



# CALVARY CHAPEL CHRISTIAN SCHOOL

## Junior High / High School Discipline and Homework Policy 2023-2024

### Purpose of our Policies

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.***

*To help you find the answers you may be looking for, please check the following sections:*

1. Classroom Standards and Discipline
2. Examples of Disciplinary Consequences that may be assigned
3. Major Infractions / Referred to Administration
4. HS Detention & Saturday School Policy
5. JH Detention & Saturday School Policy
6. Probation for Misconduct
7. Electronic Device Policy Consequences
8. Restroom Policy
9. Cheating and Plagiarism
10. Dress Standard Violations
11. Tardy Policy
12. Homework and Long-Term Project Policy
13. Student Eligibility to Participate in Extracurricular Activities
14. Saturday School Information

### 1. Classroom Standards and Discipline

#### *Classroom Environment*

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

- Students must always demonstrate respect for, and cooperation with, teachers and classmates
- Students will be on time to each class and prepared with the necessary materials and mental attitude, which indicates a readiness to learn
- All students should enter and exit the room in a quiet, orderly fashion.
- Students must raise their hand and be acknowledged by the teacher before speaking out.



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- Students are to remain seated during instruction and lecture time.
- Communication of any kind between students that is disruptive to the teacher or classmates is unacceptable
- Personal grooming is inappropriate during class sessions and is not permitted
- Students leaving class for any reason will be issued a hall pass that must remain in the student's possession while the student is out of class and the locker room
- Food and beverages will not be permitted during instructional time without administrative approval
- Students may not be in classrooms, locker room, gymnasium, offices or any other school room unless a teacher or staff member is present
- The teacher's desk, computer, briefcase, keys, grade book and other belongings are personal property and will be treated as such by students
- Remove beanies and hoods of sweatshirts prior to entering the classroom

In order to enforce these standards, a teacher may use prayer and counsel, a new seat assignment, verbal or non-verbal cues, a note or phone call home or an official discipline using our detention and referral system.

## 2. Examples of Disciplinary Consequences that may be assigned:

**Detentions:** Detentions are issued for violations of the CCCS behavior standards. Students will be informed by their teacher when they receive a detention. Parents will be notified via email if a student receives a detention. Students can serve detention the day they receive it, or the following day. Students must serve detention regardless of whether they participate in sports and/or mandatory tutoring. **Missing a detention will result in a second detention being issued, with both having to be served on consecutive days. Failure to serve these detentions will result in a Saturday School.** Detentions will be entered in the Info Now system by administration and parents can view details via the Parent Portal. The detention time is 2:40pm-3:30pm Monday through Friday. Students may not bring anything to detention except a water bottle.

**Saturday School:** Assigned by administration for serious and/or continual discipline problems. Saturday School requirements are posted at the end of this document. The cost for Saturday School is **\$25.00**.



### **3. Major Infractions / Referred to Administration**

In the case of certain serious misbehavior, that violates the Christian lifestyle standards, students will be referred immediately to Administration.

The following discipline problems will be **IMMEDIATELY REFERRED** to the administration:

1. Drug or alcohol involvement or possession
2. Smoking/Vaping any substance, or possession of tobacco or chewing tobacco
3. Sexual misconduct
4. Profanity (verbal or written or online)
5. Fighting or physical harassment
6. Vandalism
7. Use and/or possession of any kind of weapon
8. Bullying of any kind
9. Making racial remarks
10. Extreme insubordination or disrespect
11. Forged notes
12. Stealing
13. Any illegal activity

The infractions listed above, including **BEFORE AND AFTER** school hours, **ON AND OFF CAMPUS**, will automatically result in an administrative referral and may result in immediate action of one of the following:

#### ***Suspension***

A student who is suspended will not be allowed on campus for any reason for a designated period of time. Students may not complete their schoolwork assigned during the suspension, nor can they participate in any extra-curricular activity. Under certain circumstances, students may serve their suspension on campus.

#### ***Expulsion***

A student may be expelled from school for a serious breach of conduct, and/or repeated problems with behavior or academic performance. Expulsions are reviewed and approved by the School Administration.

