

# CONTRA COSTA CHRISTIAN MIDDLE SCHOOL HANDBOOK



2010-2011

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## *Our Mission*

***CCCS is a distinctively Christian learning community, committed to academic excellence, preparing children of Christian families to live out their purpose as builders of God's Kingdom.***

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## *Our Core Values*

- We are **distinctively Christian**. Our commitment to Jesus Christ in every area of our lives shapes every aspect of our teaching, our relationships, our philosophy and our management. We teach our students to view their lives and their world from the viewpoint of the Bible.
- We are a **learning community**. Beyond our commitment to the highest academic standards, teachers and students engage relationally to discover God's world, and His children's purpose in that world. We bring the Bible to bear on all our activities so that students will grow in wisdom and discernment.
- **Academic excellence** is a strong commitment for us, because this allows students to realize their God-given potential in all things, to be most effective as His servants in a complex world and culture. It is our goal that in this way God will be glorified.
- Our job, as parents' partners, is **preparing children**. Preparation is much more than just teaching. Through modeling, creation of leadership and service opportunities, and extracurricular activities, we enable students to grow in every aspect of their Christian faith and life.
- We serve **Christian families**. The task of preparing children for Christian service in this complex world cannot be completed alone by the school, or by families – the partnership between the two, along with the local church, are critical to success.
- We prepare children to fulfill **His purpose** for them. Every man, woman and child was created by God with a unique purpose. In the course of their education, it is our desire that students start to identify, prepare for, and live out that purpose.
- Children are designed by God as **builders of God's Kingdom**. We believe that “our world belongs to God”, as Creator, Sustainer and Redeemer of all of creation, humanity and culture. God is building His Kingdom, the new Heaven and Earth, and chooses to use His children to do it. This is the highest calling any human being can have.

# *Expected Schoolwide Learning Results*

**Contra Costa Christian Graduates will be able to integrate faith and practice from a Christian world-life view as they . . .**

## **1. Grow in Their Faith by**

- having a Biblical view of God and being able to articulate their relationship to Him
- having a Biblical view of self and being able to recognize and utilize God-given gifts as builders of God's Kingdom
- understanding what it means to grow in grace

## **2. *Contribute to Their Community by***

- demonstrating appreciation, understanding, and stewardship of God's creation
- demonstrating in relationships the value and character that come from a Christ-centered life
- participating in society as godly citizens who love, respect, and serve others

## **3. *Think Critically in***

- demonstrating skills for logical and critical thinking applied to problem solving
- analyzing, interpreting, and evaluating experiences and information through a variety of media, with Biblical discernment
- establishing connections between disciplines and subjects

## **4. *Strive for Excellence through***

- demonstrating good scholastic work habits that include learning and studying skills to be utilized throughout life
- communicating effectively and responsibly with others
- discovering how God can be glorified through all aspects of human life and how they are uniquely gifted to serve in his Kingdom
- possessing a well-rounded knowledge base in many disciplines

# *Organization and Governance*

## **ACCREDITATION AND MEMBERSHIP**

CCCS operates under accreditation from the Western Association of Schools and colleges (WASC). A full six-year term was granted in the spring of 2008.

CCCS is a member of Christian Schools International (CSI)

## **ASSOCIATION**

The Contra Costa Christian Schools Association is the governing body for CCCS, made up of parents and friends of the school. The non-profit association elects a Board of Directors to set direction for the school, oversee the Superintendent and his administration, and support the mission and core values of CCCS.

## **BOARD OF DIRECTORS**

President: Bob Moranville  
Vice President: Cindy Handlin  
Treasurer: Dianne Wentworth  
Secretary: Albert Wong  
Marketing: John Chillemi  
Finance: Dianne Wentworth  
Education: Scott Porep  
Development: Don Hecker  
Facilities: Frank Zablocki

## **STAFF**

### Administration

Academic Dean – Grant Padmos  
Development Director – Greg Van Soelen  
Principal – Eunice Greenland  
Superintendent – B.J. Huizenga

### Administration Support

Bookkeeper – Shauna Reed  
Database Manager – Janelle Hecker  
Development Support – Ann Lobo  
Receptionist – Melinda Park  
Registrar – Lisa Asher

### Staff Support

Athletic Director – Erik Esakson  
Chapel Coordinator – Pam Dengerink  
Drama – Meredith Meeks  
Independent Study Program (ISP) – Sue Solnok  
Maintenance – Bob Gartside  
Resource – Mary Lou McCauley  
Student Council – Erik Esakson

