

Contra Costa Christian Elementary School Handbook



2024-2025

Content

PRINCIPAL WELCOME

ATTENDANCE

ARRIVAL & DEPARTURE

VISITORS ON CAMPUS

HEALTH

LUNCH

LOST & FOUND

SUPPLIES & TEXTBOOKS

COMMUNICATION

RESTROOMS

APPEARANCE

STUDENT CONDUCT

EMERGENCY PROCEDURES

CLUB COUGAR

LIBRARY

ROOM PARENTS

SNACK DAY

BIRTHDAYS

CHAPEL

CONFLICT RESOLUTION

DISCIPLINE

PRINCIPAL WELCOME

Dear Elementary Families,

Welcome to Contra Costa Christian Schools! On behalf of our Elementary team, we feel blessed to be partnering with your family. I and the rest of our team are excited for all the learning and memories that this school year will bring. From Kindergarten through 5th grade, we understand the importance of your decision to join us in this educational journey. We will continue to deliver excellent academic instruction and provide a nurturing Christian environment, as we have for the past 45 years.

As we begin our 46th year, our team remains steadfast in cultivating our distinctly Christian learning community that is committed to academic excellence and prepares our students to live out their purpose as builders of God's Kingdom. This mission statement guides what we do here at our school. It guides our decisions on what to teach, how to teach, how to discipline and many other day-to-day procedures. We have compiled these policies for families in this handbook.

In the pages below, you will find guidelines on topics like dress code, discipline, and behavior expectations for students. Each of these policies and procedures represent not only our commitment in pursuing our mission but also our agreement with you and your family, as our partners in this educational journey. Many of your questions may be answered within these pages and if they are not, please feel free to reach out to any of our teachers, staff or me and we would be happy to meet with you as we strengthen our partnership together.

God has much in store for our school this year and so join me in a prayer of blessing for our school from Numbers 6:24 - 26:

“The Lord bless you
and keep you;
the Lord make his face shine on you
and be gracious to you;
the Lord turn his face toward you
and give you peace.”

I pray this over you and your family, for each of our students, for each of our staff and faculty and for our whole school. Amen!

Blessings,

Mr. Araujo
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 takes every opportunity to be present every class day to get as much as possible from each learning activity. Absences also require additional work and time from our teachers to ensure that the absent student catches up with what they have missed. 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 kjohnston@cccass.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. 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 8:05 a.m. Students who arrive anytime 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.

Maximum Number of Absences: Each student may be absent (excused or unexcused) from school a maximum of fourteen days per semester. When a student reaches eight absences in a semester, a notification will be sent to inform the parents that any additional absences may require further administrative review.

The families of students who exceed the maximum number of absences due to circumstances beyond their control may need to submit a written explanation that is reviewed by the school administration. The purpose of this review is to ensure mutual understanding and maintain our partnership between our school and our families.

This policy aims to promote consistent attendance while allowing for flexibility in exceptional cases, ensuring that all students have the opportunity to succeed in their educational endeavors.

ARRIVAL & DEPARTURE

Arrival: Classes begin at 8:00 a.m. **Children should not arrive before playground supervision begins at 7:30 a.m.**

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. **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: 2:45 p.m. (Half Day--11:15)

Middle/High School: 3:05 p.m. (Half Day--11:30)

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 3:00 p.m. If a ride has not arrived by that time, a designated teacher will take the students to Club Cougar and you will be charged the current Club Cougar rates. As soon as possible, a call will be made to notify you that your child

was not picked up. Club Cougar 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 7:30-8:30 a.m. and 2:30-3:30 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, you may park 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 and illegal.
- 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 office staff 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 invited visitors, including parents, must report directly to the office and get a visitor's pass to visit a designated area for the purpose of an event or classroom help as arranged with teachers.
- Classroom visits are scheduled at the discretion of CCCS teachers and administration.

HEALTH

Illness: Students with any kind of infectious disease or condition, such as childhood communicable diseases, infections of the eyes or 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 has a condition that requires them to carry their medication, please contact the front office.

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 or lunch can be ordered ahead of time through Choicelunch. Choicelunch is a local vendor that provides a nutritious, hot lunch for CCCS students. Parents can order lunches for their child directly through the Choicelunch website. Choicelunch offers students a variety of entrees, fruits, vegetables, and drinks that comply with state and federal nutrition standards. Visit www.choicelunch.com to create a new account and register your child(ren) including name, grade and allergy information.

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 periodically.

