

Contra Costa Christian High 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

- 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 the administration, and support the mission and core values of CCCS.

STAFF

Administration

Head of School – Julius Siebenga

Principal – Juliana Basil

Vice Principal – Lilian Im

Administration Support

Admissions Manager – Sarah Potter

Finance Manager – Caitlin McQuaid

Office Support – Jaymi Morris

Office Support – Vika Fisina

Staff Support

Athletic Director – Cassie Faber

Facilities Manager – Bob Gartside

Student Council –

Principal's Note

Dear Students and Parents,

CCCS is a community of believers made up of students, staff, parents, and friends. Each member of the community has a role to play. Our school is dedicated to providing an excellent education from a Christian perspective so that students can come to understand their place in God's world. Staff members rely on the fellowship, support, and accountability of students and parents to do their job. Students are blessed with a professional faculty who seek to model Christ-like behavior in the community.

In order that our community functions with a unified spirit, common expectations and regulations are necessary. These expectations and guidelines are contained in this handbook. Please be familiar with its content so that you can do your part to be a positive member of the Contra Costa Christian Schools family.

I look forward to serving God with you at our school this year. Please join me in praying for God's richest blessing as we strive to make our school a model of Christian education, preparing students for the future God has in store for them. May each student mature and grow in their faith this year!

In His service,

Juliana Basil
High School 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 3:05 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 3:05 p.m. Students not participating in after school activities or under the direct supervision of a teacher should be off campus by 3:30 p.m. Students not picked up by parents by 3:30 p.m. will be checked into the after-school program.

Regular Bell Schedule

1 st Period	8:00-8:50
2 nd Period	8:55-9:40
Break	9:40-9:50
3 rd Period	9:55-10:40
4 th Period	10:45-11:30
5 th Period	11:35 - 12:20
Lunch	12:20 - 12:50
6 th Period	12:55-1:40
7 th Period	1:45-2:30
Flex	2:35-3:05

Wednesday Late Start Bell Schedule

1 st Period	8:55-9:39
2 nd Period	9:43-10:27
Break	10:27-10:39
3 rd Period	10:39-11:23
4 th Period	11:27-12:11
Lunch	12:11-12:45
5 th Period	12:45-1:29
6 th Period	1:33-2:17
7 th Period	2:21-3:05

Absence Definition

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

Notification

The parent must call the school at (925) 934-4964 or email attendance@cccss.org before 8:30 a.m. to report the student's name and reason for the absence. Absences must be properly excused according to school policy. Excuses recognized as valid for necessary and legal absences are as follows:

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

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

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

Maximum Number of Absences

Each student may be absent (unexcused or excused) from school a maximum of **fourteen days per class** for each semester (or the equivalent percentage for classes outside the traditional schedule, such as meeting on alternate days or for only part of the semester) without loss of credit. Unused absences may not be transferred to another term. Students who exceed the maximum number of absences in the term for reasons that are beyond their control may appeal in writing to the Principal/Head of School for a waiver on the penalty. When a student has been absent eight times, a letter will be sent to alert the parents. Should a fourteenth absence occur, a letter will be sent informing the parents that any additional absence may result in loss of credit for school courses.

Permission to Leave During The Day

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

Skipping/Cutting class

Skipping class is a serious matter and will be dealt with appropriately (i.e., detention, suspension, loss of credit for assignments, etc.).

School Activity

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

Participation in After-School Activities

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

Tardiness to School or Class

Being on time and being prepared for class are important. The intention of the tardy policy is to improve responsibility of students with tardiness patterns. **Please be sure to allow extra time for traffic delays or other unforeseen issues that may contribute to late arrivals.** If students are late to class because of an excused absence or if a teacher or the office has issued them an excused pass, they will not be marked tardy. Students are expected to be in their seats and prepared for class by the time the class is scheduled to start; otherwise, they may be marked tardy. Please be aware that teachers may have policies specific to their class. Students tardy by more than fifteen minutes will be considered absent for that period. **Any students arriving on campus after 8:00 a.m. but before 8:15 a.m. are to go to class where they will be marked tardy by the teacher. If after 8:15, the student is to report to the office for a student admittance pass. The student will be marked Absent Unexcused since more than fifteen minutes of class will have been missed.**

- After a fifth unexcused tardy, the family will receive an emailed written warning.
- Eight tardies during a quarter will result in a student detention to be served after school.
- At a tenth tardy, the family will be required to meet with the principal to discuss an attendance improvement plan.
- Subsequent tardies may result in lunch or after school detentions for the student, at the discretion of the administration.