## FACULTY AND STAFF DIRECTORY

<b>Employee</b>	<b>Position</b>	<b>Email</b>	<b>Extension</b>
Lisa Asher	Registrar	<a href="mailto:lasher@cccoss.org">lasher@cccoss.org</a>	208
Pamela Dengerink	Bible, Math, Language Arts, Science, Chapel Coordinator	<a href="mailto:pdengerink@cccoss.org">pdengerink@cccoss.org</a>	241
Erik Esakson	Social Studies, PE, Athletic Director	<a href="mailto:eesakson@cccoss.org">eesakson@cccoss.org</a>	267
Eunice Greenland	Principal	<a href="mailto:egreenland@cccoss.org">egreenland@cccoss.org</a>	205
Melinda Park	Receptionist	<a href="mailto:mpark@cccoss.org">mpark@cccoss.org</a>	200
Patty Freeman	Math, Language Arts, Social Studies, Yearbook	<a href="mailto:pfreeman@cccoss.org">pfreeman@cccoss.org</a>	236
Bob Gartside	Maintenance	<a href="mailto:bgartside@cccoss.org">bgartside@cccoss.org</a>	217
Peter Hatch	Art	<a href="mailto:phatch@cccoss.org">phatch@cccoss.org</a>	209
Janelle Hecker	Database Manager	<a href="mailto:jhecker@cccoss.org">jhecker@cccoss.org</a>	240
B.J. Huizenga	Superintendent	<a href="mailto:bjhuizenga@cccoss.org">bjhuizenga@cccoss.org</a>	202
Shauna Reed	Bookkeeper	<a href="mailto:sreed@cccoss.org">sreed@cccoss.org</a>	201
Ann Lobo	Development Support	<a href="mailto:alobo@cccoss.org">alobo@cccoss.org</a>	255
Colleen Martin	Music, Band	<a href="mailto:cmartin@cccoss.org">cmartin@cccoss.org</a>	245
Robin Mathews	Math, Bible, Computer	<a href="mailto:rmathews@cccoss.org">rmathews@cccoss.org</a>	219
Mary Lou McCauley	Resource	<a href="mailto:mmccauley@cccoss.org">mmccauley@cccoss.org</a>	275
Meredith Meeks	Drama	<a href="mailto:mmeeks@cccoss.org">mmeeks@cccoss.org</a>	227
Grant Padmos	Academic Dean	<a href="mailto:gpadmos@cccoss.org">gpadmos@cccoss.org</a>	242
Wendy Padmos	Science	<a href="mailto:wpadmos@cccoss.org">wpadmos@cccoss.org</a>	274
Sue Solnok	ISP Director	<a href="mailto:ssolnok@cccoss.org">ssolnok@cccoss.org</a>	204
Greg Van Soelen	Development Dir.	<a href="mailto:gvansoelen@cccoss.org">gvansoelen@cccoss.org</a>	257

## *Principal's Note*

Dear Parents and Students,

Welcome to Contra Costa Middle School for the 2010/11 school year! This is my second year as Middle School Principal and I am looking forward to a great year. Whether you are a sixth grader transitioning to middle school, a 7<sup>th</sup> grader excited about getting to do some of the fun activities scheduled for 7<sup>th</sup> and 8<sup>th</sup> only, or an 8<sup>th</sup> grader who will be enjoying the last of the middle school years, my prayer is that this will be an exciting year filled with exceptional opportunities to grow spiritually, academically, and socially. Because we are a Christian school for Christian families, we partner with students and their families. Our wonderful middle school staff is committed to treating each student with love, care, and respect while providing an excellent, well-rounded education from a Christian perspective.

As students it is important that you, as part of our school community here at Contra Costa Christian Schools, follow an established set of guidelines and expectations that promote a unified, spiritually wholesome, and academically challenging environment. You will find those guidelines and expectations within the handbook. Please familiarize yourself with the content of these pages so that you are equipped to do your part to be a positive member of our school family.

Contra Costa Christian Schools exists to glorify God by helping students develop the gifts and abilities that God has given them. It is my prayer that, as we embark on a new school year, God will bless you with a wonderful year.

In Christ,

Mrs. Eunice Greenland  
Middle School Principal

# General Information

## ABSENCE AND ATTENDANCE PROCEDURES

Regular attendance is required of all students. It is important that students take every opportunity to be in class every day and to get as much as possible from each learning activity prepared for them. CCCS is concerned with the student's attendance because learning to be present, to be prompt, and to be dependable is an important part of life. There are numerous positive benefits associated with good attendance: better grades, favorable recommendations for colleges and employers, and an indication of the student's dependability as a young adult. Consider that the student's full-time job in the year ahead is coming to school, studying hard, and making the most of the opportunity God has given him/her and their family.

### School Hours

Classes begin at 8:00 a.m. and end at 3:05 p.m.. Students should arrive no earlier than 7:30 a.m. Once a student is on campus, he or she may not leave until school is dismissed at 3:05 p.m.. Students not participating in after school activities should be off campus by 3:30 p.m..

### Bell Schedule

	Normal Day	Chapel Day	
1 <sup>st</sup> Period	8:00-8:55	8:00-8:45	
2 <sup>nd</sup> Period	9:00-9:50	8:50-9:35	
Break	9:50-10:05	9:35-9:45	
3 <sup>rd</sup> Period	10:05-10:55	9:45-10:30	
4 <sup>th</sup> Period	11:00-11:50	10:35-11:20	
Lunch	11:50-12:25	Lunch	11:20-12:15
		Chapel	12:15-12:45
5 <sup>th</sup> Period	12:25-1:15	12:45-1:30	
6 <sup>th</sup> Period	1:20-2:10	1:35-2:20	
7 <sup>th</sup> Period	2:15-3:05	2:25-3:05	

### Absence Definition

An absence occurs any time a student misses more than 15 minutes of an individual class. Students missing fewer than 15 minutes will be marked tardy.

