

CHRISTIAN UNIFIED SCHOOLS ELEMENTARY HANDBOOK 2018-19



MARLA HESTER

Principal, West Campus

Principal, Mt. Helix

TERRI CLARK

Principal, East Campus

TABLE OF CONTENTS

CONTACT INFORMATION.....	3
STATEMENTS AND PURPOSE.....	4
CURRICULUM AND POLICIES.....	5-6
DISCIPLINE POLICY	7-8
UNIFORM POLICY.....	9-12
ATTENDANCE POLICIES.....	13-14
POLICIES.....	15-20
STATEMENT OF PARENTAL SUPPORT	21
<i>(PLEASE SIGN AND RETURN TO SCHOOL OFFICE)</i>	

Contact Information

Christian Unified Schools of San Diego

2100 GREENFIELD DRIVE
EL CAJON CA 92019
(619) 201-8800
FAX (619) 201-8898

Christian Elementary School - West

RUBIE OWENS, SECRETARY
211 SOUTH THIRD STREET
EL CAJON, CA 92019
(619) 201-8925

Christian Elementary School - East

CINDY MORROW, SECRETARY
2100 GREENFIELD DRIVE
EL CAJON, CA 92019
(619) 201-8900
FAX (619) 201-8923

Christian Elementary School – Mt. Helix

GINNY BARNES, VICE PRINCIPAL
9400 CAMPO ROAD
SPRING VALLEY, CA 91977
(619) 201-8925

STATEMENTS AND PURPOSE

WELCOME

We count it a privilege to have your family at Christian Unified Elementary Schools. Our desire is to be a supporting unit to the home and to work with you to develop positive spiritual qualities within your child. We covet and appreciate your prayers for our school.

All parents are encouraged to become involved in our Parent Teacher Fellowship (PTF) and to participate in school-sponsored activities and meetings.

God bless you and your family. We look forward to working with you and your student.

STATEMENT OF MISSION

Christian Unified Schools of San Diego recognizing the preeminence of Christ, in partnership with parents, teaches students to think, learn, and live from a Biblical worldview by integrating God and His Word as the primary source of knowledge and truth.

STATEMENT OF PURPOSE

The purpose of this corporation is to provide a unique, non-denominational school for today's youth. Christian school education has as its perspective the Biblical view of God, man, and the universe. The Bible becomes not only the basis of all truth, but the integrating factor upon which a philosophy of education is established. We believe the Bible is authoritative, authentic, and reliable, the complete and final revelation of God concerning all matters of faith, truth, and practice.

Reality is the view of life from God's perspective. All knowledge and wisdom derive from what God has revealed of Himself in His creation, in His Word, and in Jesus Christ, His Son. Though created in the image of God, man has by sin fallen infinitely short of God's plan. Only through salvation offered by Jesus Christ can man be restored and experience a personal relationship with God. The Holy Spirit is given to indwell every believer, enabling him to understand the truth and to grow into full maturity in Christ Jesus.

ESSENTIAL SCHOOL-WIDE LEARNING RESULTS (ESLRs)

Christian Unified Schools has identified the following ESLRs for all students. Each year we focus on one specific ESLR and utilize it as part of our learning goals:

- Influential Christians
- Investigative learners
- Perceptive thinkers
- Effective communicators
- Quality producers
- Responsible citizens

CURRICULUM & POLICIES

CURRICULUM

The curriculum emphasizes the following growth areas:

1. Spiritual
2. Academic
3. Social
4. Physical

The curriculum is based on God's truth, with the foundation of the Bible understood as the ultimate source of truth. The subjects taught are: Bible, reading, language arts, math, social studies, computer education, science, health, choral and instrumental music, art, Spanish, and physical education. The classrooms are self-contained and traditional in structure. As a part of the student's social development, he/she is instructed in the principles by which Christ lived and is encouraged to apply these principles to all aspects of everyday living. Physically, the student is encouraged to treat his/her body as the temple of God and demonstrate proper care and conditioning of it.

HOMEWORK

Homework is designed to practice what has been learned in class. As students progress through each grade, homework assignments generally become more extensive each year. A student can expect a grade level appropriate amount of homework on a regular basis and he/she is expected to complete the assignments given. Parents are encouraged to share in the responsibility to see that the work is completed correctly.

The following suggestions may help to improve a student's study habits:

- Provide a quiet, secluded study place.
- Keep all distractions to a minimum. TV, radio, and other electronic devices should be off.
- The hours for study should be planned and consistently followed.
- Monitor the student to see that the work is being done correctly.
- Provide all the materials necessary, including paper, pen or pencil, rulers, books and other helps.
- Provide encouragement and reinforcement during study time.
- Each student in grades 4- 6 should have an organized and complete assignment notebook. These students can also expect homework in Spanish class. Sixth grade technology students will need to practice keyboarding at home as well.

REPORT CARDS

Grades are issued at the end of each quarter. The purpose of the report card is to give the parent and the student an indication of the progress being made. The academic grade scale is as follows:

Academic Grade Scale

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

Performance/Citizenship Grades

- O - Outstanding
- G - Good
- S - Satisfactory
- N - Needs Improvement
- I - Incomplete

Kindergarten and First Grade will receive only performance/citizenship grades.

