



TK-8TH GRADE STUDENT HANDBOOK



CALVARY MURRIETA
CHRISTIAN SCHOOLS

TK-8TH GRADE STUDENT HANDBOOK

WELCOME

This handbook has been designed as a tool to help familiarize you with our school and specific policies pertaining to Transitional Kindergarten through 8th grades. Please read it carefully and be sure that you understand the guidelines which we have established with the student's best interest in mind. We want you to understand what Calvary Murrieta Christian School (CMCS) offers and what is expected in return.

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CMCS MISSION STATEMENT

Partnering with families to educate, equip, and disciple students for a lifelong commitment of loving and serving Christ.

CMCS VALUES

1. **Nurture the Soul:** "Nurture the soul of the student by instilling a Christian Worldview through Biblical integration in all areas of life."
2. **Mentor the Heart:** "Mentor the heart of the student to make a life-long decision to follow Christ."
3. **Instruct the Mind:** "Instruct the mind of the student through the implementation of current and relevant Biblically-based academics."
4. **Engage the Hands & Feet:** "Engage the hands and feet of the student in God's mission, here and around the world."
5. **Prepared for Life:** "Guide the student through diverse experiences that build responsibility and develop leadership."

CMCS STATEMENT OF FAITH

Calvary Murrieta holds to the following statements: these statements should serve as a guide to understanding what we believe. The topics here provide only a brief summary and should not be taken as our complete belief structure.

The Scripture

The Bible was written by men, given by the Holy Spirit to human writers, and is God's revelation of Himself to mankind. It is a perfect treasure of divine instruction. It has God for its author, truth without any mixture of error in its original texts, and salvation for its end. All Scripture is totally true and trustworthy and pertains to all things regarding life and godliness.

Ps. 19:7-11 | 2 Tim. 3:15-17 | 2 Pt. 1:3

God

There is one and only one living and true God who is sovereign, and the creator of all things. He eternally exists as three persons, Father, Son, and Holy Spirit, and each of these persons is fully God and are united as one.

Gen. 1:26 | Dt. 6:4 | Mt. 28:19 | Ps. 45:6-7

God the Father

God is called Father because He is the Father over all creation. He is also Father by intimate relationship. He is the Father of our Lord Jesus Christ, and He is the Father of all who believe in Jesus Christ as Savior and Lord.

Eph. 3:14, 15 | Ps. 103:13 | Eph. 1:3 | Jn. 1:12

God the Son

Jesus Christ has always been fully God, and became fully man in one person, and will be so forever. He created all things with the Father and has existed always. He was conceived of the Holy Spirit and born of the Virgin Mary. He perfectly fulfilled the divine law by His obedience to it, and in His substitutionary death on the cross, He made provision for the redemption of men from sin. In His bodily, historical resurrection, He overcame death and sin for all who believe.

Lk. 1:35 | Jn. 1:1 | Jn. 1:14 | Jn. 3:16 | Jn. 3:34, 35 | Jn. 14:31 | Jn. 11:25

God the Holy Spirit

The Holy Spirit is the Spirit of God, a fully divine person of the Trinity. He exalts Christ. He manifests the active presence of God in the world, and especially in the church. He convicts men of sin, of righteousness and of judgment. He indwells the believer and leads the church in worship, discipleship, and service.

Is. 59:21 | Jn. 14:17 | Jn. 14:26 | Jn. 16:8

Man

God created human beings, male and female, as His unique and crowning work of creation. By mankind's own choosing, he rebelled against God and brought sin into the human race. The value, worth, and sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, we believe that every person possesses dignity and is worthy of respect and Christian love.

Gen. 1:26, 27 | Rom. 5:12 | Jn. 3:16

The Gospel

We believe that the essence of the gospel is an understanding that we are more rebellious against God than we can ever know and also more loved by God than we can ever comprehend.

We also believe that the gospel of Jesus is demonstrated through His life, death, burial, resurrection, and teachings. He taught that He will redeem us, He will renew us, bring us into obedience, and ultimately He will restore us to His eternal dwelling place. He chooses us to join Him in inviting all others to follow this same pattern that He set forth.

Mk. 16:15 | Jn. 12:32 | Jn. 14:6 | 1 Cor. 15:1-4

Salvation

The resulting work of the sacrifice of Jesus on the cross brought salvation to the world, and is a gift of God redeeming us from our sin and reconciling us to our God. Jesus came to earth and accomplished salvation for all who would believe. All who turn from their sin and believe in Jesus receive this gift of salvation. As a result of this faith, all His followers will seek to be like Jesus, live like Jesus, and love like Jesus.

Jn. 5:24 | Jn. 8:31 | Rom. 5:9, 10 | Eph. 2:9, 10

The Church

The church is both local and Universal. The Universal Church is the community of all true believers for all time. The local church is a faith filled community of worshipers who are united as an intentional community of disciples under the headship of Christ and godly servant-leaders.

Acts 2:42 | Heb. 10:25 | Eph. 5:25 | Rev. 5:9, 10 | Heb. 12:23

Baptism & Communion

Baptism is the public declaration of a believer's faith, pursuing obedience to the teachings of Jesus, and sharing in Christ's burial and resurrection. We believe it symbolizes death to your old life and announces your new life in Christ, which celebrates your inclusion into God's family.

Mt. 28:19 | Acts 8:36-38 | Rom. 6:3, 4

The bread and cup of Communion remembers and celebrates Jesus' life, death, burial, and resurrection, instituting a New Covenant with all believers. We look inward by examining our own heart in light of the cross and look forward to drinking the cup new with Him in His Father's Kingdom.

