets and/or sweatshirts made available through ASB or athletics.

- **FOOTWEAR:** All shoes and sandals are acceptable. Bare feet and slippers are prohibited.

Accessories/jewelry: Sunglasses may only be worn outside. Inappropriate bracelets, collars, or accessories of any kind are prohibited.

Hair: Hair color of students must be a natural color (i.e. blonde, black, brown, red, and most shades thereof). Any unnatural color in hair is prohibited.

Skin: Students may not write, draw, or paint on their skin.

Pep Rallies

- Wear the class shirt provided at your Schedule Day.
- 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 may be purchased at the office for \$10.

DRESS CODE VIOLATION POLICY

- **First Offense:** Students warned and must fix the violation immediately. The parent will be notified by email, and students will be given a Dress Code Violation.
- **Second Offense:** Students must fix the violation immediately. Student will serve one (1) after-school detention. The parent will be notified by email and student will be given a Dress Code Violation.
- **Third Offense:** Students must fix the violation immediately. Student will serve two (2) after-school detentions. The parent will be notified by email and student will be given a Dress Code Violation.
- **Fourth Offense:** Students must fix the violation immediately. Student will serve a one-day suspension and attend a student/parent conference at which time a dress code contract will be signed. The student's parent/guardian will be made aware that the next dress code violation may result in the student's receiving an indefinite suspension/possible expulsion.

To Fix Dress Code Violations Students will:

- Change into something different or
- Change into P.E. clothes or
- Parents will be contacted to bring a change of clothes

ELECTRONIC DEVICE POLICIES AND PROCEDURES

The CCJHS administration recognizes that certain electronic devices can serve a valuable purpose in the school environment. Conversely, such devices, if used inappropriately, can create significant problems on campus. In an effort to maximize the learning environment and to minimize the distraction of electronic devices, CCJHS has adopted an Away-For-The-Day policy

GUIDELINES

Electronic devices are prohibited during school hours. All electronic devices and earbuds must be 1) placed in a locker and put on silence during school hours. (We highly discourage any student to use their backpack to store their electronic device due to possible thief. 2) No device may be visible at any time during the school day unless directed by a teacher for classroom use. Any student who must phone their parents during the school day may do so **ONLY IF GRANTED PERMISSION FROM A STAFF MEMBER**. In compliance with these guidelines, parents are asked not to

call or text their students directly during school hours. Students MAY not to respond to texts during class. Administration reserves the right to read and view the contents of phones if unacceptable text messages or photographs are suspected.

VIOLATION PROCEDURES

- **First Offense:** Electronic device taken by the teacher or school official. The student may pick up the phone at the end of the period. Student receives a point.
- **Second Offense:** Electronic device will be taken by the teacher or school official. The student may pick up the device at the end of the day in the front office. Student receives a point and office referral and an after-school detention.
- **Third Offense:** Electronic device will be taken by the teacher or school official. The parent/guardian may pick up the device at the end of the day in the front office. Student receives a point, an office referral, and two after-school detentions, and parent/guardian conference.
- **Fourth Offense:** Electronic device will be taken by the teacher or school official. Device must be picked by parent/guardian. Student receives a points, office referral and suspension. **Student will no longer have cell phone privileges on campus. Phones will be stored in the CCHS front office or not brought on campus.**

OTHER TYPES OF DEVICES

- **Music devices, E-readers, iPads, Tablets, and Laptop Computers:** These devices are permissible so long as their use is connected to a classroom assignment or school function.
- **Cameras and Video Cameras:** Unless these devices serve some sort of school-related purpose, please do not bring them to school.

Please be aware that any student who demonstrates poor judgment in the use of any personal electronic devices will lose the privilege of bringing such devices on campus. Furthermore, the administration requests that you understand the inherent risk in bringing such devices to school. CCJHS will not be held liable for any loss, damage, or theft.

GENERAL INFORMATION and POLICIES

ACCOUNTING OFFICE

The accounting office is located within the CCJHS office (room M100). All tuition payments and questions regarding financial matters should be directed to the accounting office.

AFTER-SCHOOL PROGRAM INFORMATION AND POLICIES

CCJHS offers various extracurricular opportunities, but participation in these is purely optional. The CCJHS administration wishes for you to be aware of the following expectations and policies regarding the hours after school:

- If your child is not involved in any after-school activity (e.g. athletics, drama, science club) nor staying for CCJHS After-School Program (ASP), then the administration asks that arrangements be made to pick up your child as soon as possible after 3:10 pm.
- All students on campus after 3:15 pm and not in a sport/activity must sign into ASP. Any student picked up before 3:30 PM will not be charged for ASP. There is a 15-minute grace period between 3:15 pm and 3:30 pm.
- The ASP daily fee of \$10
- The ASP monthly flat rate is \$5 daily
- Any student deemed to be a behavior problem during after-school hours by the ASP staff and confirmed by administration will be required to leave campus no later than 3:15pm.