Second through Sixth Grade:

- In certain cases, a student's performance may merit a certain grade and yet be below or above the grade level in which the student is placed. In such cases, the grade may be accompanied with a "1" or "2." A "1" refers to an academic grade that is above the "grade level" of the student. A "2" refers to an academic grade below the "grade level" of the student.
- Bible tests will be graded according to the number of words in the verse; a zero will be given if the verse is not known at all.
- AR (Accelerated Reader) grades will be included in the reading category on the report card and calculated by the points earned compared to the point goal set at each grade level.
- Homework grades will be given for on-time completion.

- Late work may or may not be accepted based on the teacher's discretion

First through Fifth Grade:

- Students may retake a test if they receive less than 70%, with the exception of spelling and memory verses

Sixth Grade:

- Test retakes will only be given if the teacher determines that students would benefit from the retake.
- Students will be given a homework grade for on-time completion of assignments.

MID-TERM PROGRESS REPORT

For students in grades 2-6, a progress report of academic work will be given during the 4th to 5th week of the grading period for any student receiving an average of a 70% or below in any subject. All parents may access RenWeb at any time throughout the year for student progress and grade information. If parents experience difficulty accessing RenWeb, please call the school office for help.

PARENT/TEACHER CONFERENCES (PTC)

Parent/Teacher conferences are necessary in order to enhance home/school communication and mutual understanding of student progress. There will be one required conference at the end of the first grading period. If a student's grade is below 75% at the end of the third quarter, an optional PTC may be scheduled.

TEXTBOOKS

Textbooks are furnished by the school. Fines will be levied if the books are damaged or lost and may be added to the student's tuition account.

TUTORING

At times, students will benefit from extra tutoring to gain proficiency in a certain area. This is supported and encouraged by the school; however, the school cannot release personal information such as RenWeb log-in information to a tutor.

DISCIPLINE POLICY

DISCIPLINE: PHILOSOPHY AND PROCEDURE

The school and home must be parallel in disciplinary philosophy for the moral training to be effective. Only a philosophy based on God's Word is acceptable. Our staff desires to lead and guide students to have a heart to please the Lord in following our guidelines whether staff is watching or not.

The following guidelines are the basis for discipline at Christian Unified Elementary Schools:

1. The responsibility and authority to discipline comes from God. (Eph. 6:1-4)
2. The standard of conduct has been set by the life of Christ. (I Pet. 1:16)
3. Christian love is at the heart of all discipline. Correction and chastening are as much a part of that love as encouraging and leading. Firmness must be balanced with love. Firmness minus love becomes harsh; whereas love without firmness is sentimentality. (Prov. 3:11-12)
4. All discipline is designed to show the child his sinful will, lead him/her to trust Christ and to become a self-disciplined person who wants to do God's will. (Gal. 3:19-24)

The school desires to cooperate with the home in forming the following good habits in the students:

1. Cheerful obedience to authority is obeying willingly and immediately.
2. Respect and courtesy for others is being quiet in class, raising his/her hand to speak, not interrupting others, treating others kindly, and eating with proper manners.
3. Responsibility is doing the assigned and expected tasks.
4. Cooperation with others is being considerate of others while playing and working at school and on the playground.
5. Truthfulness is being honest in all that is said and done.
6. Respect for property is taking care of school and personal possessions.
7. Punctuality is being prompt in attendance and assignments.
8. Morally good conduct is showing a godly example in recreation, social relationships, and language.
9. Cleanliness is putting all trash in trash cans, picking up paper on floor and grounds, keeping desks neat, and dressing neatly.

Classroom Discipline:

1. In accordance with school guidelines, each teacher will devise his or her own discipline system on an individual and class level. This plan will celebrate positive behavior choices and the demonstration of godly character in students. Celebrations may consist of verbal praise, awards, privileges, treats, reward from the principal and/or class parties.
2. The goal of the discipline program at Christian Unified is to equip the students with the skills and motivation to live a life that is God-honoring. Both at the classroom and school level, all systems and procedures are put in place with this goal in mind.

Attendance at Christian Unified Schools is a privilege. A student whose conduct or attitude, in or out of school, is in opposition to the basic principles and purpose of the school or who maliciously destroys school property may be suspended or expelled from school. The steps in disciplining students are as follows:

1. Training in behavior expectations at the classroom level.
2. Individualized classroom discipline system based on school rules and expectations.
3. Intervention by the principal for the following:
 - a. Prayer/Counseling
 - b. Consequence for behavior choice (after the classroom system has reached its end)
 - c. Severe rule infraction

The administrator in charge will make the decision as to which form of disciplinary action will be utilized. In certain cases, a disciplinary action may result in an immediate suspension. Christian Unified reserves the right to automatically suspend any student from school whose behavior or attitude disrupts the tranquility and culture of the school. Consequences may include:

- Red card may be issued
- Student may miss morning and/or lunch recess.
- Behavior Contract may be written specifying the expected changes required.
- Suspension may result and may be served at the school site or at home under the supervision of the parent or authorized adult.
- After suspension is served, restoration will occur to reestablish the relationship between the student and the school. The parent and student will meet with the Principal to review the behavior, restore the relationship, and return to school.

