

Contra Costa Christian Elementary School Handbook



2025-2026

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Our Mission

CCCS is a distinctively Christian learning community, committed to academic excellence, preparing the next generation to impact the world for Christ.

Our Core Values

- We are **distinctively Christian**. Our commitment to Jesus Christ shapes every aspect of our teaching, relationships, philosophy and our management. We teach our students to view their lives and the world from a biblical perspective.
- We are a **learning community**. Beyond our commitment to the highest academic standards, teachers and students engage relationally to discover God's purpose for this world and our *distinctive* role in it. We incorporate biblical truth in all our activities so that students will grow in wisdom and discernment.
- **Academic excellence** is a strong commitment for us because we want students to glorify God in *all* things. By pursuing academic excellence, we honor each student's God-given talents and potential.
- Our job, as parents' partners, is **preparing the next generation**. Preparation is much more than just teaching. Through modeling, leadership development, service opportunities, and extracurricular activities, we enable students to grow and mature!
- Life and learning at CCCS will celebrate and explore the truth that, "The earth is the Lord's and everything in it, the world, and all who live in it." Students will understand the world, its people, and its challenges, as they faithfully **Impact the World for Christ**.

Expected Student Outcomes

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 dual accreditation from the Western Association of Schools and Colleges (WASC) and Christian Schools International (CSI) and is a member of the Association of Christian Schools International (ACSI).

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 Head of School and his administration, and support the mission and core values of CCCS.

STAFF

Administration

Head of School – Julius Siebenga

Principal – Daniel Araujo

Administration Support

Finance Manager – Caitlin McQuaid

Admissions Manager – Sarah Potter

Office Support – Jaymi Morris

Office Support – Vika Fisina

Staff Support

Facilities Manager – Bob Gartside

Principal's Note

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 over 45 years.

Our team remains steadfast in cultivating a distinctively Christian learning community committed to academic excellence, preparing the next generation to impact the world for Christ. 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

General Information

CCCS desires to partner with each family that chooses to enroll here. To be a unified school family, it is necessary that each family shares a position of agreement with the policies and procedures stated in the handbook. Parents may be asked to withdraw a child from CCCS if the student or family demonstrates a lack of support for school policy, personnel, or any disciplinary action.

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; classroom instruction is valuable and difficult to replace. Learning to be present and prompt is an important part of life. CCCS is concerned with attendance also due to its numerous positive benefits, including better grades, favorable recommendations for colleges and employers, and an indication of the student's dependability as a young adult. Consider coming to school, studying hard, and making the most of the scholastic opportunities as the student's full-time job in the year ahead.

School Hours

Classes begin at 8:00 a.m. and end at 2:45 p.m. other than Wednesday (see Bell Schedule below). **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 2:45 p.m. Students not participating in after school activities or under the direct supervision of a teacher should be off campus by 3:00 p.m. Students not picked up by parents by 3:00 p.m. will be checked into the after-school program, Club Cougar.

Regular Bell Schedule

Bell Rings	7:55
3 - 5 Chapel <i>Thursdays Only</i>	8:15 - 8:45
3 - 5 1st Recess	8:45 - 9:00
K - 2 1st Recess	9:00 - 9:15
K - 2 Chapel <i>Thursdays Only</i>	9:15 - 9:45
K - 2 Lunch / 3 - 5 Recess	11:20 - 11:40
K - 2 Recess / 3 - 5 Lunch	11:40 - 12:00
3 - 5 3rd Recess	1:30 - 1:45
K - 2 3rd Recess	1:45 - 2:00
Dismissal	2:45 - 3:00

Wednesday Late Start Bell Schedule

Late Start Club Cougar	7:30 - 8:30
Bell Rings	8:50
K - 2 Lunch / 3 - 5 Recess	11:20 - 11:40
K - 2 Recess / 3 - 5 Lunch	11:40 - 12:00
3 - 5 3rd Recess	1:30 - 1:45
K - 2 3rd Recess	1:45 - 2:00
Dismissal	2:45 - 3:00

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.

Dismissal

The school is dismissed at the following times:

Kindergarten through Fifth grade: 2:45 p.m. (Half Day--11:15)

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.

School Tardies

Students are tardy if they are not with their teacher and/or in the classroom by 8:05 a.m or 9:00 a.m on Wednesdays. Students who arrive anytime after 8:05 a.m. or 9:00 a.m on Wednesdays 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.

- After a fifth unexcused tardy, the family will receive an emailed written warning.
- At a tenth tardy, the family will be required to meet with the principal.

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 have a negative impact on learning.