### Notification

The parent must call 934-4964 or email Melinda Park (attendance) at [mpark@cccsc.org](mailto:mpark@cccsc.org) before 8:30 a.m. to report the student's name and reason for the absence. Absences must be properly excused according to school policy. Excuses recognized as valid for necessary and legal absences are as follows:

- Illness
- Imposed quarantine
- Medical or dental appointment accompanied by an appointment confirmation from the dental/medical office.
- Bereavement

### Excused Absence

An excused absence from school or classes is an absence for one of the reasons listed above and for which a note has been presented or a call has been made to the office.

- Make-up assignments for excused absence - being absent is not an excuse for being unprepared. Students will be allowed to make up work missed, to take tests which were missed, and to submit an assignment which became due during the excused absence.
- The time allowance for taking tests or turning in assignments shall be equal to the number of school days or number of class meetings missed due to the absence. A teacher may extend the time allowance for making up work missed if the specific circumstances of the situation merit such action. The responsibility for arranging make-up work and turning in assignments rests with the student. A lowered grade or grade of zero may result if work is not in by the agreed upon date.

#### Unexcused Absence

If a student is absent from any class or mandatory school activity without the express authorization of the school, it is unexcused.

- Work that is due during an unexcused absence may not be made up for credit. This includes tests. The teacher may, however, require that the work be completed and handed in. Work that is assigned during an unexcused absence is due at the expected time.

#### Permission to Leave During The Day

Requests for early dismissal from school are to be submitted to the office by 8 a.m. on the day of the request. All such requests must include the reason for the request and must bear the signature of the parent or guardian and the telephone number where parent or guardian may be reached. The office will issue a permission slip to leave class, which students should present to the appropriate teacher at the beginning of the period in which they are to leave. Before leaving campus, the student is to check-out through the office. Students waiting for a ride must do so in the office. It is recommended that medical, dental, and other appointments be scheduled after school. Students returning to campus must check in at the office.

#### School Activity

If a student misses a class because of a school activity such as a field trip or a sporting event, any homework due that day is to be submitted to the teacher the following day; otherwise the homework is late. It is the student's responsibility to find out what was done in class and any homework that was assigned. Homework is posted on RenWeb by 3:30 of each school day. Students who miss class while on a school activity may have as many days to make up work as they were excused.

#### Participation in After School Activities

Only students who have been in attendance for at least four class periods on a given day may attend or take part in any after school activity. This includes sporting activities, rehearsals, class parties, banquets, etc. Any exceptions must be pre-arranged with the administration.

#### Student Responsibility

Upon returning to school after an absence, it is the student's responsibility to bring a written note from home or have the parent/guardian place a call to the office. If the absence is to be excused, it must be done within one calendar week. The school reserves the right to accept or reject an excuse. An explanation for an absence is not necessarily an excuse for an absence. These absence excuses shall be retained on file in the school office during the school year.

#### Request for Absence

Pre-excused absences for family vacations or other absences that are not listed as excused while school is in session, are strongly discouraged by the school. California Education Code does not define family trips as a legal absence. Please keep in mind that we do provide ample holidays during the school year. However, a student may be excused for a vacation or trip, which is requested by the parent and previously approved by the school. Parents must complete and submit the "Request for Absence" form (available in the office or online) at least five school days prior to the absence if the absence is not listed as excused; otherwise it may be unexcused. Students will not be allowed to make up homework/missed class assignments if their absence is unexcused. Students informing teachers of an upcoming absence is not sufficient. Such absences will be limited to a maximum of **five days per school year.** Parents, please note that even though we haven't changed our policy regarding Requests for Absences, we are going to be reinforcing the rule that pertains to homework assigned during that time. The policy states that absences due to vacations

(or other absences that aren't listed as excused in the handbook) are limited to five days per school year. **Please note the following change: 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 any assigned work during their absence.**

#### Tardiness to School or Class

Being on time and being prepared for class is important. The intention of the tardy policy is to improve responsibility of students with tardiness patterns. However, the school understands that occasionally there are circumstances that prevent a student from being on time to class. **Please be sure to allow extra time for traffic delays or other unforeseen issues that may contribute to late arrivals.** If students are late to class because of an excused absence or if a teacher or the office has issued them an excused pass, they will not be marked tardy. Each student will have five unexcused tardies per quarter, for which no penalty will be imposed on the student. Students are expected to be in their seats, prepared for class by the time the class is scheduled to start; otherwise they may be marked tardy. Please be aware that teachers may have policies specific to their class. Students tardy by more than fifteen minutes will be considered absent for that period. **Any student arriving on campus during the day after 8:00am must check in at the office**

- Six tardies to any class during a quarter will result in a written warning to the parent.
- Eight tardies during a quarter will result in a detention supervised by the administration.
- For every eight tardies (after the initial eight) during a quarter the student will serve an additional detention.