Major infractions will result in an immediate office referral and possible suspension for:

1. Fighting
2. Verbal and/or physical abuse or harassment
3. Use of profanity
4. Destruction of personal or school property
5. Immorality

An expulsion from school may result when all other efforts fail or a student has broken a major rule, i.e. severe destruction of personal or school property, blatant disrespect for authority or for other students, or repeated violation of conduct and failure to respond to previous corrective actions. Continued demonstration of an uncooperative spirit and/or a negative attitude may also result in expulsion.

STUDENT HARASSMENT POLICY

This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, free from all forms of physical violence, intimidation, exploitation, and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including suspension or expulsion.

HUMAN DIGNITY (HARASSMENT)

Christian Unified intends to provide an environment that insures respect, equity and safety for all. We expect all persons to treat each other with dignity because they are created in God's image. Students and faculty should realize that their commitment to living a life of integrity and following the standards set forth in God's Word, the Bible, is ongoing and not limited to the school day. Christian Unified does not condone or allow harassment of others by teachers, administrators, support staff, students, or other persons either at school or school events. Any person who believes he/she has been subjected to harassment should report it immediately to an appropriate superior. Students may report to a teacher, administrator, or staff. Each report will be given serious consideration and investigated appropriately. Inappropriate conduct is unacceptable whether intentional or unintentional.

GENERAL GUIDELINES

Christian Unified Schools of San Diego desires to create an educational atmosphere that maximizes learning. Modesty, moderation, neatness, cleanliness and gender distinction are the overriding principles of the CUSSD uniform policy and are values expected to be embraced by all CUSSD students. Students are required to abide by the uniform policy at all times. The students' dress should reflect pride in their school and respect for themselves. Enforcement of the uniform policy, like all other discipline matters, is based on cooperation among students, parents, and the school. The school, however, is the final authority on the uniform policy and other school related discipline issues. If, in the opinion of the school, a student's dress is inappropriate, a parent may be called and required to bring a new, acceptable uniform to the school.

It is a violation of the uniform policy to show underwear, midriff, lower back or cleavage at any time (including leaning over or raising the arms). All skirts and shorts must be no shorter than four (4) inches above the floor when kneeling (boys and girls). Clothing that is tight, baggy, dirty, or is in disrepair, is not allowed. Items that are torn or cut in any way are prohibited. Appropriateness of overall appearance will be left to the discretion of the administration.

UNIFORM TIME FRAME

Students are required to be in uniform while on campus between 7:00 am and 4:00 pm when school is in session.

Students may not change out of their uniforms before leaving campus, unless involved in a school-sporting event.

CLOTHING

CUSSD students may choose from Educational Outfitters selection of CUSSD apparel and uniform outerwear. *Educational Outfitters with our CUSSD logo is the only provider of our school uniforms and outerwear.*

UNIFORM POLICY

BOYS **SHIRTS**

POLO SHIRTS – Polo shirts may be white, navy blue, or red. Polo shirts may be long or short sleeve and may be un-tucked, but not excessively long and may not go below the pant logo. OXFORD SHIRT – Oxford shirts may be solid white or blue pin stripe. The oxford shirts may be long or short sleeve and must be buttoned, excluding the top button. Oxford shirts are not considered outerwear and should not be worn unbuttoned. Only one plain white, navy, or red undershirt or turtleneck may be worn under one uniform shirt. No modifications of uniform shirts are permitted. This includes pinning, rolling, knotting, or any other modifications.

PANTS AND SHORTS

UNIFORM PANTS AND SHORTS – must be khaki.

Pants that are excessively tight, baggy, dirty or in disrepair are not allowed.

Shorts must be no higher than four (4) inches above the knee when kneeling and no longer than one (1) inch below the knee.

BELTS - Boys may only wear a plain brown or black belt with pants or shorts of appropriate size to fit within the belt loops. No over-sized belt buckles or belts with logos are allowed.

GIRLS **SHIRTS**

POLO SHIRTS – Polo shirts may be white, navy blue, or red. Polo shirts may be long or short sleeve.

OXFORD SHIRT – Oxford shirts may be solid white or blue pin stripe. The oxford shirts may be long or short sleeve. Oxford shirts and blouses must be buttoned at all times, excluding top button. Oxford shirts and blouses are not considered outerwear and should not be worn unbuttoned.

WHITE "PETER PAN" BLOUSE (Grades K-3 only) – Only white "Peter Pan" blouses with red trim, oxford cloth shirts, or CUSSD polo shirts may be worn under a jumper by girls in grades K-3.

GUIDELINES:

No undergarments are to be visible at any time. Undergarments (including camisoles and undershirts) may not extend below the bottom of the uniform shirt.

Layering is not allowed. Only one plain white, navy, or red undershirt, turtleneck or camisole may be worn under one uniform shirt.