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 a staff member in the Marketing 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 gives teachers the opportunity to inform parents of upcoming tests, special assignments, etc. It is the major form of communication from teacher to parent.
- **Student Work** Usually, teachers send home corrected or completed student work at the end of each week, often in a folder referred to as a "Friday Folder" though that may vary. Once the contents of the folder are removed, the folder is to be returned the following Monday. Lost folders can 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 with. 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 the 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 MAP tests three times per year, in the Fall, Winter and Spring. 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).

RESTROOMS

Students shall use the restroom designated only for their biological sex, which means the biological condition of being male or female as determined at birth based on physical differences, or when necessary, at the chromosomal level, as the school believes is reflected in Genesis 1:26-27.

Students that exclusively and consistently assert at school that their gender is different from their biological sex shall be provided with the best available accommodation that meets their needs, but in no event shall that be access to a restroom of the opposite biological sex. Such accommodations may include, but are not limited to, access to a uni-sex restroom or controlled use of a faculty restroom.

Students are encouraged to use the restroom facilities during recess and lunch. If students need to use the restrooms during class, students will need to follow classroom policy regarding leaving the classroom and use the private student restroom located in the office.

APPEARANCE

The world around us places excessive emphasis on one's outward appearance. We do well to remember that God looks on the heart. 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. As with restroom use, students are expected to dress according to their biological sex. 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, frayed, torn, or threadbare clothing is inappropriate for school. Clothing that distracts, offends, or presents a health or safety concern may not be worn. On Free-Choice Days 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.

Uniform Logo Shirts

- Students must wear a uniform shirt with the school crest logo embroidered on the front every day.
- Shirts must be purchased through the school's page on the Global School Wear website www.globalschoolwear.com and choose the SCHOOL and your child's GRADE & GENDER. However, the office sells used uniform shirts while supplies last.
- Students may not wear any substitute school shirts (including spirit wear shirts) during the school day.
- Students will be allowed to wear their old polo shirts with the old logo.
- 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.
- Spirit Shirt Fridays: Spirit wear shirts may be worn instead of a uniform shirt on Fridays only. Bottoms must follow the uniform policy and a uniform shirt must be worn if they don't wear a spirit shirt.

Bottoms

- Pants, shorts, or skirts **must be solid navy, khaki, black, gray, or denim.**
- Only plaid jumpers and skirts available from our uniform provider. Students will be allowed to wear their old solid dresses with the logo.
- Solid navy, maroon, black, or gray leggings may only be worn under skirts or jumpers. Wearing leggings does not allow a student to wear short shorts or skirts. **Leggings may not be worn as a stand-alone bottom.**
- Shorts and/or skirts must be worn no more than 4" above the knee from top of the kneecap.

Sweatshirts/Fleece (PLEASE LABEL WITH STUDENT'S NAME)

- Students **must wear a school sweatshirt or fleece** on days when they want more warmth, but do not need a winter coat. Winter coats may be worn outside when needed.
- Sweatshirts and fleece must be purchased through the school's page on the Global School Wear website www.globalschoolwear.com and choose the SCHOOL and your child's GRADE & GENDER. The office also sells used sweatshirts while supplies last.
- Students will be allowed to wear any older school sweatshirt they already own.

Free Dress Day

- Students will be allowed a "free dress day" on any scheduled half-day of school. However, a modest dress code will still be in effect. Occasionally, Free Dress Days are also rewarded to a classroom or the whole school.

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. Students should not have a hair color or extreme style that calls undue attention to oneself.

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 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.

- Smart watches or similar GPS devices must be in “school mode” or similar restricted mode if the student is wearing the device. If the device becomes a distraction or disruption, the device will be placed in the student’s backpack. If there is repeated or excessive misuse of the device, it will be placed in the office to be picked up by a family member and further use of the device at school will be reviewed by school administration. During an emergency, established school protocol is that communication occurs through the school, rather than directly to students.

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 ball 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 the tanbark area only.
- **Tag/Chasing Games:** No pulling, pushing, grabbing, tripping, picking up 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.**

In Summary:

All Contra Costa Christian Schools students are expected to follow the **Cougar Code**

We are respectful.

We are responsible.

We are safe.

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.

Club Cougar

The school provides before and after school care for students enrolled in kindergarten–5th grade. Hours for morning care are from 7:00 - 7:30 a.m. (when recess begins) and in the afternoon at 3:00 - 6:00 p.m. (half day hours are 11:15 - 6:00 p.m.). Club Cougar 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, Tuesday, Wednesday, and Fridays. 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 Wednesday, on a rotating schedule, one of the elementary classes sponsors a Snack Day. Please refer to the list of recommended snacks 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 invitations to be distributed from home rather than the school. This will help avoid hurt feelings and other conflicts.

