

# Calvary Christian School Private School Satellite Program (CCS-PSP) POLICIES AND PROCEDURES

## ELEMENTARY SUPPLEMENT

### PARENT/TEACHER RESPONSIBILITY

- Submit one (1) Proposed Course of Study, per student, to the K-8 Coordinator prior to the commencement of schooling.
- Complete four (4) Report Cards, to be submitted to the administrator on a quarterly basis. All forms must be completed in black ball point pen (or via fill-in form on the website), and must be neat, and orderly

### QUARTERLY PAPERWORK

Student Report Cards are due within 7 days of the end of each quarter.

You can email the document if you have a scanner and are able to sign the document and scan it, OR if you have “e” signature capability. Otherwise please mail a signed copy via regular mail.

Complete and accurate paperwork is due by the due date. (If your quarters are different than the CCS calendar, they must be approved by the K-8 Coordinator and you must be issued approved due dates.)

### LATE PAPERWORK

If we do not receive your paperwork within 7 days of the end of the quarter or your paperwork is incomplete, a “Request for Paperwork” will be sent to you via email.

Upon the third request within your cumulative years of enrollment in CCS-PSP, your enrollment will be terminated.

Once your enrollment has been terminated, if you want to re-enroll you will need to fill out a new application and submit it with a re-registration fee. The Advisory Committee will review the application and make a determination. Repeated drops for this reason may cause your application to be denied.

### TESTING

Student testing is not required by the State of California. However, we suggest that you administer a standardized test to your child. While we recognize that this battery of tests is only a public school standard, it can be a useful tool to aid you in assessing your child’s knowledge and progress in these selected areas.

All 6<sup>th</sup> and 8<sup>th</sup> grade students enrolled in CCS-PSP are required to take a standardized test. This test will be selected by the CCS/CCS-PSP administration. The test will be proctored by the parent/teacher for 6<sup>th</sup> grade students. 8<sup>th</sup> grade students will attend testing on campus with CCS students. Failure to meet this requirement may result in student’s enrollment being terminated.

For students with significant learning and/or classroom difficulties, a request for exemption may be submitted, in writing, no less than 30 days prior to the beginning of testing. This must be followed up with a call to the CCS-PSP Administrator. Such requests are subject to approval by the CCS-PSP Advisory Committee and may be subject to modification as considered necessary by the Advisory Committee. Requests must be accompanied by objective evidence of the child’s academic stability.