Excused Absences

Reasons for excused absences according to [California Education Code](#) include:

- Illness
- Imposed quarantine
- Medical or dental appointment (confirmation from the medical/dental office may be requested)
- Bereavement

Absence Notification

The parent must call the school at (925) 934-4964 or email attendance@cccsc.org before 8:30 a.m. to report the student's name and reason for 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.

Unexcused 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. If a student is absent from any class or mandatory school activity without the express authorization of the school, it is unexcused. A [Request for Absence form](#) must be completed at least five days in advance.

Make Up Work Policy

- **Make-up assignments for absences:** 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.

Maximum Number of Absences

Each student may be absent (unexcused or excused) 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 family 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.

Club Cougar

The school provides before and after school care for students enrolled in Kindergarten–5th grade. Club Cougar is available on Wednesday mornings from 7:30 - 8:30 a.m. at no additional charge to families. Club Cougar is also available 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. Please refer to the [Club Cougar Procedures and Billing](#) for more detailed information.

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.

CHANGE OF ADDRESS

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

CHAPELS

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 PROCEDURES

During the course of the year, misunderstanding or problems can arise. This is often the result of lack of communication between those involved. CCCMS 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 (or other person initially involved) 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 Head of School, who serves as the final decision maker.

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 or unclaimed items will be donated periodically to a charitable organization for distribution.

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.

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 a 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.

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.

SCHEDULING

Any special event that is not happening in the regular classroom schedule must be scheduled through an approval process with administration and scheduled by the front office. 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.

SCHOOL TRADITIONS

Colors -----Maroon, Gold, White

Motto-----Preparing the Next Generation

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 has a behavioral problem, may not be permitted to participate.

STUDENT-TEACHER INTERACTIONS

CCCS considers student safety a top priority. All teachers are required to complete the Darkness to Light and Sexual Harassment Training for child abuse prevention and awareness through our partnership with the organization Darkness to Light.

CCCS teachers and coaches must keep student-teacher interactions visible and accountable by following these guidelines:

1. Ensure parent communication and permission for extracurricular activities.
2. Limit one-to-one meetings with students to the campus during regular school hours (7:30 a.m.-3:30 p.m.) and ensure outside visibility into the classroom or office space.
3. Ensure that 2 or more students are in the vehicle when driving students to athletic events or field trips.
4. Utilize school email as the preferred method for electronic communication. When other methods of digital communication are necessary, be brief and professional in communication with students.
5. Maintain visibility into the classroom during normal school hours.
6. Submit a written plan to administration for sleeping arrangements on school-sponsored trips.

VISITORS

No guests or visitors, except those on school business or prearranged student visits, will be permitted on campus during the hours of 8:00 a.m.-2:45 p.m. 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. 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 is addressed to the Principal.

2. A withdrawal letter will prompt the school to contact the withdrawing student's family about returning all books, materials, and anything else that belongs to the school
3. If the student is relocating 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 financial contract regarding early withdrawal penalties.

Student Behavior

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 or basketball courts 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.

CCCS Staff always have 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.

STUDENT 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, Hurtful, or Disruptive Behavior	Including, but not limited to... <ul style="list-style-type: none"> • Teasing/Mocking • Unkind gestures or looks • Name calling/Insulting • Inappropriate Language • Repeated/moderate defiance or disrespect towards CCCS staff • Cheating • other hurtful or disruptive behavior as determined by CCCS staff 	<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 CCCS 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
Disruptive and/or Hurtful Behavior: 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, cheating.	<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 			

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.

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.

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.

ELECTRONIC DEVICES

Students are not allowed to use electronic devices such as cell phones, iPods, video games, cameras, laptops, etc. during the school day without teacher permission. Students who bring electronic devices to campus must keep them turned off and out of sight, assuring that any use during school hours supports their learning and abides by our technology use policy, regardless of whether or not they are connected to our network. Smart watches or similar GPS devices must be in "school mode" or similar restricted mode if the student is wearing the device. With teacher permission, students may listen to music during study hall and other specific times, but not at any other

time. Earbuds and headphones may not be used or worn in the halls between classes. If electronic devices interfere with the learning environment or are used inappropriately, they may be confiscated at the discretion of the teacher. The student will be able to obtain the device at the end of the school day from the administrative office, and additional consequences may be given. Repeated offenses may result in additional consequences, such as confiscation of the phone, as determined by the administration. If there is an emergency and parents/guardians must contact their child, they should call the office, and the receptionist will notify the student.

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. The front office will also notify families in the event of recurring emergency lunches and emergency lunches may result in additional charges to the family's FACTS account.