ANNOUNCEMENTS & BULLETINS

Morning announcements will be read each day to keep students informed. A school-wide parent bulletin is emailed out each week.

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

All students attend chapel services as scheduled. Prompt attendance is expected and required. All students should be respectful during chapel services.

CONFLICT RESOLUTION PROCEDURES

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

- All questions, problems, or complaints should be brought up to the teacher (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.

DRIVING/PARKING PRIVILEGES

Driving to and parking at school is a privilege for students. Students who abuse the privilege may have it taken away. As a courtesy to our neighbors, students must park in the parking lot. The parking lot and any street parking are considered to be off campus for the purpose of a closed campus policy. Once students have parked their cars in the parking lot upon arriving at school, their car becomes off limits for the remainder of the day as the parking lot is officially off campus. Any time a student is in the parking lot during the school day, he or she must have a written pass from a staff member or be accompanied by a teacher/staff person. Students are not to drive other students in personal vehicles for school-sponsored events unless special permission from parents and staff personnel has been received prior in order to verify appropriate insurance coverage.

LOCKERS

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

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.

MULTIPURPOSE ROOM USAGE

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

NON-TRADITIONAL STUDENT SITUATIONS

Policies and routines at CCCS are predicated on the assumption of parent-school cooperation and shared parent-school authority. Therefore, particular policies are in effect for those who have altered ties with parent/guardian authority, or students whose particular home relationships vary from usual parent-child relationships. Students must reside with parent or guardian, or in a home approved by the parent or guardian. The school retains the right to deny continued enrollment to students whose living arrangements are, in the judgment of the school, detrimental to the school.

Students who become married, are parents, or are parents-to-be, must face new roles and responsibilities. Part of these new responsibilities would be to follow school policy and inform school personnel of the changed situation. The student may remain at CCCHS if permission is granted by administration with support of the school board.

ONLINE PARENT COMMUNICATION SYSTEM

CCCS uses a student information system called RenWeb to manage student records, attendance, etc. Parents will be able to access their students' grades, homework assignments, and other information through RenWeb. Parents and students can login from www.cccss.org under Students & Parents.

PASSES AND CLOSED CAMPUS

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

RESTROOMS

Students are to respect the restrooms designated for grades 7-12. The designated restrooms are located between Room 16 and Room 17 in the high school area.

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 there 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 their breaks and lunches. If students need to use the restrooms during class, students will need to follow classroom policy regarding leaving the classroom.

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, may not be permitted to participate.

School Dances

The school, in conjunction with the student council, sponsors several dances each year. The following rules are enforced for all school dances:

- All school rules apply. Special arrangements or decisions might be made for specific dances and will be properly communicated prior to the event through the proper channels. For formal dances, female student

dress code is altered to include the following: backless, strapless dresses are acceptable, granted that there is nothing inappropriately visible or revealing.

- If the dance is held at an alternate location, this alternate location will be treated the same as the school campus, and the same expectations will apply.
- The school holds responsibility for the students who come to the dance; however, if the student leaves the dance (at any time), the student is no longer under the supervision/responsibility of the school, and thus becomes the responsibility of the parent/guardian.
- If a student would like to invite a guest who does not attend CCCS, the student must fill out a guest activity request form and turn it into the Principal prior to the event. Guest Activity Request Forms can be found in the front office.
- Only 9th-12th grade students may attend high school dances.

Off-campus Lunch

Seniors

Five days per week, academically eligible Seniors will have the privilege of enjoying an off-campus lunch if they would like. The following rules will apply and will be communicated and enforced to those participating:

- Students must have parents/guardians sign a standing permission slip at the beginning of the school year allowing them to participate. Senior Lunch Permission slips will be on RenWeb.
- All school rules apply during Senior lunch.
- Students must be on time to their 6th period class, or their privilege is revoked.

Juniors

Once per month (the day decided by administration), academically eligible Juniors will have the privilege of enjoying an off-campus lunch if they would like. The following rules will apply and will be communicated and enforced to those participating:

- Students must have parents/guardians sign a standing permission slip at the beginning of the school year allowing them to participate. Junior Lunch Permission slips will be on RenWeb.
- All school rules apply during Junior lunch.
- Students must be on time to their 6th period class, or their privilege is revoked.

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 (7:30AM-4:00PM) 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. to 3:05 p.m. All visitors must report to the office for authorization to be on campus. Unauthorized visitors may be charged with trespassing. We encourage students to bring prospective students to school. If a student wishes to bring a guest to class, the visit must be cleared through the office at least one day prior to the anticipated date. This is intended as a benefit for potential students and is not intended for social purposes.

