

# CONTRA COSTA CHRISTIAN ELEMENTARY SCHOOL

## PARENT - STUDENT HANDBOOK 2018 - 2019



CONTRA COSTA CHRISTIAN SCHOOLS  
2721 LARKEY LAND WALNUT CREEK, CA 94597  
PHONE: 925-934-4964  
FAX: 925-934-4966  
EMAIL: [INFO@CCCSS.ORG](mailto:INFO@CCCSS.ORG)  
[WWW.CONTRACOSTACHRISTIAN.ORG](http://WWW.CONTRACOSTACHRISTIAN.ORG)

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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,

*Mr. Chris Winters*

Head of School/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 8:30am or email [kjohnston@cccsc.org](mailto:kjohnston@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 8:30am. 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. Parents must complete and submit the "Request for Absence" form (available in the office) at least five school days prior to

the absence if the absence is not listed as excused; otherwise, it may be unexcused. 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, it is up to the teacher's discretion to allow the student to make up missed work. 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 8:05am. There are no "between class" tardies in elementary school. Students who arrive after 8:05am. **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 8:00am. **Children should not arrive before playground supervision begins at 7:40am.** 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 leave your car 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 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 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: 2:45pm (Half Day--11:45)

Middle/High School: 3:05pm (Half Day--11:50)

**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 3:05pm. If a ride has not arrived by that time, a designated teacher will take the students to Cougar Club and you will be charged the current Cougar Club rates. As soon as possible, a call will be made to notify you that your child was not picked up. Cougar Club is open until 6:00pm.

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 7:30-8:30am and 2:30-3:30pm.**
- 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 Mallard parking lot.
- Use crosswalks during arrival and dismissal times.
- No U-turns. It is dangerous.
- No double-parking. It is dangerous and illegal.
- Respect our neighbors by **NOT** parking in or blocking their driveways.

**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 24 hours. 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 cafe 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—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:

- **Weekly Announcements Email** This email, sent every Friday by Mrs. Lobo in the Development Office, keeps you informed of all activities connected with the school.
- **Classroom Newsletter** Teachers send home weekly communication to the parents in the form of a newsletter (hard copy or email) and/ or blog. This newsletter or blog informs parents of things happening in the classroom and give teachers the opportunity to inform parents of upcoming tests, special assignments, etc. It is the major form of communication from teacher to parent. The newsletter along with corrected student work goes home on Friday in a "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.

**contracostachristian.org** 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.

**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.

**Progress Reports:** Parent-Teacher communication is vital to your child's best education. Parents and teachers are encouraged to arrange a conference, either by phone or in person, any time necessary during the course of the year. We request that parents and teachers do not wait for the Fall Conference or the end of a report period to address a concern,

but instead, meet to discuss issues as soon as they arise. By addressing issues immediately, greater problems can be avoided.

**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:** CCCS participates in a standardized testing program called Measures of Academic Progress® (MAP®). CCCS proctors MAP tests to determine your child's instructional level and to measure academic growth throughout the school year, and from year to year in the areas of reading, language, and math. Your child will take the tests in the CCCS Google Chrome Lab two times per year. At the end of each year parents will receive a report showing your child's growth. Your child's teacher will be able to utilize the scores to adjust instructional strategies and better meet the needs of all students.

**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. Work, frayed, torn, or threadbare clothing is inappropriate for school. Clothing that distracts, offends, or presents a health or safety concern may not be worn. Clothing free-choice days that advertise or promote 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.

**School Shirt:** A uniform shirt with a school crest embroidered on the front is required. Shirts must be purchased through the school's page on the Lands' End website and is offered in grey, white, and maroon. However, the office also sells used uniforms and sweatshirts while supplies last.

There are two styles:

- Regular polo in short or long sleeve
- Girl's cap sleeve, slender cut

Students may not wear any substitute school shirt (bowl-a-thon, walk-a-thon, or any spirit wear t-shirt) during the school day, but students will be allowed to wear their shirts with the old logo.

The uniform logo shirts must be worn every day of the week.

Students are allowed to wear a long-sleeve shirt under their short-sleeve polo shirt, but the color of the long sleeve shirt must be white or black (solid color) only.