Girls' shirts are to be purchased in the appropriate size to ensure no midriff or lower back is visible.

No modifications of uniform shirts are permitted. This includes pinning, rolling, knotting, or any other modifications.

UNIFORM POLICY

UNIFORM PANTS AND SHORTS - must be khaki.

GUIDELINES:

Pants that are excessively tight, baggy, dirty or in disrepair are not allowed.

Shorts must be no higher than four (4) inches above the knee when kneeling and no longer than one (1) inch below the knee.

BELTS

Girls may only wear a plain brown or black belt with pants or shorts of appropriate size to fit within the belt loops. No over-sized belt buckles or belts with logos are allowed.

SKIRTS, SKORTS and JUMPERS

SKIRTS AND SKORTS - must be khaki or the CUSSD plaid.

JUMPERS (Grades K-3 only) – Jumpers must be red or CUSSD plaid. Jumpers must be worn with approved "Peter Pan" blouse or CUSSD polo shirt.

GUIDELINES:

Skirt length (when kneeling) is to be no more than four (4) inches above the floor.

Only girls may wear skirts, skorts or jumpers.

No undergarments should be visible at any time.

All girls must wear navy, black, or khaki "bike" shorts under skirts or jumpers.

It is understood that the waistbands of skirts are capable of being rolled and unrolled during the school day. If, in a staff member's opinion, the skirt is shorter than the 4-inch rule at any time, the student will be cited for a dress code violation. It will not be considered necessary to measure a girl's skirt in order to make this assessment.

OUTERWEAR

JACKETS, SWEATERS, SWEATER VESTS, and HOODIES with CUSSD logo

JACKETS-Jackets must be dark navy blue. Only approved Educational Outfitters jackets and school issued jackets are acceptable.

SWEATERS-Sweaters must be dark navy blue V-neck cardigan or V-neck pullover.

SWEATER VESTS-Sweater vests must be dark navy blue in the V-neck design.

CHS LETTERMAN JACKETS- Only upper school athletes may wear CHS letterman jackets.

ELEMENTARY SWEATSHIRTS AND HOODIES: School issued sweatshirts are acceptable and should not be excessively large. These can be ordered during designated time periods from the school's Secretary.

GUIDELINES:

Outerwear should not be excessively tight, baggy (oversized), dirty, or in disrepair.

UNIFORM POLICY

SHOES

GUIDELINES:

Students must wear securely fitting closed shoes. Tennis shoes are helpful for PE class.

Flip-flops and slippers are not acceptable footwear for school. Shoes should be chosen with discretion and not be a distraction for others.

HAIR

BOYS

Hair should be neat, clean, and a natural hair color. Hair length should be above the collar and the eyebrows and not below the ear lobes. Hairstyle should not be distracting to the individual or those around him. This includes drastic changes in hair color or style or extreme hairstyles are allowed; this will be left to the discretion of the administration. The exception to this policy would be for Native American students who prefer to wear their hair at the traditional length.

GIRLS

Hair should be neat, clean, moderate and a natural hair color. Hairstyle should not be distracting to the individual or those around her. This includes drastic or extreme changes in hair color or style; this decision will be left up to the discretion of the administration.

No extreme hair accessories or scarves will be allowed.

ACCESSORIES

GUIDELINES

No accessorizing is permitted. This is to help achieve a uniform look, minimize distractions and support an educational atmosphere. (This includes pins, brooches, scarves, etc.)

Appropriate socks of any color may be worn. Girls may wear solid color, full-length tights or leggings under a dress or skirt. "Fishnet" or patterned style socks, stockings or tights are not permitted.

The only approved hat wear is the CUSSD beanie, or for K-6, the CUSSD baseball cap. All hats must be removed upon entering a building.

No make-up is allowed for any elementary school students.

JEWELRY

GUIDELINES:

Earrings (stud style, no hoops for safety reasons) are appropriate for girls only.

Girls may wear necklaces, but jewelry should be chosen with discretion and not be distracting to others or present a danger on the playground.

Chains protruding from pants pockets are not permitted.

FREE DRESS

GUIDELINES:

Students may earn a "Free Dress Pass" or be allowed to wear free dress for special occasions.

Free dress is not allowed on any Chapel day or on field trips. Free dress guidelines include:

No tank tops or sleeveless.

No t-shirts with inappropriate language or graphics.

No spandex or jeggings.

No tight-fitting jeans or jeans with holes.

Shorts must be dress code length.

SPIRIT WEAR

GUIDELINES

Students may wear a Spirit Shirt (school theme t-shirt, overnight field trip t-shirt, or other spirit shirt) on FRIDAYS ONLY

Spirit shirt must be worn with uniform bottom.

GAME DAY DRESS CODE *(Please label all clothing and towels)*

K-6 students are allowed to wear shorts or capris other than uniform shorts on Game Day, as long as they are neat, clean and meet the dress code length requirements. No bike shorts or tight-fitting shorts. Students need to wear their swimsuits under their clothes.

Towel should be carried inside the student's backpack and sunscreen applied before dropping your student/s off at school.