1 Cor. 11:23-26 | Lk. 22:17-19 | Mt. 26:29

Missions

We believe all followers of Jesus will commit to His instructions, by living intentionally in their participation of the mission of Christ to make disciples who in turn make disciples of all nations. We believe Christ sends us primarily to those who have not yet heard the Gospel. God desires the unique worship of all cultures; therefore, we believe that authentic relationships that honor culture and customs advance the Kingdom. We believe the Bible instructs Jesus' disciples to model Christ's love, humility, and mercy, which demonstrate the gospel with our words and our lives.

Rev. 5:9, 10 | Mt. 28:19, 20 | 1 Thess. 2:8 | Rom. 15:20 | Rom. 10:15

Family

We believe the family is unique in its ability to communicate many of the attributes of God. The family was created by God for the benefit of man and communicates the intimacy, nurturing, obedience, and permanency of the relationship that we have with God. Man was given stewardship over it and is the essential building block of human society.

Gen. 2:24 | Is. 54:5 | Eph. 1:5

Marriage is the union of one man and one woman who will live bound not by contract alone, but by a commitment in His love that should not be broken. We believe that men and women are opposite and equal to each other, and that marriage is before God, your family and all the main institutions of society, with a promise from each other to be loving, faithful, and true. The marriage union is a permanent promise that extends into the future.

Gen. 2:18 | Gen. 2:24 | Mt. 19:8 | Eph. 5:31

Gender

We believe that God wonderfully and immutably creates each person as male or female and that gender is determined by one's biological makeup at birth. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological gender or gender identity is a rejection of the image of God within that person

Gen. 1:26-27 | Romans 1:26-32 | 1 Corinthians 6:9-11

The Return of Jesus

The second coming of Jesus is the hope and reminder that God is faithful, and that He has ultimate control over all things. Jesus Christ will return personally and visibly, and Christ will judge all men in righteousness. We believe that God will fulfill all future promises and prophecies regarding the second coming of Jesus.

Rev. 19:11-16 | Jn. 14:3 | Zech. 14:4

Biblical Justice

God loves justice. He commands His children to speak for those who cannot speak for themselves. Additionally, He chooses to accomplish His justice through the awareness, advocacy and action of His children, who work for justice in actively loving all vulnerable, marginalized and afflicted people.

Is. 61:8 | Prov. 31:8, 9 | Prov. 24:11,12

OUR PHILOSOPHY

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

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

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

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

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

OUR PURPOSE

In today's world of tumult and shifting values, it is imperative that our children be given the best opportunities to develop strong intellectual and moral character. CMCS is a Christ-centered, spiritual and academic environment that seeks the best education and the richest fulfillment of potential for each student. Our purpose and desire is to train the whole student so that he or she will develop according to the example of our Lord Jesus Christ; a godly influence in the world. Our goal is that each student will experience the full, regenerating power of Jesus Christ and the Word of God through the work of the Holy Spirit in their lives. At the same time, we expect each student to strive for the highest development of each of his or her God-given gifts and talents. Functioning as an extension of the Christian home, CMCS supports parents who seek to obey biblical instruction which gives them ultimate responsibility for the education of their children (Deuteronomy 6:7-8). Because the Christian approach to learning differs significantly from the secular viewpoint, CMCS offers a curriculum rooted in a God-centered view of life. This view holds that God's Word is the standard for all truth. The curriculum, taught by a qualified Christian faculty, allows parents to provide their children with academic instruction consistent with the Christ-centered teaching received at home and at church.

OUR LIVING CURRICULUM

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

OUR INSTRUCTIONAL PROGRAM

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

ACADEMICS

ACADEMIC DISHONESTY: Academic dishonesty is not tolerated at CMCS. This may consist of: 1) Copying someone's work and submitting it as one's own, 2) Giving/receiving answers, 3) Plagiarizing. Students who are caught cheating must meet with the principal and may be suspended from and/or dismissed from CMCS.

ACADEMIC PROBATION: Academic probation is intended to give notice to the parent and student so that a mutual effort on the part of both the school and home may be made to correct the academic deficiency. Academic probation will be invoked in the following manner:

- A student who received an "F" or multiple "D" grades at the conclusion of a grading period will be placed on academic probation for one grading period. The student will not be allowed to participate in extracurricular activities during this time.

- An email of notification will be sent to the parents.
- A conference will be held with the parents, the student, the teacher, and the administration to give an explanation of the probation and suggestions for remediation.
- The academic status of the student will be reviewed by the administration at the end of the next grading period.
- After being placed on probation, a student who receives no "D"s or "F"s the next grading period will be removed from probation. Extracurricular activities may be resumed.
- After being placed on probation, if a student receives multiple "D" grades or an "F" the following grading period, administration will decide if the student will be allowed to remain in the school.

GRADING POLICIES & PROCEDURES: The academic year for elementary is made up of four 9-week quarters. Report cards are issued at the end of each quarter. Report cards for grades TK-2 are standards based. Report cards for grades 3 and up are traditional letter grade report cards. The junior high academic year is made up of two eighteen-week semesters. Report cards are issued at the end of each semester, with a progress report issued at the 9-week mark. The school's grading scale is as follows:

100-97	A+	82-80	B-	66-63	D
96-93	A	79-77	C+	62-60	D-
92-90	A-	76-73	C	59-Below	F
89-87	B+	72-70	C-		
86-83	B	69-67	D+		

HOMEWORK:

- Elementary: Homework for grades TK-4 consists of only a reading log, spelling practice, and memory verse practice. Supplemental work may be given for students who are struggling and need remediation. Homework for 5-6 grades consists of a reading log, spelling practice, memory verse practice, and whatever classwork is unfinished at the end of the day. This unfinished classwork may be turned in the following day for full credit.
- JH: Students will have no more than 20 minutes of homework per core subject, a night. No homework will be assigned for electives.

