

# Contra Costa Christian Elementary School

## PARENT-STUDENT HANDBOOK

For the 2011-2012 School Year



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**Elementary Principal: Eunice Greenland**  
**Superintendent: B. J. Huizenga**

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# WELCOME!

DEAR PARENTS,

Welcome to Contra Costa Christian Schools! We are so glad that you've chosen to be a part of our school family. We feel privileged to partner with you in the education of your child. Our mission is to prepare students to live out their purpose as builders of God's Kingdom; therefore, we strive to provide an excellent, well-rounded school experience for your child with Christ at the center of all that we do.



In this handbook, you'll find information on all of the day-to-day procedures here at CCCS. You'll also find guidelines as they pertain to dress codes, discipline, and behavior expectations for students. We want to make your child's school experience enjoyable by providing an environment that promotes love, acceptance, and structure.

Contra Costa Christian Schools exists to glorify God by helping students develop their gifts and abilities. In addition, we want our students to learn how to get along with others and live lives that are pleasing to God. We invite you to join with us in this exciting process and pray that God will bless this school year.

In His Service,

*Mrs. Eunice Greenland*

Elementary Principal

## **ATTENDANCE**

Regular attendance is a prerequisite for optimum academic gain. All children are expected to be in attendance each day unless they are ill or a family emergency arises. Attendance is compulsory in the state of California and school officials are required to keep careful records. California Education Code defines an excused absence for record purposes as being a day missed due to

- (a) *illness*
- (b) *imposed quarantine*
- (c) *having medical, dental or optometry services*
- (d) *attending the funeral services of an immediate family member.*

Any other absence is unexcused for record purposes. It is very important that each student take every opportunity to be present every class day to get as much as is possible from each learning activity. Promptness and dependability are important values to teach our children.

**Absence Due To Illness:** When a student is ill, the parent is asked to call the office before 8:30 a.m. or email [mpark@cccsc.org](mailto:mpark@cccsc.org) alerting us of the absence. Teachers will try to have the day's assignments ready to send home at the end of the day for ill students, if the parents make a request before 8:30 a.m. The assignments may be picked up in the office after school.

**Absence Due To Medical Appointments:** Whenever possible, we ask that medical appointments be scheduled after school hours. If it is necessary to miss school, we do ask that the office be notified at least one day in advance. Missed assignments due to medical appointments may be made up.

**Absence Due to Funeral Services:** Please give the office at least one day's notice.



**Absence Due To Vacations:** We have attempted to provide ample holidays within the school calendar and request that you plan vacations during these times. Exceptions require a written request to be submitted at least one week in advance for approval to be considered. Vacation absences will only be approved in exceptional cases, e.g. the parent's work schedule doesn't allow for vacations during school holidays or vacation times. Requests for vacation days are limited to five days per school year. If a student **exceeds** the five days, they will not be allowed to make up any of the work and will receive a zero for assigned work during their absence. Please remember that absences do affect your child's academic progress as well as that of other students who may be working on projects in class with your child.

**Tardiness:** Students are tardy if they are not with their teacher and/or in the classroom by 8:05 a.m. There are no "between class" tardies in elementary school. Students who arrive after 8:05 a.m. **MUST** check into the office before going to class. The school will not make a distinction between excused and unexcused tardiness. Please be aware that traffic problems tend to be the rule rather than the exception in the Bay Area, so plan extra time into your daily trip to school to anticipate these delays.



If a student is tardy six times in a quarter, the parent will be notified. If a student is tardy ten times in a quarter, the parent will be asked to confer with the school principal regarding the excessive tardiness. Please remember that students who arrive late miss out on important instructions for the day, often miss class devotions, may disrupt the class, and can create extra work for the teacher.

### **ARRIVAL & DEPARTURE**

**Arrival:** Classes begin at 8:00 a.m. **Children should not arrive before playground supervision begins at 7:40 a.m.** Parents are welcome to wait with their children on the playground until the teacher arrives to bring the students to class; however, we ask that parents do not follow their students to class.



**Drop-off:** Students may be dropped off at the curb in front of the school where they can walk to the playground. This is a drop-off zone only. **DO NOT PARK OR LEAVE YOUR VEHICLE UNATTENDED.** You may leave your vehicle if you park across the street from the school on Larkey Lane. Students may also be dropped off along Mallard Drive. You may park and leave your vehicle along Mallard or in the High School parking lot on Mallard. You should do this if you want to walk your child to the playground. **DO NOT PARK IN OR BLOCK THE DRIVEWAY OR THE ENTRANCE TO THE FACULTY PARKING LOT.** Your cooperation will facilitate a safe and smooth drop-off of the children.