BOYS

May wear their swimsuits as shorts, provided they meet the above requirements and have "built-ins"

GIRLS

May wear a modest, one-piece swimsuit. If a staff member feels that the swimsuit is not modest enough, a shirt must be worn over the swimsuit.

ATTENDANCE POLICY

SCHOOL DAY

The standard school day is from 7:55 a.m. to 2:50 p.m. Students are to arrive no earlier than 15 minutes before school begins (7:40 a.m.) and leave no later than 15 minutes after school ends (3:05 p.m.) Students who have not been picked up within this time will go to the after school care on campus. Students may not check out or arrive before school and play unsupervised on school grounds. The school takes no responsibility or liability for unsupervised students arriving before or leaving after these hours. Scheduled minimum days dismiss at 11:30, with the exception of Christmas and spring program practice days. Parents will be notified in advance of these dates.

OFF-CAMPUS APPOINTMENTS

Parents are encouraged to schedule their child's medical appointments outside regular school hours. A student arriving late or leaving early must be signed in/out by a parent or approved adult at the school office.

TARDIES

A student will be considered tardy if he or she is not in their class line when the school day begins at 7:55 AM. If students arrive later, they must be given a tardy slip before being admitted to class. After three tardies, students will be unable to receive perfect attendance awards, and parents may be contacted for a conference with the Principal. Excused tardies include traffic accidents, doctor or dental appointments, and personal emergencies (approved by the principal). Unexcused tardies include late car pools, running out of gas, oversleeping, traffic in general, or missing school supplies, etc.

Unexcused tardies per semester will be handled according to the following procedure:

1. Three tardies - a warning email from the school office.
2. Nine tardies - Principal may conference with the parents.
3. Ten tardies - contract may be implemented with Principal/teacher/parent.
5. Excessive tardies may result in an Attendance contract to help reinforce the importance of arriving at school on time.

Perfect attendance awards will be given to students who have attended every day of school and tardies do not exceed more than 3.

ATTENDANCE POLICY

ABSENCES

Regular school attendance is required by law and is necessary for good scholarship. Christian Unified follows state law in regard to absences as outlined by the California Educational Code:

- Excused: Absence due to illness or professional services in connection with the student's health and welfare, bereavement (medical appointments, funerals)
- Unexcused: Absence for reasons other than illness or personal emergencies which the school authorities determine could have been taken care of at another time, even though approved by parents. (vacations, fun days away from school, personal absences)
- Truant: Absence for reasons which are neither acceptable to the school nor approved by the parents, or where evidence shows facts have been misrepresented regarding the absence.

When a student returns to school after being absent, he/she must report to the office with a signed excuse to obtain an admit slip before being allowed to return to class. **NO ABSENCE WILL BE EXCUSED WITHOUT COMMUNICATION FROM HOME BY A PARENT OR GUARDIAN.** The Principal will contact the parent regarding excessive absences:

- Five days a semester- a courtesy email sent to the parent.
- Ten or more days in the same semester may result in incomplete grades or retention at the current grade.
- Exceptions to this policy must have prior approval of the administration.

Family vacations that conflict with a student's school attendance should be avoided. Parents must complete an extended absence form 1 week prior to their student's planned absence, so that arrangements for completing missed assignments can be made up. Family vacations are considered unexcused absences, even when the extended absence form was completed. Completion of missed assignments cannot fully compensate for teacher-directed classroom instruction and guided practice. Students should complete make up work within 7 days of their return to class.

ABSENT WORK REQUEST

Parents requesting missing work for an absent child must call the office by **10 AM** to receive the day's missed assignments.

POLICIES

ACCIDENT INSURANCE

The school district provides accident insurance for students while at school or at a school sponsored activity. This is intended to be secondary to a personal insurance plan and is not 100% coverage. A student must report all injuries to his/her teacher or to the school office within 24 hours. School personnel must have a record of the injury in order to complete the appropriate insurance claim forms.

ACCOMMODATIONS FOR STUDENTS WITH DOCUMENTED LEARNING NEEDS

CES works diligently to provide educational opportunities for students with learning exceptionalities. However, we recognize that we are not able to provide for the learning needs of all students who are exceptional and will do our best to accommodate the students we accept. At the discretion of the administration, CES provides a Christian education for students who require limited accommodations within the regular classroom. Administration will consider all documentation, including current 504 plans, testing reports completed through the public school system or a private, licensed psychologist (completed with the last 3 years), or a current IEP/ISP (completed within the last year) but is not bound to the recommendations on those documents. Admissions decisions related to these students will be made on a case-by-case basis by the administration. Parents will be notified of the decision. It is the responsibility of the parent to maintain current documentation, as CES will not be able to service the learning needs of students without current documentation. Faculty representatives of CES, including those on our administrative team and in our counseling department, will be happy to accompany parents to meetings regarding the student's testing, testing results, IEP updates, etc. and will serve as advocates on behalf of the parents/student. It is the responsibility of the parents to notify CES of the meeting details well in advance if a CES representative is needed.

Generally, CES does not make academic accommodations outside of those listed on current documentation. Interpretation of the documentation and undocumented accommodations for students are at the discretion of the administration.