HONOR ROLL: At the completion of each quarter, 3rd through 6th grade students who have an overall GPA of 3.5 in core classes will be listed on the Honor Roll. Junior High students will be listed on the Honor Roll at end of each semester.

Principal's Honor Roll	4.0
Honor Roll	3.5-3.9

IEPS: We do not assess, write, or edit IEPs. Requests for assessments should be done through the school district of the child's residence.

- Admissions: If a student applies to CMCS and already has an IEP, that IEP needs to be provided during the application process. An administrator will review the IEP and determine if CMCS can meet the needs of the student. Having an IEP does not disqualify a student from attending CMCS.
- Current Students: Our teachers and administrators will participate in the process of an IEP being done through a local school district. If needed, a meeting will be held after the IEP to determine how/

if CMCS can support the student.

JH CHROMEBOOKS: In case of damage due to accident or negligence, or in case of loss or theft, it shall be the responsibility of the student/parent to pay to replace the Chromebook.

JH MATH COURSE SELECTIONS: Math course selections are based on three factors: teacher recommendations, Star math scores, and math grades from the previous year.

JH SCHEDULE CHANGES: If a student would like to request a schedule change, they must notify administration and receive parent approval. The student must continue attending classes as scheduled until he/she is notified of the approval to change classes. A student dropping a class after two weeks will receive no credit for that class. Any schedule change prompted/approved by administration for academic or social reasons may be made at any time.

MISSING/LATE WORK: In grades K-4, students need to turn in missing/late work by the end of the week. In 5th-8th grades, if students do not finish work in class, they have until the next morning to turn it in. It should be turned in upon arriving at class, not during the day. That work receives full credit. If students turn it in 1-3 days after it is due, they get 50%. After 3+ days it is a zero.

RETENTION POLICY: In rare instances, a student may benefit from repeating a school year. If a teacher or administrator feels that retention may be needed for a student, this will be communicated to the parent during the third quarter at a parent meeting. A final decision will not be made until the fourth quarter. At that point, a meeting will be held with the teacher, parent, and administrator. If retention is formally recommended, that will be documented in a grade level retention document signed by all parties and filed in the student's cumulative file. Once a student has been retained, they are ineligible for future retentions or accelerations. Retentions cannot be considered for students who have previously been formally retained.

RETESTING/TEST CORRECTIONS: Test retakes are allowed, with approval from administration. Math test corrections are allowed in grades 6-8, once a quarter. These corrections need to be made within the week and would result in a grade increase of 10%, not to exceed a 70%. Math test corrections are only applicable to math scores below 70%.

SEX EDUCATION: CMCS does not offer a sex education class. This topic is covered in Bible, science, and health texts at various grade levels. Any and all discussion, study, and reference to this subject should be conducted from a Biblical viewpoint.

STANDARDIZED TESTS: Standardized tests, in Reading and Math, are administered to all students 3 times per year in order to help parents and teachers evaluate their progress. These tests are mandatory.

TEXTBOOK POLICY: If a textbook is lost or damaged beyond repair, the student will be charged the actual replacement cost of the textbook. The new textbook will not be given to the student until the fee is collected.

VALEDICTORIANS: 6th grade: Will be determined by an examination of the students' cumulative grade point averages earned in 6th grade. 8th grade: Will be determined by an examination of the students' cumulative grade point averages earned in both 7th and 8th grades at CMCS.

ADMISSIONS

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

CUMULATIVE FILES: Pursuant to the Education Code of California, Chapter 1.5, Article 3, Section 49063, you are hereby given notification of privacy rights of parents and students. Federal and state laws grant certain rights of privacy and rights of access to students and their parents. Full access to all personally identifiable written records

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

IMMUNIZATIONS: Children must have their immunizations up-to-date and submitted to the school. The only exception being that a child has a medical exemption from their physician and it is registered through the CAIR ME program with the state of CA.

MEDIA RELEASE: All parents/guardians will fill out a media release form for their student each year.

STUDENT ENRICHMENT FEE (SEF): Student Enrichment Fees (SEF) are fees collected to support programs which enhance or support the core instructional programs provided through tuition dollars. Generally, they are programs which are provided for the benefit of the entire school or campus, and not specific to any one grade level or class. Your child's individual participation, or lack of, in any of these programs is not what substantiates the fee, therefore, no participation is not grounds for a refund. In fact, no refunds will be given for SEF fees.

Elementary	\$550.00/per student
Junior High	\$900.00/per student

You receive a family discount on your SEF when more than one child from a family is enrolled. The way this works, is that a Full SEF is charged for the oldest child, and \$250.00 is deducted from the SEF amount for each additional sibling. When making your payment please don't forget to reduce your fees with the discount if it applies to your family.

STUDENT ENROLLMENT REQUIREMENTS:

Personal Faith: Prospective students must possess a genuine desire to grow in their Christian faith. Because of our strong commitment to a personal relationship with God through Jesus Christ, it is expected that a parent and their children have a personal faith in Jesus Christ.

Parent Qualifications: We believe the Bible mandates that the primary responsibility of each student's education rests with the parents, and we view the school's role as one of partnership with the parents in this endeavor. In order to establish and maintain a successful partnership, it is essential that parents are in agreement with the philosophies and intentions of the school. We recognize that parents alone have the single greatest impact on their children's lives and serve as a role model to their children.

Church Requirements: We require that at least one custodial parent is born again and is in attendance at a Christian church on a regular basis. Regular church attendance by parents and students goes hand-in-hand with church and school goals.

WITHDRAWING FROM SCHOOL: When a student is transferring from CMCS prior to the completion of the school year, the parent must give a 60-day notice using the withdrawal link provided by the admissions department. Failure to give this mandatory notice will result in a charge equal to 60 days of tuition.