*(Continued on next page)*



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## 4. High School (Detention, & Saturday School)

High School DETENTION & SATURDAY SCHOOL POLICY		
DETENTION	SATURDAY SCHOOL	SUSPENSION
HANDS OFF POLICY	NO SHOW TO DETENTION	SATURDAY SCHOOL NO SHOW
SLEEPING IN CLASS	PLAGIARISM/CHEATING	FORGERY
PUBLIC DISPLAY OF AFFECTION	PDA 2ND OFFENSE	SEXUAL MISCONDUCT
INAPPROPRIATE Behavior/Language LEVEL 1	INAPPROPRIATE Behavior/Language LEVEL 2	INAPPROPRIATE Behavior/ Language Extreme
1ST-3RD DRESS CODE VIOLATION UNIFORM & DETENTION	4TH-UP DRESS CODE VIOLATION UNIFORM FOR 30 DAYS	DRESS CODE - EXTREME
EATING IN CLASS	DISRESPECT OR DEFIANCE	VANDALISM
CLASSROOM POLICY VIOLATION	CELL PHONE VIOLATION	EXTREME DISRESPECT/DEFIANCE
TALKING DURING FIRE DRILL	LYING	FIGHTING OR BULLYING
CHAPEL VIOLATION	8+ TARDIES	HARRASMENT/INTIMADATION
IPAD MISUSE		ANY ILLEGAL ACTIVITY
6th-7th TARDIES		STEALING

## 5. Junior High School (Detention, & Saturday School)

Jr. High School DETENTION & SATURDAY SCHOOL POLICY		
DETENTION	SATURDAY SCHOOL	SUSPENSION
HANDS OFF POLICY	NO SHOW TO DETENTION	SATURDAY SCHOOL NO SHOW
EATING/SLEEPING IN CLASS	PLAGIARISM/CHEATING	FORGERY
PUBLIC DISPLAY OF AFFECTION	PDA 2ND OFFENSE	SEXUAL MISCONDUCT
INAPPROPRIATE Behavior/Language LEVEL 1	INAPPROPRIATE Behavior/Language LEVEL 2	INAPPROPRIATE Behavior/ Language Extreme
1ST-3RD DRESS CODE VIOLATION DETENTION	4TH-UP DRESS CODE VIOLATION LOSS OF FREE DRESS PRIVILEGE	DRESS CODE - EXTREME
IPAD MISUSE	DISRESPECT OR DEFIANCE	VANDALISM
CLASSROOM POLICY VIOLATION	CELL PHONE VIOLATION	EXTREME DISRESPECT/DEFIANCE
TALKING DURING FIRE DRILL	LYING	FIGHTING OR BULLYING
CHAPEL VIOLATION	8+ TARDIES	HARRASMENT/INTIMADATION
DAYCARE VIOLATION		ANY ILLEGAL ACTIVITY
6th-7th TARDIES		STEALING



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## 6. Probation for Misconduct

When a student fails to meet the standards of the school in his/her attitude and behavior, the student will be placed on a Probation Contract. The is contract is a conditional testing period assigned to a student for a designated period of time, during which the student will have the opportunity to demonstrate their ability to perform satisfactorily at CCCS. During the period of probation, a student is expected to improve his/her conduct to the extent necessary to satisfy the staff and Administration. Examples of probation contracts include the following:

- Spiritual Growth
- Attitude
- Citizenship
- Academic Progress

Probation should be viewed as a time when the school and the family can work closely together to encourage growth and improvement in the life of the student. If the student fails to respond positively to these efforts and adequate progress is not shown, the student may lose the privilege of attending CCCS.

Attending CCCS is a blessing granted to those who demonstrate a spirit of harmony with the philosophy and goals of the school. CCCS reserves the right to dismiss a student who does not conform either to the stated regulations governing student conduct or to the expressed principles, policies and expectations of the school.

## 7. Electronic Device Policy

**JH - First offense** will be issued a warning. **2<sup>nd</sup> offense** will result in an **automatic Saturday School**.