CHAPEL

Chapel provides a vital opportunity for the school to encourage spiritual growth and wisdom in the students of CCJHS. Chapel takes place every Tuesday of each school week.

COMMUNICATION WITH TEACHERS

We believe that open communication between parents and teachers is a vital component to the success of each student. Therefore, we encourage and welcome dialogue between parents and staff members. Please observe the following guidelines when attempting to contact any of your child's teachers:

- **Phone calls:** To prevent interruptions to the learning process, phone calls from parents will not be forwarded to teachers during school hours. The CCJHS office staff will take messages and contact information from parents/guardians and forward it to the teachers who will then return the phone call at their earliest convenience.
- **Email:** Each teacher has a unique email address that can be found in the staff directory at the school website (<http://ccjhs.org>). Teachers are expected to read and respond to all email within twenty-four hours.
- **In person:** Arrangements can be made to meet with a teacher before school, after school, or during that teachers prep period.

COMMUNICATION WITH YOUR CHILD DURING SCHOOL HOURS

If parents/guardians wish to communicate with their child during the school day, then the CCJHS administration requests that the following guidelines be observed:

- **Phone calls to the school:** Phone calls will not be sent through to your child's classroom. The CCJHS office staff will take a message from the parent/guardian and then deliver that message in written form to the student.
- **Communication via the child's cell phone:** Students are not permitted to use their phones during class. Therefore, please be respectful of the learning environment and refrain from sending and receiving text messages to and from your student during class time. Students, WITH PERMISSION FROM A STAFF MEMBER, may use their phones during break or lunch to call parents and respond to text messages.
- **In person:** Please come to the CCJHS office to visit with your student. A staff member will locate your child and call him out of class.

EMERGENCY AND HEALTH PROCEDURES

The health office offers immediate first-aid to all injured or ill students. The nurse is usually available every day during school hours. The CCJHS office phone number is 714-556-0965; please ask for the health office.

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.

If a student becomes ill during school hours, the student should request a hall pass from his/her teacher to the health office. The school nurse will contact a parent when necessary; students should not use cell phones to contact parents. If a student is advised to leave campus, the parent will be contacted, and the student must sign out on the sign-out sheet in the school office.

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 pain reliever (with student's name labeled on bottle) to be stored in the nurse's office.

EMERGENCY REUNIFICATION WITH STUDENTS

In case of a school emergency or natural disaster, it is our primary concern that students remain safe at all times and that an orderly dismissal and release of our students will take place. 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 release children only to those designated adults. Therefore, keeping current information on your child's emergency card is imperative. CCJHS will issue notification for student release via the school voice mail message at our main number: (714) 556-0965.

Parents/guardians who are off campus, please follow these procedures:

1. If the school is in a state of emergency, please do not attempt to enter the campus. Follow the instructions of the law enforcement personnel, as they will maintain control of the school's perimeter for everyone's protection.
2. If you are able to walk to the school to pick up your child, then we recommend that you do so. Parking will be very limited. If you must drive, then be prepared to park off campus.
3. Upon arriving at the school, please remain calm and follow all 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 these procedures:

1. Follow the directions of the security team.
2. Locate your student at the assembly area on the MCA field adjacent to Sunflower Ave.
3. Sign the student release form.
4. Present a picture ID upon request.
5. Proceed and line up at the student pick-up area.
6. A staff member will bring your child from the assembly area to the release area.
7. After receiving your child, please leave campus immediately.

Please be patient and respectful to our staff. It is their primary concern that students remain safe and calm while an orderly release of all students takes place.

FINANCIAL GRANT AND AID

Financial grant and aid is available to those families who find themselves in a situation of temporary hardship. Application for financial aid must take place on the FACTS Grant & Aid site that can be accessed via the FACTS link on ParentsWeb. All questions in this area should be directed to the CCJHS accounting office.

FOOD SERVICE

Students may bring lunches from home or buy lunch from the CCJHS kitchen. Additionally, refreshments and snacks may be purchased at the vending machines on campus. The CCJHS office does not lend money to students for lunches.

IMMUNIZATIONS

According to the California School Immunization Law (passed January 1, 2016), a Personal Beliefs Exemption is no longer an acceptable document to submit for entry into ANY California school, public or private. For entry into 7th grade, a student must be up-to-date on all immunizations (including the Tdap vaccine). The parent/guardian **must** submit proof of immunization before the start of school. For complete details on the immunization requirements needed for school entry, visit www.shotsforschool.org. If you have any questions, please call CCJHS at (714)556-0965 and ask for the health office.