**Departure:** The school is dismissed at the following times:

Kindergarten through Fifth grade: 2:45 p.m.

Jr/Sr High School: 3:05 p.m.

**Pick-up:** Teachers will line their students up along the sidewalk in front of the school on Larkey Lane. Parents are to pick up their students at the sidewalk, but should not meet them at their classrooms or ask that they be picked up at different locations. This is for the safety of all students. Teachers will wait with their students until 3:05 p.m. If a ride has not arrived by that time, a designated teacher will take the students to the Family Care Center and you will be charged the current Family Care rates. As soon as possible, a call will be made to notify you that your child was not picked up. Family Care is open until 6:00 p.m. Please observe the following pick-up procedures out of courtesy for others and the safety of all:

- **The school side of Larkey Lane is a loading zone between the hours of 7:30 a.m.-8:30 a.m. and 2:30 p.m.-3:30 p.m.**
- **Do not leave your car unattended to get your students, talk to teachers, parents, etc. Someone will assist you in getting your children.**

- Do not socialize on the sidewalk in front of the school or engage the teachers in conversation. This impedes the departure of students and can create safety hazards.
- If you need to do school business, park on Mallard Drive, across the street on Larkey Lane, or in the High School parking lot.
- Use crosswalks during arrival and dismissal times.
- No double-parking. It is dangerous and illegal.
- No U-turns. It is dangerous.
- Respect our neighbors by **NOT** parking in or blocking their drive-ways.

**Check In/Check Out:** Students arriving after the beginning of school must check in at the office to obtain a pass. Contra Costa Christian School is a closed campus. No child will be released from school until the parents make a request to the school office. When checking a student out of school during the day, please go to the office. One of the secretaries will arrange to have your child meet you in the office. **DO NOT** go directly to the classroom or the playground to pick up your child. Please send a note or call the office if you know you will need to pick up your child before the end of the day.

### **VISITORS ON CAMPUS**

Visitors are welcome to our school. We ask that these guidelines be followed to reduce interruptions:

- All visitors, including parents, must check into the office and get a visitor's pass.
- To observe or visit a class, arrangements must be made with the office prior to the visit. At least a day's notice is requested.
- A request to visit on a particular day or time may be denied to prevent excessive or untimely interruptions to the class; however, an alternate day or time will be provided.

### **HEALTH**

**Illness:** Students with any kind of infectious disease or condition, such as childhood communicable diseases, infections of the eyes, skull, etc. must receive proper treatment and be cleared before returning to school. A note from the physician should be presented to the school office regarding any limitation of activities or special considerations.

If your child becomes ill at school, the office will call you to pick them up. While we will do all we can to make your child comfortable, we do not have facilities to properly care for ill students for a prolonged period of time. If your child vomits or has a fever at or above 99 degrees we require that he/she is picked up immediately. If you are unable to pick up your child, please arrange for a neighbor or relative to take charge of your child.

Do not send ill children to school. We will call you to take them home. Ill children may spread their illness to other students, teachers, and staff. Children must be fever free for 24hrs. before returning to school. Please be considerate of others.

**Known Medical Conditions:** Some students have known medical conditions such as diabetes, asthma, allergies, etc. which might necessitate special attention during school hours. It is essential that this information be known in the office as well as the classroom.



**Assistance with Medication:** Students are not to keep medication in their possession at school. Medications are to be kept in and administered from the office. Proper forms for the medicine must be in the office as well.

If a student needs to take medication on a continuing basis for a non-episodic medical condition, the parents are required to inform the school of the type of medication, the dosage and the name of the supervising physician (Education Code 49480).

Parents are required to provide the school with a written request and written instructions for the administration of medication at school. In the case of prescribed medications, instructions from the physician must be provided (Education Code 49423).

**Injury or Accident:** Any child injured at school should report immediately to the teacher in charge. In the event of any injury or accident we will make your child comfortable and then call you immediately if a serious injury has occurred.

**Immunizations:** Students will not be admitted to school without documentary proof that she/he has been immunized (Health & Safety Code 3385, 3386, 3389).

- **Lunch:** Students should bring their own lunch to school. Students eat at the picnic tables or in the classrooms during inclement weather. If you realize that your child has forgotten their lunch, you may leave it on the table located outside the front office labeled “Student Lunches”—Please advise your child at the beginning of the year to check that table if ever they forget their lunch.

### LOST & FOUND

We are not responsible for items lost or missing at school. All personal items should be labeled so they can be returned to the owner. A lost and found area will be set each year. Unlabeled items will be turned over to a charity for distribution at the end of each month.