CHAPEL

Chapel is held every week in the school's MPR (multi-purpose room). Generally, chapel includes singing worship 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 (check with the main office).

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 the 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. **Please see the appropriate charts on the following pages.**

| Behavior Rubric for Grades Kindergarten – 1st Grade Contra Costa Christian Schools <i>Preparing the Next Generation</i> | | | | | |
|--|--|--|--|---|--|
| Category | Description of Behaviors | First Time | Second Time | Third Time | Fourth Time |
| Disrespectful Behavior | Including, but not limited to... <ul style="list-style-type: none"> ● Teasing/Mocking ● Unkind gestures or looks ● Name calling ● Insulting ● Excluding Others ● Inappropriate Language ● Repeated and/or moderate defiance towards staff ● and other mean/hurtful behavior as determined by school administration | <ul style="list-style-type: none"> ● Teacher/staff intervention ● Restate definition of hurtful behavior ● Discuss an alternate behavior and repairing any hurt ● Opportunity for apology and repair | <i>Each item listed in the First Time column, as well as:</i> <ul style="list-style-type: none"> ● Behavior Alert recorded online and sent home ● Possible loss of recess | <i>Each item listed in the First Time column, as well as:</i> <ul style="list-style-type: none"> ● Loss of recess ● Student calls parent ● Possible discussion with Principal ● Possible Parent Conference | <i>Each item listed in the First Time column, as well as:</i> <ul style="list-style-type: none"> ● Loss of recess ● Student calls parent ● Discussion with Principal ● Parent Conference ● Possible multiple loss of recess |
| Moderate Physical Contact | Such as ... <ul style="list-style-type: none"> ● Pushing ● Shoving ● Hitting ● Grabbing ● Pinching ● Scratching | <ul style="list-style-type: none"> ● Teacher/staff intervention ● Restate definition of hurtful behavior ● Discuss an alternate behavior and repairing any hurt ● Opportunity for apology and repair ● Loss of recess | <i>Each item listed in the First Time column, as well as:</i> <ul style="list-style-type: none"> ● Student calls parent ● Behavior Alert recorded online and sent home ● Possible multiple loss of recess ● Possible discussion with Principal | <i>Each item listed in the First Time column, as well as:</i> <ul style="list-style-type: none"> ● Student calls parent ● Multiple loss of recess ● Discussion with principal ● Possible student is sent home ● Possible Parent Conference | <i>Each item listed in the First Time column, as well as:</i> <ul style="list-style-type: none"> ● Student calls parent ● Multiple loss of recess ● Discussion with principal ● Parent conference ● Administrative decision, including, but not limited to, possible suspension(s) or other disciplinary action |
| Severe Physical Contact or Severe Disrespectful Behaviors | Such as ... <ul style="list-style-type: none"> ● Punching ● Biting ● Kicking ● Spitting ● Stealing ● Damaging Property ● Harassment, especially if repeated ● Class disruptions - major ● Disrespect of staff-extreme | <ul style="list-style-type: none"> ● Teacher/staff intervention ● Behavior Alert recorded online and sent home ● Discuss with Principal ● Student calls parent ● Opportunity for apology and repair ● Loss of recess ● Possible parent conference ● Possible multiple loss of recess | <i>Each item listed in the First Time column, as well as:</i> <ul style="list-style-type: none"> ● Parent Conference ● Multiple loss of recess ● Possible student is sent home ● Possible in-school suspension | <i>Each item listed in the First Time column, as well as:</i> <ul style="list-style-type: none"> ● Parent Conference ● One day suspension, possible two day suspension ● Possible Administrative decision, including, but not limited to, expulsion or other disciplinary action | <i>Each item listed in the First Time column, as well as:</i> <ul style="list-style-type: none"> ● Administrative decision, including, but not limited to, expulsion or other disciplinary action |

Definition of mean/hurtful behavior: Any mean look, gesture, word or action that hurts a person's body, feelings, friendships, or things.

Consequences assigned may be immediately more severe in any above category based on the seriousness of the action, severity of result of infraction, or prior offense(s) in other categories. Student age, attitude, and/or intentionality may affect level and severity of consequences – school discretion is maintained. After the fourth time a student repeats a behavior during the school year, the school staff will design an Individual Behavior Plan (IBP). While the specifics of the plan may vary from person to person, the expectations for behavior would be consistent with the standards for all CCCS students.