**If a student serves two detentions in one quarter (16 tardies) they may be suspended for one day.**

### **ANNOUNCEMENTS & BULLETINS**

Morning announcements will be read each day to keep students informed. They will also be posted on the school's Web site *www.cccss.org*. A school-wide parent bulletin will be posted on the school's Web site weekly. Specific middle school information will be posted on the school's Web site or emailed as needed.

### **CAMPUS USE**

Middle school students, generally speaking, are to remain in the designated middle school area on the campus while not in the classrooms. The designated middle school student area is located at the picnic table area by the field, the locker area, and the field when appropriate. Middle school students are not allowed to use the elementary recess play equipment, and should not be in the high school or elementary school areas.

### **CHANGE OF ADDRESS**

Please notify the front office as soon as possible regarding any change in a student's address, telephone number, or email address. This information is imperative for our financial, emergency, and health records.

### **CHAPELS**

All students attend chapel services as scheduled, typically Wednesdays. Prompt attendance is expected and required.

### **CONFLICT RESOLUTION PROCEDURES**

During the course of the year, misunderstanding or problems can arise. This is often the result of lack of communication between those involved. CCCHS' policy for dealing with these situations and complaints is consistent with the teachings found in scripture (Matthew 18):

- All questions, problems, or complaints should be brought up to the teacher first before anyone else is involved.
- If the situation is not cleared up at this level through direct contact, it should then be brought to the appropriate administrator.
- If the situation is not solved at the administration level, it should then be presented to the Superintendent of the entire school.
- If the situation is not solved at the Superintendent level, it should then be presented in writing to the chair of the Education Committee of the Board for inclusion in the agenda for their regularly scheduled meeting.

- Finally, when all of the above steps have been taken without resolution, the problem will be submitted to the Board of Directors through written appeal from the Education Committee or the parent or the teacher. It will then be placed on the agenda of the entire Board of Directors at its regularly scheduled meeting.

## **LOCKERS**

Lockers are the property of the school and are provided for student books and personal belongings. Students are responsible for the lockers and locks assigned at the beginning of each year. The school is not responsible for missing money or lost articles. Personal belongings left on the ground around lockers after school hours will be taken to “lost and found”. Students are advised to keep their lockers locked and not share the locker or use a locker not assigned to them. Periodic checks will be announced. Lockers are subject to search at any time by assigned faculty and administrators. Only school-issued locks are to be used. Inappropriate pictures or posters are not to be posted and will be removed. Personal property (cameras, musical instruments, etc.) brought to school: CCCS does not carry insurance on students’ personal property. Therefore, safekeeping of personal items at school is the responsibility of the student. The school will not replace lost items. Occasionally the school has problems with vandalism; therefore, we ask that all lockers be locked at the end of each school day. In the event of a lost lock, students must purchase a new lock from the office at a cost of \$10.00. If left unlocked, the custodian will secure the locker with a lock.

## **LOST AND FOUND**

The school is not responsible for any 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 in to a charitable organization for distribution at the end of each month.

## **LUNCH**

The picnic tables are intended for middle school student use during lunch. In the case of rain, students will eat in the classrooms. Students should bring their lunch from home. Students are expected to display good manners, to assist in keeping the picnic table area clean by removing items from the table when finished, and clean the area where they eat. Once lunch has been completed, students are allowed to use the field and basketball courts for the remainder of the lunch hour.

## **MULTIPURPOSE ROOM USAGE**

Generally speaking, use of the Multipurpose Room (MPR) is to be used for special events. Special events that happen in the MPR must go through an approval process, approved by administration, and scheduled, so as all employees can see when the usage will happen. The front office receptionist is ultimately responsible to keep record of the MPR usage. The MPR is not intended to be of use for students during lunch or breaks unless granted permission by staff personnel.

## **NON-TRADITIONAL STUDENT SITUATIONS**

Policies and routines at CCCS are predicated on the assumption of parent-school cooperation and shared parent-school authority. Therefore, particular policies are in effect for those who have altered ties with parent/guardian authority, or students whose particular home relationships vary from usual parent-child relationships. Students must reside with parent or guardian, or in a home approved by the parent or guardian. The school retains the right to deny continued enrollment to students whose living arrangements are, in the judgment of the school, detrimental to the student and not in compliance with the school’s standards.

## **ONLINE PARENT COMMUNICATION SYSTEM**

CCCS uses a student information system called RenWeb to manage student records, attendance, etc. Parents who have supplied the school with an email address can access their students' grades, homework and other information by logging in to the school web site ([www.cccss.org](http://www.cccss.org)) and then to the password protected information on RenWeb..

## **PASSES AND CLOSED CAMPUS**

Students are expected to remain on campus from the time they arrive in the morning and must check-out in the office if leaving before the end of the day. A teacher can excuse a student only from his/her own class. Any time a student is out of a class, he/she should be able to produce a pass. Students who are not involved in after school activities should leave campus after school hours. Teachers may ask students who are loitering after school to leave.