### SUPPLIES & TEXTBOOKS

Textbooks and workbooks are supplied by the school. It is the student’s responsibility to care for the books and keep them in good condition. You must pay for lost or damaged books. At the beginning of the year a supply list will be provided by your child’s teacher. This list normally includes such items as: pencils, pens, paper, binders, crayons, glue, etc.

### COMMUNICATION

You should receive the following newsletters on a regular basis:

**“Communication Friday” Bulletin** This bulletin keeps you informed of all issues and activities connected with the school. This goes home on Friday in a white “Friday Folder” which is provided by the school. The folder is to be returned the following Monday. Lost folders require a \$1.00 replacement charge.



**Classroom Newsletter** Teachers send home a classroom newsletter each week. This informs parents of things happening in the classroom. It also gives teachers the opportunity to inform parents of upcoming tests, special assignments, etc. **This newsletter is a major form of communication from the teacher to the parent.**

**contracostachristian.org web page** This website is updated regularly and is a great source of information about the school for current school families as well as families interested in the school. Also posted on the website are the weekly Friday bulletins as well as weekly teacher newsletters.

**Parent Conferences:** An annual conference is scheduled after the first report period. All parents must attend. It is important to discuss your child's progress early in the school year so parents and teachers can work together. Due to time constraints, we are not able to offer separate conferences for each parent. If both parents cannot come at the scheduled time, arrange for one parent to come as the family representative.



**Report Cards:** Report cards are issued four times a year at approximately 9-week intervals. Mid-quarter reports will be issued for students who are performing significantly below expectations.

**Standardized Testing:** Each year, in the Spring, Contra Costa Christian School participates in standardized testing. Currently, we use the Stanford Achievement Test (SAT10). Results for individual students are sent home at the end of the school year along with class and school comparisons.

**Student Records:** Parents have the right to inspect and review any and all school records, files and data related to their minor child. The school will make these documents available for inspection no later than five days following the date of request (Education Code 49069).

### **APPEARANCE**

The world around us places excessive emphasis on one's outward appearance. We do well to remember that God looks on the hearts. Because our purpose is to educate children to be responsible Christians, we expect them to dress for school accordingly. As a school that works in partnership with parents we trust that the parents will use the same biblical principles of decency and modesty to which we adhere in what they permit their children to wear to school. **The school staff will prevail where differences of opinion exist.**

**Dress:** In general, dress and personal appearance must be neat, clean, and in good taste, enabling the students to take part in all the learning activities without being a distraction to others or a hindrance to their own learning. Worn, revealing, frayed, torn, threadbare, tight/loose fitting clothes are inappropriate for school. Clothing that distracts, offends, or presents a health or safety concern may not be worn. Clothing that advertises or promotes values contrary to our Christian faith may not be worn. This may include wording, symbols, pictures and styles. All personal items should be labeled with the student's name and grade.



**Pants:** Students are encouraged to wear slacks, jeans or cords. Shorts (no shorter than 3" above the knee) may be worn anytime. Jogging shorts, spandex, tight fitting pants, bicycle shorts, pants that drag on the ground and oversized pants are not to be worn to school.

**Dresses & Tops:** Dresses, skirts and tops are to be of reasonable length and fit. No low cut blouses or bare mid-ribs.

**School Shirt:** All elementary students are required to purchase our school shirt. This maroon, collared polo shirt with school logo must be worn on all field trips and on chapel days (each Wednesday).

**Shoes:** For safety reasons, sandals, thongs, clogs or high heel shoes are not to be worn. Sandal-type footwear is likely to cause trips and falls by catching on play equipment as well as making the feet vulnerable to cuts, scrapes and objects lodging between the footwear and foot. High heels are more likely to cause trips than regular heeled shoes. The kind of activities that occur during recess require protective and secure footwear to help insure student safety.

Students are to wear footwear as specified by their P.E. teacher on P.E. days. Students may change in and out of their P.E. shoes if necessary.

**Hair:** Hair should be clean, neatly groomed and moderate in style. Unnatural colors and distracting styles are not appropriate for school.

**Hats:** Students are not to wear hats or head coverings inside the school buildings unless previously approved by the teacher or principal.

**Jewelry & Decorations:** Students are not to wear decorations, symbols, mottos, or designs on the body. This includes tattoos and drawing on the skin with pen or pencil. Students are not to wear jewelry that would promote non-Christian values, create an offense, become a distraction or be considered a health or safety concern. Boys are asked not to wear earrings. Chains such as long wallet chains are not permitted.