AFTER SCHOOL ACTIVITIES

Each year, the school may offer after school activities for an additional fee. Activities that have been offered are Drama, Chess, Fencing, Archery, STEM, etc.

CHAPEL

Chapels are held once a week and all students are required to attend. Students must wear uniforms to Chapel (*no free dress*) and bring their Bibles. God's Word, worship and spiritual principles will be the central focus of chapel activities. Parents are always welcome to attend.

POLICIES

DISASTER PREPAREDNESS

Fire and disaster preparedness drills are practiced at regular intervals. A disaster preparedness plan is in force at each school site.

ELECTRONIC DEVICES

ELECTRONIC DEVICES: PERSONAL PROPERTY

Cell phones, pagers, and other electronic communication devices are not permitted to be visible, heard, or used in any manner during school hours, except by approval by the principal for academic accommodations. Other electronic devices such as cameras, radios, CD players, MP3 players, iPods, iPads, recording devices, games, and laptop computers may not be used during school hours without prior permission from the principal. Any violation and/or disruption of the learning process will result in the confiscation of the item. The administration reserves the right to review all text messages, photo images, or electronic data on confiscated cell phones or other electronic devices. The school is not responsible for loss or theft of any items, whether confiscated or in the student's possession.

Students and parents will also need to agree to our Computer User Policy each year prior to utilizing the internet and electronic devices which are the property of the school.

ELECTRONIC DEVICES: SOCIAL MEDIA POLICY

Christian Elementary School regards inappropriate outside Internet use as a school discipline problem. Programs such as Facebook, Instagram, Snap Chat, or other social media, which demonstrates inappropriate content such as crude humor, pornography, profanity, or sexual content, will result in an immediate office referral and possible suspension from school. Students who violate this policy will be placed on a disciplinary contract.

EXTRA-CURRICULAR ACTIVITIES

Our students have a number of academic, music, and athletic opportunities in which to participate each year:

Academic - Activities may include Speech Meet, Math Olympics, and Spelling Bee.

Athletics - Activities may include fourth-sixth grade boys' soccer, flag football and basketball teams. Fourth-sixth grade girls may participate in volley-tennis and soccer. Only sixth grade girls may participate in cheer.

Fine and Practical Arts - Activities may include ACSI Instrumental Solo and Ensemble Festival and The Southern California Band Festival and our annual Art Show.

POLICIES

TOY POLICY

Toys are not permitted to be brought from home, except by approval of a teacher, for sharing in the classroom only. If a student demonstrates a pattern of disobeying the toy rule, parents will be contacted.

FIELD TRIPS

Field trips are an important part of the curriculum and must originate from the school campus. They are arranged by the individual teacher. No student will be permitted to go on a field trip without written permission, signed and submitted to the office before school begins. Students must wear their uniforms for field trips. Notification of field trips will be sent home several weeks prior to the trip via email or teacher newsletter. Adults serving as supervisors and/or drivers may not bring siblings on the trip. Only parents assigned to drive or chaperone students are allowed to join the students on any particular field trip. Chaperones and drivers must have approved background checks on file at least 1 week prior to the scheduled trip. These forms are available in the school office.

Some field trips may have a limited number of chaperones per students required. If the number of chaperones has been met, space is available, and they have arranged with the teacher prior to the trip, parents may be permitted to go. Parents must pay the admission fee if they want to attend. Due to planning, safety, and student management, it is against school policy to allow parents to drive their children separately on school field trips.

A chaperone attending an overnight trip must complete a Live Scan (fee). Information may be obtained from the campus Secretary.

FIELD TRIP: CAR REGULATIONS

- The legal responsibility for the safety of each student being transported in a vehicle rests with the registered owner of the vehicle. No student may sit in a front seat.
- The vehicle owner/driver must complete the Field Trip Registration Form for Drivers prior to the activity or field trip. They must also submit a copy of their driver's license, permission to check their driving record, a copy of the insurance ID card showing effective dates of the insurance policy and a copy of the insurance declaration page showing limits of insurance. Specific Liability Limits are also specified on the form.
- The vehicle owner/driver must follow the plan and prescribed route given by the teacher.
- The number of students in a vehicle shall not exceed the number of seatbelts available. Seatbelts must be worn. All car seat laws will be followed: children under age 8 or under 4'9" must be in a car seat.
- By law, the number of people in a vehicle shall total no more than eight, including the driver. No motorhomes will be used to transport students.

FIELD TRIP: FACEBOOK POLICY

Parents may not publish photos of other students from field trips or other school events on Facebook or other social media sites without permission from their parents. The office maintains a list of parents who have not given permission for their student/s to have their photos published.

FIELD TRIP: FOURTH GRADE HISTORY TRIP

Each year the fourth grade participates in a field trip to Sacramento to visit the state capital and the historical sites associated with the discovery of gold. This trip supports and reinforces our History curriculum and is paid for by parents.