GRADE-LEVEL PLACEMENT: CMCS follows the California Department of Education guidelines for grade-level placement, which use a student's date of birth to determine eligibility. Under current state guidelines:

- Students entering Transitional Kindergarten (TK) must turn five years old between September 2 and June 2 of the school year.
- Students entering Kindergarten must turn five years old on or before September 1 of the school year.
- Subsequent grade-level placements are based on successful completion of the prior grade and typical age progression.

Parents or guardians who believe their child would be better served in a grade level outside the standard age/

date range may submit a written request to place their child in a different grade. All such requests will be reviewed by the Head of Schools for consideration, and decisions will be based on the student's best academic, social, and developmental interests.

ATTENDANCE

ABSENCES: Attendance at school provides a student with classroom experience. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is difficult for that experience to be made up. For this reason, failure of a student to attend class without the knowledge and consent of parents and/or school staff will be seen as a serious problem and will not be allowed. Failure of a student to attend school will be considered an absence. Each absence will be considered either excused or unexcused. Students who have excessive absences (20%) will be required to meet with the principal.

REPORTING ABSENCES: Please report all student absences to the front desk by calling the school or emailing the appropriate contact:

Elementary: Katie Bell — kbell@cmcsweb.com

Junior High: Jaidyn Bell — jbelle@cmcsweb.com

PREPLANNED ABSENCES: If your student is going to miss 3 or more days of school, please notify the teacher at least one week in advance. The teacher will prepare the work, and all the work is due the day the student returns to school. Please understand that you will be responsible for helping your student learn the content they are missing during their absence. Students are expected to be ready to take any missed quizzes or tests the day they return. If your student is going to miss 1-2 days of school for a preplanned absence, work will be provided upon the student's return, and treated the same as an unplanned absence.

UNPLANNED ABSENCES: If your student is sick or is absent from school for another reason, the teacher will provide the work the day the student returns to school. The teacher will provide the due date for that work. If you have a situation with a prolonged illness, please reach out to the principal.

TARDIES: Arriving to school on time is essential to your student's success. Continually arriving tardy is disruptive to the teacher and students. Emails will be sent for students who are continually tardy and if a pattern of tardiness develops, you will be required to meet with an administrator. JH students will serve a detention for every five consecutive unexcused tardies. These tardies will reset at the semester.

DISCIPLINE

ELECTRONIC DEVICES: Cell phones, apple watches, and other technology devices used for communication must be turned off during school hours. If a phone call needs to be made, students must use the phone in the school office. If a student is caught using their cell phone or other devices, they will be given detention and their phone will be sent to the office to be picked up at the front desk by a parent.

ELEMENTARY DISCIPLINE - GENERAL RULES:

- No chewing gum.
- No cell phone use during school hours (this includes phone calls, texting, social media etc.). Absolutely no taking photos on cell phones while on campus AT ANY TIME. This includes before and after school. No other personal electronics – smart watches, iPads etc.

- No possessing, selling or otherwise furnishing any firearm, knife, explosive, flammable or other dangerous object, including pepper spray.
- No using, possessing, selling, furnishing or being under the influence of any controlled substance (illegal drugs, vape, or alcoholic beverage) or intoxicant of any kind.
- No sexual harassment of individuals, whether verbal, physical or environmental.
- No academic dishonesty. Academic dishonesty consists of copying someone's work to submit as one's own, giving or receiving answers, or plagiarizing.
- No stealing.
- No inappropriate touching, roughhousing, or fighting.
- No bullying.
- No using CMCS or personal technology for inappropriate or improper use.
- No profanity.
- Students will be respectful of adults, classmates, and the property of the school and others.
- No toys may be brought to school.
- Students will use technology in a responsible way. (See acceptable use policy.)

DISCIPLINE PROCEDURE:

- 1.Warning
- 2.Classroom incentive system (ex. Tickets, clips, etc.)
- 3.Card change(s) & consequence – teacher communicates with parents via FACTS/email
- 4.Referral to administration for further disciplinary action

POSSIBLE CONSEQUENCES:

- 1.Loss of privilege(s)
- 2.Campus cleanup
- 3.Visit to the principal's office
- 4.Suspension
- 5.Expulsion

SUSPENSION POLICY: A student may be suspended from school for any serious offense or for repeated disciplinary issues. Work missed during a suspension must be submitted the day the student returns to school or it will be counted as a zero. If a student has a suspension during the year, they will not be allowed to attend overnight field trips, camps, or travel trips.

EXPULSION POLICY: Expulsion will be recommended if it becomes apparent that the student will not be able to meet the requirements of the school. Recommendations for expulsion will require the approval of the School Board.

JUNIOR HIGH DISCIPLINE - GENERAL RULES:

- No chewing gum.
- No cell phone use during school hours (this includes phone calls, texting, social media etc.). Absolutely no taking photos on cell phones while on campus AT ANY TIME. This includes before and after school. No other personal electronics – smart watches, iPads etc.
- No possessing, selling or otherwise furnishing any firearm, knife, explosive, flammable or other dangerous object, including pepper spray.
- No using, possessing, selling, furnishing or being under the influence of any controlled substance (illegal drugs, vape, or alcoholic beverage) or intoxicant of any kind.
- No sexual harassment of individuals, whether verbal, physical or environmental.
- No academic dishonesty. Academic dishonesty consists of copying someone's work to submit as one's own, giving or receiving answers, or plagiarizing.
- No stealing.
- No inappropriate touching, roughhousing, or fighting.
- No bullying.
- No using CMCS or personal technology for inappropriate or improper use.
- No profanity.
- Students will be respectful of adults, classmates, and the property of the school and others.
- Students will be on time and prepared.
- Students will use technology in a responsible way. (See acceptable use policy.)
- No toys may be brought to school.