## **RESTROOMS/CHANGING ROOMS**

Students are to respect the restrooms and change rooms designated for middle school student use. The designated middle school restrooms are located between the conference room and room 10 (a high school classroom). The change rooms are specifically for PE and athletic teams. The change rooms are located beyond the lockers near the PE sheds. Change room lockers and locks are available to PE students and student athletes upon request.

Students are encouraged to use the restroom facilities during their breaks and lunches. If students need to use the restrooms during class, students will need to follow classroom policy regarding leaving the classroom. All students will receive only two bathroom passes per quarter per class.

## **SCHEDULING**

Any special event that is not happening in the regular classroom schedule must be scheduled through an approval process that is approved by administration, and kept by the front office receptionist. This process includes staff, students, parents and anyone who uses the facilities or organizes a special event outside of the regular classroom routine. The main calendar is officially kept and maintained by the front office receptionist.

## **SCHOOL TRADITIONS**

Colors -----Maroon, Gold, White  
Motto-----Growing Christian Leaders  
Nickname-----Cougars  
Sports Slogan-----Cougar Pride

## **SOCIAL ACTIVITIES**

All social activities sponsored/controlled/governed by the school will be subject to the school guidelines and expectations laid out in the handbook. Social activities are considered extra-curricular, therefore any student who is considered to be academically ineligible or a behavioral problem, may not be permitted to participate.

## **VISITORS**

No guests or visitors, except those on school business or pre-arranged student visits, will be permitted on campus during the hours of 8:00am-3:05pm. All visitors must report to the office for authorization to be on campus. Unauthorized visitors may be charged with trespassing. We encourage students to bring prospective students to school. If a student wishes to bring a guest to class, the visit must be cleared through the office at least one day prior to the anticipated date. This is intended as a benefit for potential students and is not intended for social purposes.

## **WITHDRAWAL FROM SCHOOL PROCEDURES**

The following procedure must be followed in order for proper withdrawal to happen:

1. An official withdrawal letter in writing addressed to the Principal

2. A withdrawal letter will prompt the school to contact the withdrawing student's family about returning all books, locks, and anything else that belongs to the school
3. If the student is re-locating to another school – contact will be made (usually initiated by the new school) with regards to transcripts, cum folders, and other student records.
4. The school will follow the policies laid out in the student contract regarding early withdrawal penalties.

# *Student Discipline*

## **DISCIPLINE PRINCIPLES**

The following biblical principles form the framework for our understanding of discipline:

The Lord disciplines those He loves (Hebrews 12). Therefore, discipline is an act of love. The goal of discipline is restoration to a right relationship with God and one another (Galatians 5). Discipline is to be just, swift and consistent (Proverbs 24). Discipline is usually not pleasant when given but should be of the type which will produce peace for those who have received it (Hebrews 12). Disciples owe honor and respect to those discipling them (I Peter 2).

Everyone at CCCS is responsible for discipling one another. Faculty and staff have oversight responsibility for discipline. When students are disciplined, they should accept the discipline handed out. When a student believes that he or she has been unfairly disciplined, the discipliner involved should be approached at a later time, and the matter discussed as mandated in Matthew 18. The Administration shall be responsible for ensuring that detentions or other assignments are carried out as assigned.

## **ALCOHOL, DRUGS AND TOBACCO**

Any students participating in the usage of or in connection with illegal drugs or alcohol will be dealt with accordingly. Possible disciplinary consequences include suspension or expulsion. The CCCS campus has been designated a smoke and drug free zone. We ask that all parents and visitors respect this while on our campus. The Bible tells us that we must obey the law. Therefore, the use of tobacco by those under 18, alcohol by those under 21, and illegal drugs by those of any age is wrong. Students at CCCS are being trained to take their place in society as useful followers of God. Therefore, it is inconsistent with this training for students enrolled at CCCS to use an illegal substance.

## **DETENTION/SUSPENSION/EXPULSION**

The administration and faculty are responsible for maintaining discipline and a climate for good instruction in the school. Detentions may be assigned, as teachers or the administration deems necessary, with notice given to parents. In serious cases, the administration may temporarily suspend students from school. Suspensions will be counted as unexcused absences. If appropriate, administration may recommend students for expulsion. The school board expels students and parents have the right to appeal the recommended decision.

## **ELECTRONIC DEVICES**

Students are **not** allowed to use electronic devices such as cell phones, iPods, video games, cameras, etc. during school hours **except at the teacher's discretion**. Students who bring electronic devices to campus must keep them out of sight. Violation of this policy will result in the device being turned in to the administration. The student will be able to obtain the device at the end of the school day by signing up for a detention or at the end of the next school day with no penalty. If there is an emergency, and parents/guardians must contact their child, they should call the office and the receptionist will notify the student.

## **FOOD AND DRINK**

Food is to be eaten only during break and lunch. Eating or drinking (including gum chewing) in class is inappropriate unless approved by the teacher for a special occasion.