**Pants:** Students are encouraged to wear navy or khaki uniform pants, shorts, or skirts. Solid navy, black or grey athletic shorts or pants, skirts or denim jeans are also acceptable. **All other bottoms may not be worn to school.** Shorts, skirts and the Land's End plaid jumpers should be no shorter than 3" above the knees. The bottoms may be purchased at the store of your choice with the exception of the plaid jumpers/skirts which are available at Land's End.

Solid navy, maroon or grey leggings may be worn under skirts or jumpers. Leggings may not be worn as a stand alone bottom.

**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: 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 the field only. 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.

**COUGAR CLUB**

The school provides before and after school care for students enrolled in the full day kindergarten–8th grade. Hours are 7:00 - 7:40am and 3:00 - 6:00pm (half day hours are 12:00 - 6:00pm) Cougar Club is only available when school is in session. Please call the Cougar Club Director in advance to let her know that your child needs before-school care.

**LIBRARY**

The library is open for use to all students during recess and scheduled class times Tuesday through Friday. 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 5th grade. Proceeds from the snack sale are used at the teacher's discretion to purchase extra supplies, 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.

### **Chapel Time**

Grades K-5: 10:00 - 10:30am

## **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.

The CCCS discipline process is designed to:

- Foster a love for and obedience to biblical instruction.
- Teach accountability for one's actions.
- Reinforce responsibility to community.
- Promote repentance, reconciliation, and restoration.

The following are examples of possible behavior violations that would lead to disciplinary referral:

- Cheating
- Forgery of parental signature
- Defiance of teacher / Disrespect to authority
- Damaging school property
- Hitting or other inappropriate contact
- Bullying or harassment of other students
- Inappropriate use of technology
- Violence or threats of violence

Teachers and/or administrators will initiate the following responses and document any repeated patterns or serious violations on the RenWeb behavior report.

- Student reflection on behavior
- Discussion with the student about behavior



- Parent contact
- Assign detention
- Referral to the office with a behavior report
- Request meeting with parents
- In-school or out-of-school suspensions
- Behavior plan
- Contact local authorities

### **Expulsion**

In cases when consequences such as behavior plans and suspensions have not resulted in improved student behavior or when a student's behavior warrants immediate and serious consequences, the school administration team may choose to expel a student. Students and parents have the right to appeal the decision to the Board of Directors.

By policy, disciplinary consequences are not publicized. We encourage students and parents to honor the privacy of students that are in the disciplinary process, rather than engaging in speculation. Any consequences will be communicated directly with each child's guardians. Parents agree to cooperate with CCCS in the discipline of their students.

**2018 - 2019 (K-5) CALENDAR****AUGUST**

20 Kick Off Day/Picture Day  
 22 School starts

**SEPTEMBER**

3 No School - Labor Day  
 6 Back to School Night  
 7 1/2 Day - Grandparent's Day  
 27,28 No School - Teacher Inservice

**OCTOBER**

16 Picture Make-up Day  
 26 End of 1st Quarter

**NOVEMBER**

8 1/2 Day - Parent/Teacher Conferences  
 9 No School - Parent/Teacher Conferences  
 19-23 No School - Thanksgiving Holiday

**DECEMBER**

21 1/2 day - Christmas Holiday  
 24-31 No School - Christmas Holiday

**JANUARY**

1-4 No School—Christmas Holiday  
 21 No School—Martin Luther King Jr. Holiday  
 25 End of 2nd Quarter/1st Semester

**FEBRUARY**

9 Pre-HS Open House/Promotion  
 15,18 No School - Presidents' Holiday

**MARCH**

15 No School - Teacher Inservice  
 29 End of 3rd Quarter

**APRIL**

19 1/2 Day - Good Friday  
 22-26 No School—Easter Break

**MAY**

3 5th-8th CSI Speech/Music Festival  
 27 No School - Memorial Day

**JUNE**

7 1/2 day—Last day of school  
 End 4th Quarter/2nd semester

**Regular School Hours**  
 K-5 8:00am - 2:45pm

**Half Day School Hours**  
 K-5 8:00 - 11:45am