DISCIPLINE PROCEDURE:

- 1.Warning
- 2.After school detention & parent communication via FACTS/email
- 3.Referral to administration for further disciplinary action

Possible Consequences Upon Referral to Administration:

- 1.Parent/Student/Admin conference

- 2.Social probation – nonattendance of ASB events & field trips
- 3.Removal from CMCS athletics
- 4.Suspension
- 5.Expulsion

DETENTION POLICY: After school detention is offered every day from 2:45-3:15. Students must report directly to detention after school. Students who arrive late will be assigned another detention. Upon arriving at detention, students must place their backpack and cell phone at the front of the room. Students will sit quietly without talking. The only activity allowed during detention is reading a book. Failure to serve an assigned detention results in two detentions. If the student fails to attend again, the consequence is suspension. Athletics is NOT an excuse to miss detention. Students are expected to serve regardless of athletic practices or games.

SUSPENSION POLICY: A student may be suspended from school for any serious offense or for repeated disciplinary issues. Work missed during a suspension must be submitted the day the student returns to school or it will be counted as a zero. If a student has a suspension during the year, they will not be allowed to attend overnight field trips, camps, or travel trips.

EXPULSION POLICY: Expulsion will be recommended if it becomes apparent that the student will not be able to meet the requirements of the school. Recommendations for expulsion will require the approval of the School Board.

SEARCHING STUDENT PROPERTY: When probable cause exists, two administrators will conduct a search of a student's locker, backpack, and/or person.

DRESS CODE

The Uniform Dress Code for Calvary Murrieta Christian School is founded on our belief that in everything that we do, including our image and conduct, should bring glory to God. (Colossians 3:23) It is our desire to create the most positive and successful school culture, while also instilling excellent character traits and values into the lives of our mighty Warriors.

It is required that each student follow the CMCS Dress Code while at school as well as off-campus events. The approved provider and monogrammer of Calvary Murrieta School uniforms, including all polos, pants, shorts, skirts, skorts, jumpers, PE uniforms and outerwear is Lands' End.

The following will describe the CMCS Uniform policies in detail:

SHIRTS: A Lands' End monogrammed polo in approved school colors, must be always worn, except when wearing a monogrammed polo dress or plaid jumper. Please purchase the appropriate size as tight-fitting or shirts that show the midriff will not be allowed. In addition, the bottom button on the polo must always be buttoned, and sleeves may not be rolled.

PANTS/SHORTS: Navy blue or khaki pants for girls or boys, must be purchased from the school approved Lands' End ordering site. Pants and shorts must be the correct size and be worn at the waist. Waist bands may not be rolled. Pants cannot be folded at the bottom. Tight fitting, baggy, or sagging pants/shorts are not permitted.

JUMPERS, DRESSES, SKIRTS, AND SKORTS: Appropriately sized jumpers, dresses, skirts, and skorts must be purchased from the CMCS approved Lands' End ordering site. Skirts and skorts must be worn at the waist. Bike shorts or black leggings must be worn beneath skirts, dresses, and jumpers. All items must fit properly and not be tight-fitting or baggy. These items may not be altered.

SWEATSHIRTS AND SWEATERS: Sweatshirts, sweaters, and cardigans are available to purchase through Land's End. Non-Land's End sweatshirts, sweaters, and cardigans may be worn if they meet the following criteria. They must be plain solid black, navy blue, royal blue, grey or maroon. They may not have any logo, brand, words, graphics, or design.

OUTERWEAR: Jackets are available to purchase through Lands' End. Non-Land's End jackets may be worn if they meet the following criteria. They must be solid black, navy blue, royal blue, grey or maroon. They may have a small logo on the top left chest. They cannot have any words, pictures, or large branding.

HATS: Hats must be school-appropriate at all times. Hats with any offensive language, symbols, or designs are strictly prohibited. This includes anything inappropriate, political, violent, or disrespectful.

SHOES AND SOCKS: Closed-toed shoes or boots must be worn at all times. No sandals, Crocs, slides or flip flops are allowed. On days when PE is scheduled for grades transitional kindergarten through 6th grade, proper athletic shoes must be worn.

JUNIOR HIGH PE DRESS ATTIRE: PE shirts and black shorts/sweatpants must be purchased from the CMCS approved Lands' End ordering site. Proper athletic shoes must be worn during PE.

MISC. DRESS CODE POLICY: No make-up is allowed for students in grades TK-6. Junior High students may wear natural looking make-up. Body piercings are not allowed. Only normal ear lobe piercing is acceptable. For safety purposes, TK-8th students will be required to keep their nails at a short, natural length.

DRESS CODE VIOLATIONS: If a student is out of compliance with the dress code, they will be sent to the office.

The parents will be required to bring appropriate clothing to school. The student cannot return to class until their clothing complies with the dress code. Each issue of non-compliance will be documented in FACTS. Consequences may be given for multiple non-compliance issues as deemed appropriate by the administrative team. The administration has the final say in determining and interpreting the dress code policies.

DRESS CODE FOR NEW STUDENTS: Students may not start school unless they have the proper uniform wear.

WARRIOR WEAR FRIDAYS: If students decide to participate, the following dress code will apply on ALL Fridays throughout the school year.

- Students may wear a CMCS t-shirt OR a CMCS uniform Polo.
- Students may wear plain full length blue jeans or black jeans with no rips, patches, or designs, black pants OR CMCS uniform bottoms.
- Leggings by themselves are NOT permitted.
- A school appropriate hat that is outside of the school colors.
- Students MUST follow the dress code for jackets, outerwear, and shoes on Warrior Wear Fridays.

DRESS CODE FOR SPECIAL EVENTS: The dress code below applies to spirit days, graduations, JH camp, and JH ASB events. Parents of students in violation of dress code will be notified and requested to bring appropriate attire on the day of the violation.