## **HARASSMENT AND LANGUAGE**

Swearing, cursing, vulgar language, mocking, taunting, or any form of verbal harassment is not tolerated.

Harassment in the form of racial or ethnic slurs, discrimination, hazing, intimidation of others, or engaging in hate acts/remarks and all other verbal or physical conduct of a racial, ethnic, or otherwise offensive nature will result in suspension and/or expulsion.

Sexual harassment is not tolerated and will be dealt with appropriately by administration. Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments
- Visual conduct such as derogatory and/or sexually-oriented poster, photography, cartoons, drawings or gestures
- Physical conduct such as assault, unwanted touching, or blocking normal movement
- Threats and demands to submit to sexual requests
- Retaliation for having reported or threatened to report harassment

## **PARTICIPATION IN AFTER SCHOOL ACTIVITIES**

Only students who have been in attendance for at least four class periods on a given day may attend or take part in any after school activity. This includes sporting activities, rehearsals, class parties, banquets, etc. Any exceptions must be pre-arranged with the administration.

## **PROHIBITED ITEMS**

Items that can detract from the academic environment (water pistols, skateboards, “heelies”, rollerblades, water balloons, lighters, large radios, etc.) are not to be brought to school. Any exception to this must be cleared through the administration.

## **PUBLIC DISPLAYS OF AFFECTION**

Showing love and care for others is encouraged at CCC. However, those who are “in love” need to restrain their intimacy. The CCC facility and grounds are a public place and most intimate postures involving couples are out of place in public.

## **STUDENT DRESS**

Our desire should be to bring honor to Jesus Christ in all we do. Paying too much attention to outward appearance is unwise and tends toward a legalistic kind of Christianity. Excessive emphasis on clothes implies that what ultimately matters is outward appearance. We all do well to remember that though we tend to look on outward appearance, God looks at the heart. At the same time, we must recognize that to a certain extent how we dress reflects our attitudes toward ourselves, toward our school and toward what we are doing in school. Consequently, we need some general guidelines to follow: First, select clothing which is contemporary but modest and will not detract from the learning environment. Second, since our school includes students from a variety of backgrounds, we expect that students and their parents will be sensitive to the feelings of their fellow Christians about clothes and grooming. When selecting clothes to wear to CCCS, students should remember that their full-time job here is studying.

### **All students must adhere to the following:**

- Clothing must not contain inappropriate or offensive slogans, messages, signs, or symbols.
- Use good sense about grooming. For your own sake as well as for the sake of others, be clean and neatly groomed when coming to school.
- Hair must be neat, trimmed, and out of the eyes. Extreme hair styles to call attention to ones self will not be tolerated
- Footwear must be safe and acceptable to the learning environment. No flip flops are allowed. For certain occasions, ( PE classes, field trips, musical programs, etc), more casual or more formal clothing might be appropriate.
- Students are permitted to wear earrings/piercings in the ears only.
- No hats/head coverings may be worn in class, chapel, or assemblies.

**Female students** may wear skirts and blouses, dresses, jeans or pants with appropriate tops.

Tops considered not appropriate are:

- any that are inappropriately low or low enough that they expose cleavage
- tank tops or camisoles that are not covered by another shirt
- any top that does not conceal bra straps.

Jeans, pants, or skirts/dresses not considered appropriate include:

- those that are worn, frayed or have holes of any type
- any that have wording on the backside
- pants worn low enough to expose undergarments
- pajama bottoms
- inappropriately tight fitting
- shorts and skirts that measure higher than 6 inches from the floor when kneeling

**Male students** may wear pants/shorts secured properly at the waist with appropriate shirts.

Clothing not acceptable includes:

- pajama bottoms
- pants or shorts that are worn, frayed or have holes of any type
- excessively low pants exposing undergarments
- shorts/pants that are not modest in length or tightness
- no tank tops

Where differences of opinion exist, the administration has the responsibility to use its judgment. Students who violate these policies will be dealt with harshly, depending on severity, attitude, and prior issues could be being asked to change immediately, put clothes on provided by the school, or asked to leave campus resulting in suspension.

## **THEFT**

Theft of personal property in and around the school campus is contrary to biblical principles and is a violation of civil law. Theft will be dealt with by the administration in an appropriate manner, which may include suspension, expulsion, and/or police involvement.

## **WEAPONS**

Students who possess or claim to possess, use, threaten to use, or display a weapon while at school, or at a school event shall be subject to discipline up to and including expulsion and involvement of civil authorities. Possession includes, but is not limited to, having a weapon on school property or at a school-sponsored event. This includes:

- On the student's person or property (backpack, clothing, purse, etc.)
- In a space assigned to the student (locker, desk, table, closet, etc.)
- In a hidden place available to the student

Weapons include, but are not limited to:

- firearms
- an air gun, BB or any gun designed to discharge a projectile, sling shot or similar devices
- any knife
- a stun gun
- any explosive device including fireworks
- any martial arts weapons such as stars, nunchaku, etc.
- pepper spray and mace
- facsimiles of any weapon listed above.