FIELD TRIP: SIXTH GRADE OUTDOOR EDUCATION CAMP

Each year all sixth graders meet for a week of "Outdoor Education" at an area camp. The activities of the camp may include nature hikes, fishing, sports events, Bible studies, craft projects, horseback riding, etc. The chapel messages emphasize the theme of the camp and present the plan of salvation to students.

HOT WEATHER POLICY

The decision to cancel outdoor lunch based on hot weather will be determined by considering the temperature and humidity forecast obtained by the National Weather Service San Diego at 858-675-8700 or www.weather.gov. This procedure considers what San Diego Unified School District (SDUSD) has determined (Administrative Procedure #4032) is the definition of the "Extreme Caution" heat category. This category is determined to be 96 degrees or above. SDUSD also explains: EXPOSURE TO EXCESSIVE HEAT: While most heat waves hit when school is not in session, temperatures can occasionally soar into the 90's in May, June, and September. Like wind to cold, humidity adds to the effects of heat. A "heat index" is used to combine these effects. The National Weather Service will issue a heat advisory when the "heat index" is expected to reach 105F.

The Christian Unified School District office will communicate the decision to cancel outdoor lunches to the administrators at CJHS, CHS, CESE, and CESW by 11:00 AM of the day in question. Students will then be instructed to eat (and have elementary lunch recess) inside the classrooms.

CANCELLING P. E. CLASSES:

- Elementary PE Classes and any outdoor after school activities will follow the same guidelines as outdoor lunch.
- Junior High and High School PE classes will proceed as scheduled, being cognizant of the need to increase water intake and decrease physical exertion. In addition, staff should follow the training given for symptoms of heat stress and immediate application of first aid procedures.

POLICIES

LIBRARY

Library facilities are provided at each elementary school site. Students are given regular book check out times. Books are checked out for one or two weeks. Students may renew a book, but must have it physically at school in order to do so. Books that are not turned in, or renewed at the appropriate time, or that are lost or damaged will be assessed a fine and/or the cost of replacement. Unpaid balances will be added to the student's tuition account.

LUNCH

Parents are expected to send or purchase a lunch for their child each day. In addition, each student is encouraged to bring a nutritious snack to eat during morning recess. "Sweets" are not allowed for snack at morning recess. Hot lunch information will be sent home on how to order online. If a student forgets their lunch, the parents will be called and given the option of paying for a lunch (if they have a lunch account set up) or bringing a lunch to the school for their child.

MEDICATION

All medication taken at school (both prescription and non-prescription) must be clearly identified and include written instructions by the physician and parent in accordance with state law. In addition, all medication must be kept in the school office and must be administered and recorded by school personnel. The required physician signature form is available in the school office.

MONEY

Any money sent to school must be in a sealed envelope with the child's name, grade, the amount enclosed, and intended use written on the envelope.

MUSIC

Vocal music is taught to all students in grades K-6 weekly. Instrumental music is for interested students in grades 5 and 6. A minimal fee will be charged for instrumental instruction and materials. Two special music programs are presented each year. Each student in the school is expected to participate in these activities.

PARENT/TEACHER FELLOWSHIP (PTF)

The Parent Teacher Fellowship is organized for the purpose of furthering the interests of the school, to promote fellowship among the parents and teachers, and to assist the school at social and other functions as needed. All parents are a part of Parent Teacher Fellowship and are encouraged to attend meetings.

POLICIES

PARENT VISITOR/VOLUNTEER POLICY

All parent visitors and volunteers need to check in with the office upon arrival on the school campus, register on the visitor sign in sheet and obtain a name badge. While on campus, parents are expected to comply with all school policies as outlined in this Handbook and to uphold the Parental Commitment Agreement. This includes, but is not limited to:

1. Discussing school concerns with others not involved.
2. Recognizing the disciplinary authority given to teachers and administrators according to the policies of CUSSD.
3. Refrain from using profanity, dishonoring the Lord and His Word or disrespecting school personnel, parents, or other students.
4. Dressing appropriately as a role model to our students.
5. Criminal background checks are required for all volunteers who are in regular contact with students.

STUDENT CUMULATIVE FILES PROCEDURES:

GAINING ACCESS TO A STUDENT'S CUMULATIVE (CUM) FILE

Christian Unified Schools of San Diego maintains the following types of student records: Enrollment papers, attendance records, subjects taken, grades (report cards/transcripts) immunizations, health records, progress reports, special education tests, specified test results, (i.e. Stanford, SAT, STAR, Terra Nova), discipline records, and school forms. Only authorized personnel with a "legitimate educational interest" (certificated teaching and administrative persons and the Registrar responsible for placing information into student files) are allowed to view specific Cum Files.

The right of parents or guardians to view the school records of their children is emphasized by Federal legislation. The parent or guardian must call to make an appointment with the appropriate personnel to view the Cum File. It is necessary to understand that the Cum File is the property of CUSSD and may be viewed ONLY in the presence of a staff member. The Cum File may NOT be taken out of the office for any reason nor may the parent or guardian keep anything from the Cum File. The staff member will make copies of any document that the parent or guardian requests. Requests to view a Cum File are handled by CUSSD in an expedient manner, usually within five business days.