Girls:

- Short tops, which expose any part of the midriff skin, are not permitted.
- No undergarments are permitted to show through the outerwear.

- Halter, off-the-shoulder, strapless, spaghetti straps less than two inches and backless tops or dresses are not permitted.
- Cleavage cannot show when sitting down or bending over.
- Jeans with holes are permitted if the holes are on the knees or below.
- Shorts, skirts, dresses, and hemlines with slits may not be shorter than 5" from the top of the knee.
- Leggings are acceptable only if they are not skintight or see-through.
- Shoes or sandals with heel straps must be worn at all times. Flip flops are not permitted.
- Make-up is not allowed.
- Body piercing is only allowed on the ears.
- Girls may only wear one-piece bathing suits at events/activities that require bathing suits.

Boys:

- Jeans with holes are only permitted if the holes are on the knees or below.
- Tank tops must be at least two inches wide. The chest area may not be visible from the sides.
- Sandals with heel straps must be worn at all times. Flip flops are not permitted.
- Boys may only wear swim trunks at events/activities that require beach wear. Shorts may not be shorter than 5 inches above the top of the knee.

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

EMERGENCY POLICIES

EMERGENCY INFO: It is the parent/guardian's responsibility to keep their child's emergency information on FACTS up to date. If there changes to be made or if the student's pick up list needs to be edited, the guardian must make that change. CMCS can only release students to authorized adults.

EMERGENCY PREPAREDNESS: CMCS has a comprehensive emergency and disaster plan that includes monthly drills as required by the state, yearly reviews to make sure all procedures are up to date, and up to date emergency kits.

FIRE DRILLS: State law requires that all schools have regular fire drill procedures. Calvary practices these drills on a monthly basis.

FOOD

KITCHEN POLICY: Students may bring their own lunches from home or buy lunch from the CMCS Kitchen. The kitchen will not heat up snacks or lunches brought from home. Any third-party lunch delivery will not be allowed. Drinks and snacks may also be purchased during first recess and lunch. Parents can order online, or students can order lunch at the beginning of the school day. Cash/checks are accepted in the office or

parents can be charged via their school account.

LUNCH: Students may bring their own lunches from home or buy lunch from the cafeteria. Students may not share their lunch with others. CMCS staff will not warm up food for students.

HEALTH

HEALTH POLICY: In order to minimize the spread of illness, CMCS expects you to keep your child home when ill. The following are guidelines as to when your child should be kept home or will be sent home:

- Fever
- Vomiting or diarrhea
- Rash of unknown cause (If a doctor or health department staff member can identify the rash as not being contagious, we will admit the child providing the rash is not making the child sick and excessively uncomfortable)
- Suspected conjunctivitis (pink eye: symptoms include red, itchy eyes, with crusts that form on the eyelid)
- Contagious conditions such as untreated ringworm, head lice, impetigo, etc.
- Significant symptoms of respiratory illness (thick colored mucus from eyes or nose, serious cough, wheezing, red runny eyes or crusty eyes, sore throat, or earache)
- Any suspected fracture
- Head injury with any brief loss of consciousness, severe headache, or visual disturbances (otherwise 911 will be called).
- Cuts or gashes that appear to require medical attention or visible bleeding that cannot be controlled within 5 minutes.

For infections requiring a doctor's prescription, fever, or vomiting, please keep your child home for 24 hours from when symptoms ended or antibiotic was given.

MEDICATION POLICY: Student medications are kept in a locked cabinet in the CMCS health room. Parents/Guardians will fill out the medication authorization section on their student's emergency form upon entering CMCS. This form may be updated at any time. If a student needs to take prescribed medication, the parent must fill out the form in the office to give the school health coordinator permission. Medications must be sent to school in the original container. Students are not to keep medication with them, with the only exception being a breathing inhaler. In this case only, the parent may give special permission. Students are to come to the health office to receive medicine. Staff will verify that parent authorization is on file and will check the time and dosage before administering another dose. Each time a dose is administered, a staff member will record the time and dosage of medication administered and send a notification to the parent/guardian. No student may give another student medication at any time.

STUDENT ACTIVITIES

ASB: All 4th-6th grade students with passing grades are eligible to run for elementary ASB. Elementary ASB holds elections in the fall. The campaign details are set by the ASB teachers and approved by administration. Students

must commit to attending meetings. All 7th-8th grade students wanting to join ASB, must apply for the class. JH ASB plans four events throughout the year. Once a ticket is purchased, a refund cannot be given. Please note, students may not be able to participate in ASB events if they are on academic or social probation.

ATHLETIC ELIGIBILITY: Students who wish to participate in 6th-8th grade athletics must be in good standing with the school. This means, they must maintain a C (2.0) average in their academics. They must also be respectful of school policies and not be a discipline problem. Students are prohibited from participating in athletics (practices and games) on days they are absent from school.

CHAPEL: A weekly chapel service is held each week for all elementary and JH students. Students are required to behave in a respectful manner during chapel.

DAYCARE, TK-6: Daycare is available for a fee for all elementary students from 7:00am-6:00pm, before and after school. Parents can contact the front office for pricing information. Gates close at 3:15 for pick up. Students that are not picked up will be brought to daycare and checked in. That process takes 10 minutes, so from 3:15-3:25 parents are unable to check students out. If parents arrive during that 10 minute period, they will wait outside the office. At 3:25 check out from daycare will begin.

FIELDTRIPS: School sponsored field trips are established for the specific grade level and are precisely picked for educational purposes. Please be advised that siblings are not allowed to attend. If a parent or guardian would like to drive on a field trip, he/she will need to pick up a Drivers Application in the front office.

LIBRARY: TK-6 students will visit the library and will check out books weekly. Late fines are \$0.10 per book per day. Students will pay the replacement cost of all lost or damaged materials. If the lost material is found, the students will still owe overdue fines, not to exceed the price of the materials. If materials are damaged, the amount of damage will determine the fee.