**HS - First offense** will result in an **automatic Saturday School**.

**The entire Electronic Device Policy can be found on our website under *Parent Resources*.**

## 8. Restroom Policy

In order to promote an orderly and efficient classroom, students are asked to use the restroom at break, lunch, or in between class, when time permits. If it is an emergency, students will be excused to go to the restroom during class. Exceptions are made when parents provide a doctor's note for our files. Each student will receive a 'bathroom' pass and must return to class promptly.

## 9. Cheating Policy (Includes Plagiarism)

Cheating is defined as:

1. Looking at another student's test or quiz paper
2. Using a "cheat sheet" or study guide during a test or quiz



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3. Complicity in cheating
4. **Any form** of communication during a test or quiz
5. Stealing a test or the distribution of stolen test, and/or posting or locating a test online
6. Student doing another student's homework, project or paper
7. Sharing answers for tests, quizzes or homework with anyone in class or out of class
8. Plagiarism is defined as the theft and use of another person's **ideas** or **writings** as one's own.

## **10. Dress Code Violation Policy**

### **Junior High School Students**

The complete Junior High School Dress Standard is on our website under *Parent Resources*.

When in attendance during the regular school day which begins at 7:45am, all students will dress in the approved school uniform for CCCS.

On selected free dress days, students must follow the outlined parameters in the dress code standards. Students that do not follow the dress code will not be able to enjoy any further free dress days. **Any infraction of the dress code will result in the following:**

**1<sup>st</sup> Offense:** Automatic Detention and the parent will be contacted via email

**2<sup>nd</sup> Offense:** Automatic 2 days of Detention and the parent will be contacted via email

**3<sup>rd</sup> Offense:** 1 day Saturday School / Loss of free dress privilege

### **High School Students**

The complete High School Dress Standard is on our website under *Parent Resources*.

**1<sup>st</sup> Offense:** Automatic Detention and the parent will be contacted via email

**2<sup>nd</sup> Offense:** Automatic 2 days of Detention and the parent will be contacted via email

**3<sup>rd</sup> Offense:** Automatic Saturday School and requirement of wearing a uniform for 30 days.

**4<sup>th</sup> Offense:** Administrative Referral and the wearing of a uniform for the rest of the school year.

The school administration reserves the right to make all the final decisions regarding appropriate dress and grooming. Anyone arriving at school inappropriately dressed or groomed will be detained in the school office until the student has been counseled, the parents notified, and the situation remedied.

## **11. Tardies (Per Quarter)**

The school block schedule allows for a five-minute passing period between classes. All students are expected to be in class and seated at the start of class. A student is considered tardy if he/she is not in class at the start of the period.



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1. If a student is tardy, he should go directly to the JH/HS Office. First period tardy notes/excuses must be turned into the office. All tardies are marked in the roll book by the teacher and are considered Unexcused until administration reviews the excuse.
2. If a student is held back from class by a school staff member, he/she will be given a Hall Pass indicating the reason.
3. We are a commuter school; therefore, we understand that traffic delays occasionally occur. Please send a note with your student about traffic delays. Otherwise, the student must accept the “tardy” with the understanding that if this appears to be a recurring situation, transportation problems should be carefully examined and, perhaps changed.

Official discipline regarding tardiness is handled and communicated by the school office.

The number of tardies within a Quarter	Consequences
6 <sup>th</sup> tardy	Detention
8 <sup>th</sup> tardy	Saturday School
10 <sup>th</sup> tardy	Parent Meeting / Probation Contract

## **12. Homework (Per Quarter) and Long-Term Projects**

Homework is an integral part of the learning process; therefore, each teacher assigns homework to assist the students in their studies. Each student is required to complete homework assignments on time. Homework is given for several reasons: reinforcement, practice, remedial activity, and to develop good study habits. Full parental cooperation is expected in seeing that assignments are completed. Failure to complete homework will affect the student’s grade and demerit(s) will be issued.

Students will be allowed two calendar days per absence from the date of return, to make up homework missed due to illness or other valid reason. Extenuating circumstances will be reviewed by Administration. “Late homework” (homework not missed due to absence or other valid reasons) will be accepted for partial credit. A Homework/Long Term Project policy will be sent home at the beginning of the school year for parent’s signature.