# *Academic Information*

## **ACADEMIC PROBATION & INELIGIBILITY**

Students earning less than a C- average or two F's (below 60%) in any class on their quarter report card or progress report, will be ineligible to participate on **sports teams** until the next reporting period (either quarter or progress). Students will remain ineligible until their next progress or quarter grades are at or above a C- average or two F's. Students whose fourth quarter grades from the previous year did not meet the C- average/or two F's standard will be ineligible in the fall. This applies to returning, incoming and transfer students.

Ineligible students, with the approval of their parents, may apply to the administration for academic probation after the first week of ineligibility. Once granted probationary status, a student may participate on sports teams by submitting a weekly eligibility form indicating that the student has (1) no F's or (2) a cumulative GPA greater than C-. Grades will be calculated from the beginning of the most recent reporting period (progress or quarter) to the end of the reporting period (generally, a span of 4-5 weeks). Students on academic probation may participate in sports or social events only if the previous week's eligibility form indicates being caught up in their classes. Eligibility forms must be submitted to the administration by the end of the day on Friday to be considered for eligibility during the following week. Students not meeting the qualifying standard will return to ineligibility for a minimum of one week. The administration may deny eligibility to any student for whom, in its judgment, the benefits of extracurricular participation do not outweigh the cost of time lost for academics.

## **AWARDS**

### Honor Roll

After the end of each quarter, an Honor Roll will be published listing those students receiving a 3.33 GPA during the previous quarter. Additionally, students earning a 3.67 GPA or above, will be honored by being named on the Dean's List.

### Departmental Awards

Individual student achievement is recognized at 8<sup>th</sup> grade graduation in the form of departmental awards. Teachers choose the recipients based on the following criteria: grades in the class, enthusiasm and passion for the subject, and Christian testimony that represents the school well.

### Valedictorian

The 8<sup>th</sup> grade valedictorian is the student who has received the highest overall GPA rounded to the nearest hundredth. This GPA is calculated using grades from all classes during 7<sup>th</sup> and 8<sup>th</sup> grade through the third quarter of the 8th grade year. Grades will be weighted according to the credit associated with that class. Only students who attend CCCMS full-time, on-campus for both 7<sup>th</sup> and 8<sup>th</sup> grades will be eligible for this award.

## **CCCMS GRADUATION REQUIREMENTS**

Graduation occurs after the 8<sup>th</sup> grade year unless the student has failed two semesters in two separate full year classes in their 8<sup>th</sup> grade year.

A student may not participate in graduation ceremonies if requirements were not met.

## TYPICAL MIDDLE SCHOOL SCHEDULE

6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
Math	Math	Math
Science	Science	Science
Religion/Bible	Religion/Bible	Religion/Bible
Social Studies	Social Studies	Social Studies
Language Arts	Language Arts	Language Arts
Spanish	Spanish	Spanish
Keyboarding	Computer Applications	Computer Applications
PE	PE	PE
Band/Art/Library	Electives: Band, *Music, *Art, *Study Hall, Yearbook, *Drama	Electives: Band, *Music, *Art *Study Hall, Yearbook, *Drama

\*One semester course

### COMPUTER/TECHNOLOGY USE

The use of computers at CCCS is a privilege extended to students to enhance learning and exchange information. Abuse of this privilege may result in the loss of the privilege and other disciplinary action. Students must sign the computer use agreement form before using school computers.

### EXAMS

Exams are not mandatory in Middle School, however some teachers will use class time to administer cumulative tests at the end of the quarter or semesters.

### GRADE POINT AVERAGE - GPA

Grade point is the value that corresponds to each semester grade. The Grade Point Average (GPA) is dependent on credit hours.

Grades are assigned according to the following scale:

Percentage	Letter Grade	Grade Point
93-100	A	4.0
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.0
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.0
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.0
60-62	D-	0.67
Below 60	F	0.0

### HOMEWORK POLICIES

The purpose of homework is to develop intellectual discipline, establish good study habits, balance classroom workload, supplement and reinforce material covered in class, and serve as a link between home and school. Homework may also be used to close achievement gaps between students. Numerous studies have proven that students who do their homework regularly perform better on standardized tests. Although the amount of time spent on homework is easily measured, using time as the only barometer for success can

be deceptive. Student should anticipate roughly 25 minutes of homework per class each night for a total of 2 to 3 hours. Many students may choose to include a study hall as a part of their schedule which, when used wisely, can cut down on the amount of homework per night.

Homework is most effective when it is:

- Relevant to learning objectives
- Appropriate to students' learning ability and maturity
- Assigned regularly
- Collected, corrected, and reviewed in class
- Assigned in reasonable amounts
- Well explained
- Supported by parents

Benefits of Homework

Homework benefits the student.

- Homework gives the student extra time to practice and study the lessons that need to be mastered.
- Homework gives the students extra time to complete projects, papers, and essays.
- Homework provides an opportunity for students to reflect on lessons learned earlier at school. This increases the possibility that students will remember the lessons in the long term.
- Homework provides opportunities to develop responsibility and good study skills in preparation for High School.