PHYSICAL EDUCATION: All students, TK-8, are expected to participate in PE. Junior High students are expected to wear their PE uniform for class. A student may be excused from PE for medical reasons, but a written rationale from a medical doctor or parent must be on file.

SPIRITUAL EMPHASIS DAYS: A special time is set aside twice a semester to focus attention upon the spiritual life of our 7-8th grade students. This usually is scheduled on a half day. Class is canceled, but it is a mandatory day of school. Administration is in charge of planning these days.

GENERAL SCHOOL POLICIES

CLOSED CAMPUS: CMCS is a closed campus. This means that no student is to leave the school grounds during the regular school day for any reason unless an authorized parent or guardian comes to the office to sign them out. Any adult picking up a student must be listed on the student's emergency list located on Facts. If an adult comes to pick up a student and is not listed on the student's emergency list, the office will call the student's parent for verbal permission. If verbal/written permission is not given, the student will not be released. (Education Code 44808.5)

CUSTODY DISPUTES: CMCS abides by official court orders when it comes to custody disputes. A calendar may be given to the parents at the beginning of the year to jointly sign that clearly says which parents will pick up students on certain days. A copy of this calendar will be given to the teacher, daycare teacher, and the office staff.

MASCOT AND SCHOOL COLORS: The CMCS school mascot is the Warrior and our colors are royal blue, black, and white. Our mascot comes from Judges 6:12, "The Lord is with you, Mighty Warrior."

PARENT-TEACHER CONFERENCES: School will close for two and a half days in October for parent-teacher conferences. Parents are expected to sign up for a time to meet with their child's teacher(s). During this

meeting, teachers will update parents on student progress in relation to academics, behavior, and social/emotional development. Apart from these formal meetings, parents may also request a conference with their child's teacher at any time throughout the year.

PARENT-TEACHER FELLOWSHIP (PTF): The CMCS teachers and staff encourage parents to become a part of our Parent-Teacher Fellowship. It is a wonderful way to become a part of our school through events such as our Jog-a-thon, Staff Appreciation Week, and special events.

SCHOOL HOURS: The traditional day for TK-6 students is 8:20am-3:00pm. The traditional day for 7-8 students will be 8:20am-2:55pm. The dismissal time for all TK-8 students for modified days is at 12:00pm.

TRANSPORTATION: All parent drivers must submit a copy of their driver's license and insurance card to the school office before transporting students. Parents must also have a livescan on file in the office in order to drive students.

VOLUNTEERS: If parents would like to volunteer at CMCS, they should complete the following items and follow our volunteer requirements:

- Complete a Volunteer Application Form.
- Adhere to the parent volunteer dress code.
- Have an approved Live Scan on file (this only needs to be completed once while at CMCS).
- Arrange a volunteer schedule with your child's teacher.
- Sign in at the office and pick up your name tag, which must be worn at all times while on campus.
- Sign out in the office when you are done volunteering.
- Siblings: We ask that you not bring your student's siblings with you when you volunteer or while chaperoning on field trips.
- Confidentiality & Impartiality: It is important to remember that your capacity in the class is that of a volunteer. Please do not show favoritism for your child and please do not show any judgment against other student's behavior, attitude, etc. Please do not speak to anyone but the teacher about what you observe in the classroom, student's grades, or student behavior. It is the teacher's responsibility to handle all concerns.
- Special Privileges: Being a parent volunteer does not avail you of any special privileges, except that of being able to volunteer in your child's classroom so we ask that you not pick your child up early when volunteering or drop in on other classes unexpectedly.

TECHNOLOGY

COMPUTER/INTERNET AGREEMENT: All parents/guardians will fill out a computer and internet agreement form for their student each year.

INTERNET WARNING: At school, student access to and use of the Internet will be monitored and controlled by web filtering software as well as under teacher direction and will be monitored as any other classroom activity. CMCS, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of CMCS.

NETIQUETTE: Students are expected to abide by the generally accepted rules of online etiquette.

- Do not use vulgar or obscene language.
- Do not reveal your address or phone number or those of others.
- Do not delete or manipulate any work which is not your own (i.e. plagiarize materials, edit journalistic articles, change photos or artwork)
- Students will not install any unauthorized software on any school computer system.
- Students will protect the privacy of others' areas by not trying to learn their passwords.
- Students will not copy, change, read, or use files in another user's area without that user's permission.
- Students will not attempt to gain unauthorized access to system programs or computer equipment.
- Students will not create or introduce any virus, which may destroy files or disrupt service to other users.
- Students will not download, store, or print any files or messages that are profane, obscene, or that use language that offends or tends to degrade others.
- Students will not share my password with other users.

TUITION

Upon enrollment, families are required to sign a financial contract with FACTS Tuition Management. This contract specifies the total tuition due for the academic year. Families have the option to pay in full or choose from various payment plans. Please be advised that a 2.95% processing fee applies to credit or debit card payments.

PAYMENT OPTIONS:

1. Paid in Full:

- **Due Date:** June 30th
- **Late Fee:** A \$100.00 late fee will be applied if payment is not received by July 1st. The full tuition amount is due by this date to secure the student's spot for the upcoming academic year.

2. Semi-Annual Payments:

- **Due Dates:** July 5th and January 5th
- **Late Fee:** A \$100.00 late fee will be applied if payment is not received by the 6th of the month. Payments are divided into two equal installments, due in July and January.

3. Quarterly Payments:

- **Due Dates:** July 5th, September 5th, December 5th, and March 5th
- **Late Fee:** A \$25.00 late fee will be applied if payment is not received by the 6th of the month. Payments are divided into four equal installments, due in July, September, December, and March.