- On time: Full Credit
- 1 day with an excused absence: Full Credit (grace)
- 1 day late with no excuse: 70% of grade earned
- Two days late with no excuse: 0% - No Credit (NC)

**POLICY:** After 2 homework assignments have not been turned in, the **third NC “no credit”** will result in communication home to the parent and may require a parent teacher conference to rectify the student’s lack of attention to their academic progress in that course. NCs are calculated per quarter.



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## Long-Term Project Policy (Includes Book Reports and SMR's)

- On time: Full Credit
- 1 day late (even with an excused absence) 50% of grade
- After 1 day late 0% - No Credit (NC)

Parents, it is extremely important for you to visit the Parent Portal on a regular basis. Disciplines, tardies, attendance and class work/grades are being entered by our staff each week. As we partner together for the good of your child, we want you to have the latest information as you guide your child to success.

Every teacher has an email address, which is their first initial, followed by their last name @calvarydowney.org. For example, Mr. John Doe's email address would be [JDoe@calvarydowney.org](mailto:JDoe@calvarydowney.org). This is another wonderful way to stay in tune with what is going on with your child.

*Administration reserves the right to amend these policies as needed.*

### 13. Student Eligibility to Participate in Extracurricular Activities (including athletics)

In order for students to be eligible for extracurricular activities such as team sports, cheerleading, band, yearbook, ASB offices, etc., they must meet the following requirements:

- At least a 2.0 G.P.A. in all academic course work (Please note that P.E. and Team Sports are not factored into GPA calculations.)
- Compliance with school standards, conduct and disciplinary philosophies. Any disciplinary suspensions will result in ineligibility for the period of the suspension and may result in ineligibility for the remainder of the season.
- Must attend at least 2 periods of student's academic classes in the same day

#### End of each grading period

A student whose GPA falls below a 2.0, at any regular grading period, will be placed on academic probation. Academic Probation should be seen as a warning, as the student will be required to raise their GPA to at least a 2.0 by the next regular grading period. If this standard is not met, and the student therefore has consecutive grading periods with a sub 2.0 GPA, the student becomes academically ineligible to participate in any sport or extracurricular event (i.e., practices, meetings, games, performances) until the next regular grading period, at which time the student's grades will be re-evaluated. Please note that grading periods are 4-5 weeks in length.

If a student's GPA cannot be determined due to missing/incomplete assignments at the end of a regular grading period, the student will have no more than one week after the end of the grading period to complete the missing assignments (tests, exams, projects, etc.) before receiving a zero. A student may





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not attend any extracurricular activity until all of their missing assignments are completed. Extenuating circumstances will be considered, and more time will be allotted as directed by the teacher and administration.

## 14. *Saturday School information:*

- A fee of **\$25** will be charged to offset the cost of providing this service. The student may bring cash, a check or opt to have their tuition statement billed for the Saturday School. In the event that the student does not show up on time, or at all, the student will be considered a “No Show” and the student’s account will be billed \$25 and will be issued an additional Saturday School. Missing two (2) consecutive Saturday Schools will result in the student being suspended from school for one (1) day the following week and the original Saturday School must still be served at an additional \$25.00
- Work details will be implemented during the time of service and may include, picking up trash, cleaning desks, washing school vehicles, dusting, sweeping, landscaping, and other such work
- A parent or legal guardian must sign the student in, or the student will not be permitted to enter the class. This will count as a “No Show” and the above-mentioned policy will be in effect. Until the student is signed in by the parent or guardian, the student is not the responsibility of CCCS
- Students are required to bring a Bible and something to write with
- Any cell phones or any other electronic device that are out or can be heard during Saturday School (including breaks) will cause a student to forfeit their time served and will be considered a “No Show” as mentioned above.
- Students leaving before the completion of the Saturday School for any reason will forfeit their time served and will be considered a “No Show” as mentioned above.
- Students will be dismissed promptly at 12:00pm. CCCS will not be responsible for the student after this time. The student may go to the Café.

*It is our sincere desire that the policies herein will be valuable and effective tools in our efforts to partner with you in the training of your student(s). With the Lord’s guidance, we pray that your child will never depart from His ways!*

*“There are many plans in a man’s heart, nevertheless, the Lord’s counsel, that will stand.”  
Proverbs 19:21*