**Correcting the Problem:** Problems in dress will, in most cases, require a change into appropriate clothing before returning to class. The school will either provide the student with sweatpants/sweatshirt to cover the inappropriate clothing or contact the parents to provide appropriate clothing. This may mean that the student would have to go home to correct the problem before returning to school.



**STUDENT CONDUCT**

Contra Costa Christian School is a place where children from Christian homes come to learn how to live Christian lives. In order to promote an atmosphere where students can love God and their neighbor, we have established the following guidelines:

- Honor God in all things.
- Respect teachers and others in authority by cooperating with them and following their instruction and guidance.
- Respect others and their property.
- Be honest.
- Be polite (refrain from ridiculing, arguing, quarreling and fighting).
- Develop a spirit of friendship with others.
- Encourage one another in word and deed (refrain from vulgar, unwholesome, profane and disrespectful language and behavior)
- Take care of yourself by refraining from the use or promotion of harmful substances like tobacco, drugs, etc.
- Do not bring dangerous, annoying, disruptive, non-school related items to school. Such items include, but are not limited to the following: CD players, playing or trading cards, electronic games, dolls and toys (unless requested by a teacher), etc. Cell phones may **ONLY** be used **after** school for the purpose of contacting a parent.

**Playground Rules:**

**Slides:** slide chute direction is DOWN only. No climbing up the slides. No blocking the slide at the bottom or top. Do not put objects on or slide them down the chute. Only one person at a time.

**Swings:** one person per swing. No twisting the chains. No tricks (flipping over, jumping off, etc.) Swing only back and forth. Take turns. Count 50 forward and count out loud to get a turn.

**Balls:** No throwing balls at one another. For baseball, use either a plastic ball and bat or a tennis or other “squishy” type ball. For football or soccer there is no tackling, pushing, pulling, tripping, etc. Play on field only. No kicking balls against walls. Hand ball may be played against the ball wall, not against any building. No ball play in walkways or tan bark area. If you bring a ball, you must have a teacher’s permission and you must share it with classmates, unless you are using it alone.



**Jump ropes:** Jump ropes are to be used for jumping only. No tug-of-war, tying others up, etc.

**Climbing:** No climbing on trees, fences, poles, etc. Climb on play structures in tan bark area only.

**Tag/Chasing Games:** No pulling, pushing, grabbing, tripping, picking up of others. Tag only. In “capture” games, being tagged is being caught. You must go with the person who tagged you. No violent games. Tag games must stay on the play area, not in the walkways or restrooms.



**General:** No throwing objects. No littering. Students may not leave the playground unless using the restroom or water fountain. No wrestling or play fighting. Three whistles mean “freeze”- one whistle means unfreeze and WALK to line. Students must have a note from the playground supervisor for permission to leave the playground. No water play. Only approved play equipment may be used on the playground. Check with your teachers about any new or revised rules. **This list is not intended to be exhaustive, but to provide guidance regarding the most common playground issues. The teacher or playground supervisor is always the final word on any playground procedure or behavior.**

## **EMERGENCY PROCEDURES**

An emergency form and a “consent to treat” form must be on file before attendance on campus. Without these properly completed forms, necessary treatment must be delayed until a parent is available to sign for treatment at a hospital or doctor’s office. This form will only be used when parents are not available to handle emergency situations.

## **FAMILY CARE**

The school provides before and after school care for students enrolled in the full day kindergarten –8th grade. Hours are 7:00 a.m.–7:40 a.m. and 3:00 p.m. until 6:00 p.m. Family care is only available when school is in session.

## **LIBRARY**

The library is open for use to all students during recess and scheduled class times. Monday through Thursday. Parents are welcome to visit and use the Library. Lost or damaged materials should be reported to the Librarian immediately. Replacement cost plus a processing fee is charged for lost or damaged books.



## **ROOM PARENTS**

Room Parents are selected by the classroom teacher. Their responsibilities include facilitating within class communications for parties, field trips, snack days or special projects with the approval and the direction of the teacher or principal.

Room parent guidelines:

- All communications sent home must have the approval of either the teacher or principal.
- Generally, gifts for teachers should be given on an individual and voluntary basis.
- Money should not be collected without approval from the teacher or principal.
- We encourage room parents to solicit food and materials for class parties instead of money contributions. Families with multiple children in the school can become overwhelmed with extra expenses around holiday seasons.



### **SNACK DAY**

Every Thursday, on a rotating schedule, one of the elementary classes sponsors a Snack Day. Snacks should be healthy only. Please refer to the list provided by the classroom teacher. Families from the sponsoring class donate snacks to be sold for \$0.50 each to students in kindergarten through grade five. Proceeds from the snack sale are used at the teacher's discretion to purchase extra supplies, help defray field trip costs, etc.