Behavior Rubric for Grades 2nd - 5th Grade
Contra Costa Christian Schools

Preparing the Next Generation

| Category and Description of Behaviors | First Time | Second Time | Third Time | Fourth Time |
|---|--|--|--|---|
| Horseplay: "Goofing around" or playing that may include grabbing, pushing/shoving, hitting, tripping, play fighting, or name-calling in which there is no imbalance of power and no one is hurt. | <ul style="list-style-type: none"> Teacher/staff intervention Behavior Alert recorded online and sent home | <i>Each item listed in the First Time column, as well as:</i> <ul style="list-style-type: none"> Time to Think sheet Student calls parent Possible loss of recess | <i>Each item listed in the First Time column, as well as:</i> <ul style="list-style-type: none"> Student calls parent Time to Think sheet Loss of recess | <i>Each item listed in the First Time column, as well as:</i> <ul style="list-style-type: none"> Student calls parent Multiple loss of recess Time to Think sheet Discuss with Principal |
| Teasing: Name calling, note writing, gossiping, spreading rumors, playing mean tricks, rude gestures, profanity, or other behavior that would hurt others or make them feel bad about themselves (including internet and cell phone behavior). | <ul style="list-style-type: none"> Teacher/staff intervention Behavior Alert recorded online and sent home | <i>Each item listed in the First Time column, as well as:</i> <ul style="list-style-type: none"> Student calls parent Time to Think sheet Possible loss of recess | <i>Each item listed in the First Time column, as well as:</i> <ul style="list-style-type: none"> Student calls parent Time to Think sheet Loss of recess | <i>Each item listed in the First Time column, as well as:</i> <ul style="list-style-type: none"> Student calls parent Time to Think sheet Multiple loss of recess Possible parent conference Discuss with Principal |
| Disrespectful behavior, uncooperative attitude, or defiance toward any CCCS faculty, staff or volunteer: Includes, but not limited to eye-rolling, arguing, shouting, refusal to follow directions, "smart" comments. | <ul style="list-style-type: none"> Teacher/staff intervention Time to Think sheet Student calls parent Behavior Alert recorded online and sent home | <i>Each item listed in the First Time column, as well as:</i> <ul style="list-style-type: none"> Loss of recess Possible multiple loss of recess Possible parent conference | <i>Each item listed in the First Time column, as well as:</i> <ul style="list-style-type: none"> Multiple loss of recess Parent conference required Possible discuss with Principal | <i>Each item listed in the First Time column, as well as:</i> <ul style="list-style-type: none"> Multiple loss of recess Parent conference required Discuss with Principal |
| Moderate Physical Contact: Hitting, pushing, shoving, grabbing, slapping, tripping, etc. in an attempt to control other(s). Moderate Intimidation: Threats of emotional or physical aggression, intimidation, exclusion. | <ul style="list-style-type: none"> Teacher/staff intervention Time to Think sheet Student calls parent Behavior Alert recorded online and sent home Loss of recess | <i>Each item listed in the First Time column, as well as:</i> <ul style="list-style-type: none"> Multiple loss of recess Possible discuss with Principal Possible parent conference | <i>Each item listed in the First Time column, as well as:</i> <ul style="list-style-type: none"> Multiple loss of recess Parent conference required Discuss with Principal | <i>Each item listed in the First Time column, as well as:</i> <ul style="list-style-type: none"> Parent conference required Discuss with Principal Possible Administrative decision, including, but not limited to, expulsion or other disciplinary action |
| Severe Physical Contact: Punching, kicking, fighting, spitting and similar behavior that is designed to injure other(s). | <ul style="list-style-type: none"> Student sent to Principal's office Student calls parent Behavior Alert recorded online and sent home Possible one day suspension or student sent home Parent conference required | <i>Each item listed in the First Time column, as well as:</i> <ul style="list-style-type: none"> Possible two day suspension | <i>Each item listed in the First Time column, as well as:</i> <ul style="list-style-type: none"> Possible three day suspension Possible Administrative decision, including, but not limited to, expulsion or other disciplinary action | <i>Each item listed in the First Time column, as well as:</i> <ul style="list-style-type: none"> Possible five days suspension Administrative decision, including, but not limited to, expulsion or other disciplinary action |
| Severe Harassment and Intimidation: Racial, ethnic, sexual, religious or other forms of severe harassment. | <ul style="list-style-type: none"> Discuss with Principal and/or school leadership and parent conference required Student sent home Administrative decision, including, but not limited to, expulsion or other disciplinary action | | | |

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Suspension and Expulsion

For repeated and/or serious discipline events, the administration may choose to suspend students from attending classes for one or more days. Suspensions may be served in school or at home, at the discretion of the administration. 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 suspension. Upon return the missed work must be made up within a number of days equal to the length of the suspension.

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 and support our staff in the discipline of their student.