LIBRARY MEDIA CENTER

Library Hours

The Library Media Center (LMC) is open on regular school days from 7:30 am - 3:20 pm. The LMC is closed on Fridays from 9:00 AM - 10:30 AM, weekends, school holidays, and summer vacation.

Check-out Privileges

A current CCJHS student ID card is required to check out materials. Students may check out four (4) books at one time for a period of two weeks. Renewals are allowed if no one else has requested the item.

Overdue Fines

Fines are ten (10) cents per book per day. Special materials with overnight or limited day check-out are charged twenty-five (25) cents per day. A student with overdue books or outstanding fines may not be allowed to check out any additional materials or use the computers in the Library Media Center until all fines have been paid. Any student with an unresolved library issue will have his yearbook withheld at the end of the year.

Lost or Damaged Materials

Students are to notify the librarian of any lost materials immediately. The student will be notified of the replacement fee. 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 appropriate fee. If a student notices damages to any materials before checkout he 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 five (5) cents each (even if your own paper is supplied). No color copies are available. Copies must be paid for when made. Because 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

Computers in the LMC are available for educational and research-related uses only. A current CCJH student ID card must 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 will result in disciplinary action.

Library Programs

The LMC has several ongoing programs to encourage the enjoyment of free reading. These programs include:

- Lamplighter Reading Program
- Lunch Time Book Clubs
- Library Book Blogs
- Contests / Activities

Visit the library at any time to find out more information on these programs.

LOCKERS

Lockers are a privilege and each student must treat the assigned locker as such. The following is a list of student locker responsibilities:

1. Students may not use another student's locker without the permission of the administration.
2. 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 to 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 on or before the last day of school. All lockers are then cleaned out by the maintenance department; any items that are left are discarded.

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

LOST and FOUND PROCEDURES

Most misplaced or lost personal belongings will be placed on the CCJHS lost and found rack daily, which will be located on the bottom level of the south each corner of the J Building during school hours. Small valuables (i.e. jewelry, electronic devices) and money will be held in the CCJHS office. Approximately every week or two, the lost and found cart will be cleaned out depending on volume, and any unclaimed items will be given to various ministries for distribution to the poor and needy.

Two strong recommendations:

1. Students should place their names on/in everything they own, including their books and clothing.
2. Students should use their lockers or backpacks to store any and all loose items. Do not use the bathrooms or the ground to store items. Loose items are often picked up, moved, kicked, and stepped on.

OFFICE HOURS

The CCJHS office is open for business from 7:30 am to 3:30 pm daily, Monday through Friday throughout the school year. Summer hours, which typically began the first Monday after graduation in June, are 8:00 am to 2:00 pm.

ON-CAMPUS VISITORS (SHADOWING)

Student visitors to campus must seek approval from the CCJHS administration prior to the visit. The procedure to have an on-campus visitor is as follows:

1. The CCJHS student visitor must pick up a medical authorization form for the visitor's parents to fill out. This is needed in the case of an emergency on campus.
2. The CCJHS student must have a written note from his/her parent giving permission to spend time with the visitor.
3. On the day of visitation, the visitor and the CCJHS student must go to the junior high office before school begins and check in with the receptionist. The receptionist will request the following:
4. The medical authorization form from the visitor
5. The parental note from the CCJH student.

Note: Guests of the students are expected to be dressed appropriately on campus and at any other school event or activity (see Dress Code Policies). The visitor must stay with the host student for the entire school day.

PHOTO USAGE

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

SCHOOL WEBSITE

The CCJHS website can be accessed via the URL <http://ccjhs.org>. Parents and students are encouraged to visit this site regularly for up to date information about the happenings at CCJHS, as well as school policies and procedures.

STUDENT ID CARDS

Student ID cards are provided in August, after students have had their photograph taken for the yearbook. This card is used for checking out materials at the school library, the Pre-Paid Lunch Program, and gaining free entry to all CCHS sporting events that take place at home. This ID card is also a necessary piece of identification for students who attend the annual spring trip to Washington, D.C.

A fee of \$5.00 will be charged for a replacement ID card.

TEXTBOOKS

Textbooks can be purchased from our online book company, Etechcampus 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 supplies according to the Student Supply list to class each day.

WITHDRAWAL PROCEDURES

Each case of student withdrawal is unique; please call the CCJHS office if you have questions about withdrawing your child from the school. Please be aware that a student's cumulative file will not be given to the student or parent/guardian. A file transfer request must be made by the parent before the cumulative file will be sent to the student's new school.

YEARBOOKS

Each CCJHS student will receive a yearbook; the cost of which is included in the registration fee. Yearbooks are distributed in June, near the end of the school year, so long as all school and financial obligations have been met by the student and the student's parent/guardian.

Please be aware that every effort is made for accuracy of information within the yearbook. Typographical errors, incorrect or missing information, and missing or mislabeled photographs are regrettable, but they are not grounds for having the yearbook reprinted.