### **BIRTHDAYS**

You may request permission from your child's teacher to celebrate a birthday at school. Teachers are generally open to setting aside a reasonable amount of class time to celebrate a student's birthday. With the teacher's permission you may provide treats for the students. We ask that class time not be used to replace a "Home Birthday Party." If the teacher approves a public acknowledgement of a birthday in class, there will be enough time for students to share a piece of cake or other treat and a drink. Please remember that class time is precious and needed to accomplish our school's academic goals.



**Invitations to parties should not be handed out at school unless ALL the students in a class are being invited.** In the latter case, the teacher needs to be informed so an appropriate time can be provided to hand out the invitations. Students are certainly free to be selective in who they invite to a party, but we ask in that case for the invitations to be distributed out of the home rather than the school. This will help avoid hurt feelings and other conflicts.



### **CHAPEL**

Chapel is held every Wednesday in the school's MPR (multi-purpose room). Generally, chapel includes singing hymns and songs, receiving teaching from the Word, giving offerings and praying. We will often have local pastors and youth pastors come to share with us from God's Word. Parents are welcomed to visit during chapel time. Students need to wear their school polo shirt on chapel day.

### **Chapel Time**

Grades K-5: 10:00 a.m.—10:30a.m.

### **CONFLICT RESOLUTION**

There are times when students, teachers, parents, staff or administrators find themselves in conflict with one another. When this happens, we ask that all parties involved follow the Biblical principles set forth in Matthew 18. First, go to the person with whom you have a problem. Ninety percent of the time, problems are resolved at this primary level. If the problem is not resolved with the party concerned, then you should go **with that party** to the school principal for resolution. The principal's decision should be considered final, except in rare cases where the principal believes that the issue should be brought before the School Board for resolution.

**DISCIPLINE**

The school administration and faculty are responsible for maintaining discipline and a climate for excellent instruction in our school. In serious cases, the administration may temporarily suspend students from school and may recommend students be expelled.

*In-School Suspension*

A teacher can suspend a student from class for the day or any fraction of the day by referring the student to the principal. A teacher may restrict recess time for disciplinary purposes.

**Disciplinary Action Report**

Below you will find a list of many of the behaviors for which a disciplinary action report (“white slip”) would be issued to a student by the principal:

- Cheating
- Forgery of signature/work
- Stealing
- Inappropriate physical contact
- Lying
- Defiance/disrespect to authority
- Damaging school property

If a student is reported for using inappropriate language, a white slip may be issued and/or the incident will be documented and a white slip will be issued if the student’s language continues to be a problem.

If three white slips are issued to a student during a quarter, they will be suspended from school for one day (upon receiving the third white slip). Extra-curricular classroom privileges such as field trips will also be curtailed for that quarter. In addition, they will receive a behavior contract for the rest of the school year. If they do not meet the requirements of the contract, they may be asked to leave the school.



## Contra Costa Christian Schools 2011-12 (K-5) Calendar

### AUGUST

- 18 New Parent Orientation
- 22 Kick Off Day/Picture Day
- 24 School starts

### SEPTEMBER

- 5 **No School** - Labor Day
- 8 Back to School Night
- 27 Picture Make-up Day

### OCTOBER

- 6-7 **No School** –Teacher Convention
- 15 Harvest Festival
- 21 End of 1st Quarter

### NOVEMBER

- 10 1/2 day Parent/Teacher Conferences
- 11 **No School**—Parent/Teacher Conferences
- 21 **No School** - Teacher Convention
- 22-25 **No School** - Thanksgiving Holiday

### DECEMBER

- 16 **1/2 day** - CCCHS Homecoming Game
- 12 /19 - 1/2 - Christmas Holiday

### JANUARY

- 2 **No School**—Christmas Holiday
- 16 **No School**—Martin Luther King Jr. Holiday
- 20 End of 2nd Quarter/1st Semester

### FEBRUARY

- 4 Pre-HS Open House/Promotion
- 17,20 **No School** - Presidents' Holiday

### MARCH

- 2 **No School** Teacher In-Service
- 30 End of 3rd Quarter

### APRIL

- 6 1/2 day—Good Friday
- 9-13 **No School**—Easter Break
- 23-27 SAT Testing K-5

### MAY

- 4 CSI Speech/Music Festival
- 28 **No School** - Memorial Day

### JUNE

- 8 End 4th quarter/2nd Semester
- 8 **1/2 day** - Last Day of School



### Regular School Hours

FK-5 8:00-2:45 PM

### Half Day School Hours

FK-5 8:00-11:45 AM