To maintain a safe, secure, and orderly learning environment, families are not permitted to order food or beverages to be delivered to campus by on-demand delivery services or restaurants (e.g., DoorDash, Uber Eats, Grubhub, Postmates, etc.) during the school day. Deliveries from outside vendors create disruptions to the school office, interfere with campus security procedures, and are inconsistent with the school's lunch program policies. Any food delivery brought to the school for a student will be declined at the office, and the school will not assume responsibility for lost or spoiled orders.

PROHIBITED ITEMS

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

STUDENT DRESS

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. We expect families and students to partner together with us in creating a respectful learning environment by being mindful of how clothing and grooming choices may be perceived by others, thus avoiding distractions or division. 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.

LIBRARY

The library is open for use to all students during recess and scheduled class times. 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.

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.

General Academic Information

COMPUTER/TECHNOLOGY USE

Technology is used at CCCS to promote and focus on learning. Use that inhibits learning or distracts learners is a violation of acceptable use. Individual use should support community use and expectations. To break it down more clearly, students must:

1. Respect and protect the privacy of others.
 - Use only assigned accounts.
 - Do not view, use, or copy passwords, data, or networks to which they are not authorized.
 - Do not distribute private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe both general and specific network security practices.
 - Report security risks or violations to a teacher or network administrator.
 - Do not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.

- Conserve, protect, and share resources with other students and Internet users.
3. Respect and protect the intellectual property of others.
 - Do not infringe copyrights (no illegal copies of music, games, or movies, etc!).
 - Follow the school Academic Integrity policy.
 4. Respect and practice the principles of community.
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomfoting materials or communication to a teacher.
 - Do not intentionally access, transmit, copy, or create material that violates the school's code of conduct or is illegal (such as materials that are pornographic, obscene, threatening, rude, discriminatory, stolen, illegal copies or meant to harass others).

Specific examples of prohibited network activity:

1. Hacking, cracking, phishing or other malicious activity
2. Using a school email address in ways that are likely to attract excessive or unwanted mail or participate in illegal activities.
3. Downloading large files for personal use on the school network such as those downloaded through Bit Torrent or Peer-to-Peer (P2P) software. If large files need to be downloaded, do so outside of school hours out of respect for other learners. (Such software should be turned off during school hours).
4. No student may use another person's computer, account(s), or other technology device without consent. This prohibition includes assuming another person's identity on the school network or pretending to be that person on the Internet.

Damages

Students are financially responsible for any digital or physical damage they cause; this includes, but is not limited to, damage of technology owned by CCCS, school staff and fellow CCCS students. Knowingly introducing viruses or other malicious software via input devices of any kind is also considered damage.

Consequences for Inappropriate Technology Use

1. Disciplinary issues will be referred to the appropriate division administrator (see the Student Handbook).
2. Accounts may be suspended during investigation or as a result of disciplinary action.
3. Files on school storage are subject to review by technology or administrative personnel at any time with or without cause. Files on laptops and other personal devices may be reviewed with reasonable cause and with the knowledge of the user.
4. Repeated infringements could result in suspension or other administratively assigned consequences.

Technology use is a privilege all users in the community should appreciate and respect.

MEASURES OF ACADEMIC PROGRESS

In the fall, spring and winter, students will take the web-based MAP tests of math, reading, and language. The standardized tests give teachers, parents, and students another benchmark for their progress in those subject areas. Results from the tests do not factor into a student's transcript, but they may be used to adjust curriculum and classroom teaching, determine appropriate placement for students in courses, and highlight a need for additional educational support.

PARENT/TEACHER CONFERENCES

Every school year after the first quarter, the school takes a day off regularly scheduled classes to hold official parent/teacher conferences with the parents. The details of this day(s) are communicated ahead of time so that meeting schedules can be arranged.

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 may be issued for students who are performing significantly below expectations.

PLAGIARISM OR ACADEMIC CHEATING

Plagiarism means any act of using, without acknowledgment, the ideas, writings, or inventions of another, including content generated by artificial intelligence (AI) programs, either word-for-word or in substance, and representing them as one's own. Examples of this include failure to use quotation 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 themes, poems, visual or musical compositions, research reports, or to any other work done in preparation for school assignments. Students who plagiarize will receive an F for the assignment and/or test. Plagiarism in multiple assignments or in multiple classes may result in the student failing the class and/or expulsion. The school may use detection software to help identify plagiarism.

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. Cheating by giving answers to someone else carries the same consequences for cheating as receiving the answers. Students who violate academic integrity will receive an F or other grade penalty as deemed appropriate and/or disciplinary action, including the possibility of receiving a failing grade in the class.

Repeated actions of plagiarism or academic cheating may result in being placed on probation, suspension, or in the worst cases, removal from CCCS.

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).

Health and Safety

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).

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.

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

It is policy at CCCES 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.