4. Monthly Payments:

- **Due Dates:** 5th of each month, from July to May
- **Late Fee:** A \$25.00 late fee will be applied if payment is not received by the 6th of the month. Payments are spread evenly across 11 months, starting in July and ending in May.

TUITION ASSISTANCE: Families seeking financial assistance must apply annually through FACTS Grant & Aid. The application period opens on December 1st and closes on May 15th. A \$40 processing fee payable to FACTS is required for each application.

- **Eligibility:** Tuition assistance is based on financial need and provides partial tuition assistance per student. Families must demonstrate financial need through the FACTS application process.
- **Application Requirements:** Both custodial and noncustodial parents must complete separate applications in cases of divorce. In blended families, the application should reflect combined household income and expenses.
- **Award Determination:** Tuition assistance awards are not guaranteed and are contingent upon available funds. The CMCS Tuition Assistance Committee evaluates applications and recommends awards based on demonstrated need and available resources.
- **Reporting Changes:** Recipients must promptly report any changes in financial status to the Accounting Office. This includes changes in income, family size, or other factors that may affect eligibility.
- **Withdrawal of Assistance:** CMCS reserves the right to withdraw tuition assistance for non-payment, academic probation, or behavioral reasons. Assistance may also be reduced or withdrawn if a student is withdrawn from CMCS or if multiple family members receive aid and one is withdrawn.

PAYMENT PROCEDURES:

- **Automatic Payments:** Payments are automatically processed from the provided account on the specified due dates. Families can set up automatic payments through the FACTS Family Portal for convenience.
- **Account Information:** Payments are based on the information provided to FACTS when families signed the financial agreement. Any changes to payment account details must be updated at least two (2) business days before the payment date through the FACTS Family Portal to ensure accurate and timely processing.
- **Weekend and Holiday Payments:** Payments scheduled on weekends or holidays will be processed on the next business day.
- Invoices will be sent approximately 20 days prior to each payment's due date to remind families of upcoming payments.

COLLECTION POLICIES:

- **Returned Payments:** A Returned Payment Fee of \$25.00 payable to FACTS will be applied for any payments that are returned due to insufficient funds or other reasons.
- **Late Fees for Returned Payments:** An additional late fee will be applied for returned payments, which will be reflected in the next statement.
- **Collection Attempts:** FACTS will attempt to collect past due amounts and fees up to three times. Afterward, the CMCS Accounting Department will manage further collection efforts.

NON-ATTENDANCE POLICY:

- **Account Suspension:** Accounts with two returned payments within a month or that are 30 days delinquent without payment arrangements will be suspended. Suspension will result in the student being unable to attend classes until the account is current.
- **Payment Arrangements:** CMCS Administration must approve all payment arrangements. Payment

arrangements must be made for student(s) to continue attending. Failure to maintain payment arrangements will result in immediate suspension until the account is current.

INCIDENTAL CHARGES: Separate invoices may be issued for incidental expenses such as cafeteria charges, childcare, and student enrichment fees. These will be automatically processed on the due date from the account provided to FACTS.

ACCESSING ACCOUNT INFORMATION: Families can view and manage their account information online through the FACTS Family Portal. Detailed financial information can be found under the "Financial" section. Online terms and conditions are available for reference.

CONTACT INFORMATION:

For questions regarding student tuition and fees, please contact Accounts Receivable at asilva@calvarymurrieta.com or call 951-677-5667, ext. 1327.

For more details about our financial assistance program, please contact admissions@cmcsweb.com. For technical support or questions regarding FACTS contracts and financial aid applications, please contact FACTS Management at 866-800-6593.

MISCELLANEOUS POLICIES

ANIMALS: Animals are not allowed on campus. A child wanting to share a pet must have prior consent from the teacher and administration. If permission is given, the animal must be caged or on a leash and supervised at all times. Service animals are allowed, if the owner is carrying the proper documentation.

BIRTHDAY POLICY: CMCS loves celebrating birthdays! If parents would like to bring something to share with their child's class for their birthday, we ask that parents limit it to a treat only. Treats will only be served to classmates during last recess and cannot be stored in the fridge or freezer at school.

DISPUTES: If a parent has a complaint against a staff member, the parent needs to meet with the staff member first to resolve the issue. If it isn't resolved at this meeting, a second meeting will occur with the principal. If a staff member would like an administrator present, he/she may ask an administrator to join the first meeting. Conflict should be handled with privacy and respect.

DONATIONS/SOLICITATION: CMCS welcomes donations of monetary funds and/or other gifts. Since CMCS is a non profit organization, donations receipts will be given upon request. Solicitations (flyers, advertising, or sales of any product or service) cannot be done through the school for or by anyone on campus.

ELEVATORS: Students may only use the elevator with admin approval. If a student needs to use the elevator due to an injury, the parent needs to email admin for approval, and we will inform the teacher.

LOCKERS: 6th through 8th grade students are issued lockers that are property of the school. Administrators reserve the right to check a locker at any time. Students may not use a personal lock on their lockers. There will be a \$5 fee to replace a lock. The lockers should be locked and clean, without stickers or decorations on the outside.

LOST AND FOUND: All lost personal belongings will be displayed throughout the year in a designated area. At the end of each semester, lost belongings will be sold in our used uniform sale.

STUDENT RELATIONSHIPS: Due to their ages and our small school environment, CMCS discourages relationships between students. Public displays of affection are not permitted on campus or at school events.

SUPPLY LISTS: At the end of each year, teachers will create a supply list for the following academic year. All supply lists will be approved by the principal. These supply lists will be posted on the school website and mailed out in the summer letter to parents. Students should bring their supplies to Calvary Kickoff in August.

WALKING PASSES: Walking passes are available to 6-8th grade students. In order to obtain a walking pass, a Walking Pass Request form must be on file.