Homework benefits the parent.

- Homework allows the parent to see what kind of work the class is doing. It keeps parents informed about what lessons are being taught at school.
- Homework provides the opportunity for parents to interact with their children over schoolwork.

Homework benefits the teacher.

- Homework provides additional time to complete and practice lessons. This frees up class time to spend on other important learning activities.
- Homework provides the teacher with a means of informing parents about what's being taught at school.

## **INCOMPLETE GRADES**

Occasionally it is necessary to temporarily assign an "Incomplete" for a grading period. The incomplete work must be made up within two weeks after report cards are issued. An incomplete which is not made up becomes a failing grade for that grading period.

## **PARENT/TEACHER CONFERENCES**

Every school year after the first quarter, the school takes a day off of regularly scheduled classes to hold official parent/teacher conferences with the parents. The details of this day(s), are communicated in a letter with the 1<sup>st</sup> quarter grades.

## **PLAGIARISM OR ACADEMIC CHEATING**

Plagiarism means any act of using, without acknowledgment, the ideas, writings, or inventions of another, either word-for-word or in substance, and representing them as one's own, i.e., failure to use quotations marks, footnotes, or bibliography to indicate material used directly or substantially from other sources in written or oral reports. This definition would also apply to essays, poems, musical compositions, research reports, or to any other work done in preparation for school assignments. Students who plagiarize will receive a zero for the assignment and/or test. In the most serious cases, plagiarism may result in the student failing the class.

Academic cheating means the attempt to obtain or supply knowledge, information, or material to or from another person or source of information and to submit such work as the product of the student. For

example: giving or receiving aid during a testing period, lending one's own work or acquiring the work of another for the purpose of submitting all or a part thereof as the work product of the student. Students who cheat will receive a grade penalty and/or disciplinary action, including the possibility of receiving a failing grade in the class.

## **PRE-REQUISITE REQUIREMENTS**

Some classes have pre-requisite requirements (Algebra, Band etc.) and approval must be granted by the Academic Dean.

## **STUDENT LEADERSHIP**

### Student Council

The student council is made up of students in 6<sup>th</sup>-8<sup>th</sup> grade who run for office early in the school year. They are elected by fellow students. These students are expected to be examples academically, spiritually, and socially. The Student Council organizes and supports the following:

- Social events
- Middle school food sales

### Offices

- President
- Vice President
- Secretary
- Treasurer
- Class Representatives (2 from each class)
- Spiritual Life (2 chairs)

## **TESTS**

Students all have different schedules and different classes. However, teachers and administration will make every effort to coordinate so that students have no more than two tests or large projects due in a given day. It is the student's responsibility to inform teachers in advance when he or she has more than two tests assigned in a given day. A student may have any number of quizzes on any given day, including test days.

## **TEXTBOOKS**

Being prepared for class includes having a textbook at that particular class, unless notified otherwise. Most textbooks are loaned to students at the beginning of each school year. All Middle School textbooks that are loaned to students for the school year must be covered with something other than contact paper covers. Books damaged, lost, or destroyed will be paid for by the student before a replacement text can be issued. The price of lost textbooks is the replacement cost, not the original cost. Old textbooks may cost as much as new ones. Students are responsible for turning in their textbooks at the time specified by the teacher. If students turn in books that belong to another student, they are still responsible for the original textbook signed out to them when they entered school.

## *Health and Safety*

### **IMMUNIZATIONS**

It is policy at CCCMS that all students attending the school be in compliance with state laws and regulations relative to required immunizations. The parents/guardians of each student entering the school shall furnish satisfactory proof that the student has been adequately immunized or that the immunization process has begun.

Documentation must be provided.

### **MEDICATIONS**

Over-the-counter medicines will be administered through the front office with the parent's signature on the appropriate form. Since there are students of all ages on our campus, some younger students may not recognize medicine as such. Prescription medications will also be administered through the front office and will require a physician's signature or the "Medication During School Hours" form to be retained in the office.

# *Fees and Expenses*

## **Fees and Expenses List with Tuition**

Material Fees \$350.00

Includes textbooks and other general costs of the classroom.

Year Book Fee \$60.00

6<sup>th</sup> - 8<sup>th</sup> Grade Science Camp Fee \$325.00

## **Fees and Expenses outside tuition**

Students must pay all fees at the appropriate times and could be billed through the school.

PE clothes requirement \$10.00 shirts, \$10.00 shorts  
paid for upon enrollment into PE class

Damaged/Lost Locks and Lockers \$10.00

Locks are to be used on assigned locker for the year and returned to the office after last day of school. Any locks damaged or lost will result in paying for new lock.

Locks and lockers are assigned prior to the first day of school.

Athletics \$150.00 per sport

Payable at the outset of the season of sport and non-refundable – see sports information for details.

Field Trips

There are various field trips that get decided on that could cost students extra money, i.e. Raft Trip