If the individual is a professional testing agent for a particular school or school district he/she needs to call the Registrar to schedule a convenient time for both parties to meet. The agent MUST bring with them their credentials and a SIGNED release form from the parent/guardian authorizing the viewing of the Cum File. This signed authorization MUST state:

- 1) What records are to be reviewed and WHY

- 2) Who is to have access to the records, and
- 3) The duration of said access

If the authorization is in order, the Registrar or staff member will present the Cum File and remain with the individual to explain any documents or answer any questions. The agent may NOT take anything out of the Cum File but may request copies of desired items. A copy of the authorization form will be kept in the student's file permanently. A log will be attached to each child's record on which will be recorded the name, date, and reason for any person, other than school officials and employees, who inspect any part of that child's record.

Police officers must be accompanied by a parent or show a SIGNED release form (described in paragraph #1 above) from the parent in order to access a student's Cum File. The only exceptions to this are if the officer comes with a Court Order or if there is suspicion of kidnapping.** A subpoena is not necessarily a Court Order. The Superintendent will be contacted immediately to review the request.

A police officer has the right to question a student ONLY in the presence of a staff member (and without parent permission or presence) ONLY if the student is suspected of criminal activity or if it is suspected that they have direct knowledge of criminal activity. The school will attempt to reach the parents immediately in either case.

If a social worker comes to speak with a student, CUSSD shall provide a place for them to meet and will ask the student if he/she would like a staff member to be present during the meeting.

CUSSD will NOT give out any information over the phone other than to verify date of graduation.

** Refer to 'A Guide for School Administrators' pages 43-44

IN THE EVENT OF A CHALLENGE TO A STUDENT RECORD

If a parent/guardian believes there is an error on a student record, that challenge must be brought to the Superintendent in writing. This action must explain what record or document is considered inaccurate and whether or not the desire is that the record be modified or expunged. The Superintendent or his designee will arrange a meeting with the parent/guardian and the teacher/staff who recorded the information in question to see if there is any validity to the challenge. The Superintendent shall then sustain or deny the allegations. Requests to modify a Cum File are handled by CUSSD in an expedient manner, usually within 30 days. If the allegation is sustained, the Superintendent shall order the correction or removal and destruction of the information.

If the Superintendent denies the allegations, the parent/guardian may choose to write a letter of appeal to the school board within 30 days of the Superintendent's decision. The board shall review the challenge and make a decision whether or not to correct the record or remove and destroy the information. This decision is final. Requests to the board are handled by CUSSD in an expedient manner, usually within 30 days.

POLICIES

If the decision is unfavorable to the parent/guardian, they have the right to submit a written statement as to their position and any objections to the finding of the board. This statement shall remain in the student's Cum File until the information objected to is corrected or removed.

STUDENT PICTURES

A school picture day is scheduled each fall. Picture packages are available for purchase by parents.

STUDENT/SCHOOL DIRECTORY

A student directory is published on the CUSSD website each year with the names, addresses, and phone numbers of students and parents who have signed the directory permission form.

TELEPHONE USE

Students will not be allowed to call home for missing homework or other supplies. Please encourage your child in this important area of responsibility.

YEARBOOK

An annual yearbook is published and given to all students at the end of the year. It contains highlights of the year's activities and pictures of each student. Advertising space in the yearbook is available for purchase in the school office.

STATEMENT OF PARENTAL SUPPORT

I/We Agree:

1. To faithfully support Christian Unified Schools through prayer and a positive attitude;
2. To uphold the unique Christian philosophy of education, purpose, and intent of Christian Unified Schools;
3. To uphold and support high academic standards by providing a place at home for study and to encourage the completion of homework assignments;
4. To cooperate and support teachers and administrators in the enforcement of the policies of Christian Unified Schools;
5. To discuss school concerns only with the people involved (parents, teachers, or administrators) and not around my/our child(ren) (Matthew 18:15);
6. To grant authority to teachers and administrators to discipline my/our children within the standards of conduct established by Christian Unified Schools;
7. To faithfully support and cooperate in enforcing the CUSSD dress code policy;
8. To not tolerate profanity or obscenity in word or action; or disrespect school personnel, parents, or other students;
9. To report any prescribed program of medication required for my/our child(ren);
10. To report any violation of the law and/or involvement with juvenile authorities to Christian Unified Schools;
11. To report any relevant psychiatric or psychological counseling information regarding my/our child(ren) to Christian Unified Schools;
12. To provide any educational testing records or recommendations made by previous educational institutions or physicians;
13. To pay reasonable assessments to cover damage to the school or the personal property of others caused by my/our child(ren);
14. To the best of my/our ability support, attend, and participate in Open House, PTF, The Annual Fund, and other school-sponsored meetings and activities;
15. To regularly attend church and encourage my/our child(ren) to actively participate in a local expression of the Body of Christ; and
16. To pay tuition and fees according to the financial policy of Christian Unified Schools.

This form must be signed and returned to school: By August 6th, 2018



I/we have read and agree with the Statement of Parental Support.

Name (please print) _____, parent(s) of

Signatures: _____

/Date: _____