WITHDRAWAL FROM SCHOOL PROCEDURES

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

1. An official withdrawal letter in writing addressed to the Principal
2. A withdrawal letter will prompt the school to contact the withdrawing student's family about returning all books, locks, and anything else that belongs to the school
3. If the student is relocating to another school, contact will be made (usually initiated by the new school) with regards to transcripts, cumulative records, and other student documents.
4. The school will follow the policies laid out in the financial contract regarding early withdrawal penalties.

Student Discipline

DISCIPLINE PRINCIPLES

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.

Teachers or administrators may escalate or de-escalate a student discipline response, depending on the severity or frequency of the behavior violation, the student's or family's commitment to the spirit of the CCCS discipline process. Examples of possible behavior violations include the following:

- Not abiding by the CCCS student handbook
- Cheating, copying or plagiarism including AI use
- 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

To assist in upholding the spirit of the CCCS discipline process, the Response Levels help school administration and faculty communicate fair and consistent discipline. The Response Levels are intended as a helpful guide for the CCCS community with a list of the most common responses to behavior violations.

After considering the severity and the frequency of the behavior violation, teachers and/or administrators will initiate and document the following Response Levels:

- Response Level 1:
 - Student reflection on behavior compared to biblical principles
 - Discussion with the student about behavior and biblical principles
 - Student verbal apology to teacher and/or classmate
 - Facilitated conflict resolution meeting between students
- Response Level 2:
 - Parent contact
 - Document the behavior on the student's permanent RenWeb profile
 - Assign detention with student reflection on behavior compared to biblical principles
 - Student letter of apology to teacher and/or classmate
- Response Level 3:
 - Referral to the office with a behavior report
 - Request administrator meeting with parents\guardians
 - Identifying relationships impacted by behavior and discuss action steps to repair and reconcile

For the following Response Levels, administrators will initiate and document the following responses:

- Response Level 4:
 - In-school or out-of-school suspensions with student reflection compared to biblical principles
 - Behavior contract and discuss action steps to repair and reconcile
- Response Level 5:
 - Contact local authorities

- Expulsion and discuss action steps to repair and reconcile

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 in the discipline of their students.

ALCOHOL, DRUGS AND TOBACCO

Any students participating in the usage of or in connection with illegal/underage drugs or alcohol may be subject to disciplinary action. Possible disciplinary consequences include suspension and/or expulsion. The CCCS campus has been designated a smoke and drug free zone. We ask that all students (even when of age), parents, and visitors respect this while on our campus, in the immediate school area, and at school functions.

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.

FOOD AND DRINK

Food is to be eaten only during break and lunch. Eating or drinking (including gum chewing) in class is inappropriate unless approved by the teacher for a special occasion. Microwaves and refrigerators are not available for student use.

To maintain a safe, secure, and orderly learning environment, students 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.

Students are expected to bring lunch from home or participate in ChoiceLunch. Parents may bring lunch directly for their child if necessary, but parents must follow all visitor check-in procedures and deliver the lunch to the front office for the student to pick up during their lunch period.

HARASSMENT AND LANGUAGE

Swearing, cursing, vulgar language, mocking, taunting, or any form of verbal harassment is not permitted. Harassment in the form of racial or ethnic slurs, discrimination, hazing, intimidation of others, or hateful acts/remarks and all other verbal or physical conduct of a racial, ethnic, or otherwise offensive nature, including through the use of technology, will result in disciplinary action and/or contacting the local authorities.

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

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

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.

PUBLIC DISPLAYS OF AFFECTION

Showing love and care for others is encouraged at CCC. However, students need to restrain their physical displays of intimacy. The CCC facility and grounds are a public place, and most intimate postures involving couples make others uncomfortable and are out of place in public. Actions such as prolonged intimate physical contact, holding hands, and kissing may be included as such displays.

STUDENT DRESS

Our desire should be to bring honor to Jesus Christ in all we do. We understand that God looks at the heart even when we tend to look at outward appearances. Excessive emphasis on clothes can imply that what ultimately matters is outward appearance or can lean toward a legalistic brand of Christianity. To an extent, how we dress reflects our attitude toward ourselves, our school, and our God. The following guidelines can help us hold a positive balance:

All students:

- Since our community includes families from a variety of churches, ethnic backgrounds and traditions, be sensitive to others' perspectives about clothes and grooming.
- Select clothing which is contemporary but modest, avoiding appearances and extremes that might detract from the learning environment. Your dress should be appropriate, tasteful, and practical for the school setting.
- Clothing must be free of any inappropriate or offensive slogans, messages, signs, or symbols, as determined by the school.
- Use good sense about personal hygiene, grooming, and cleanliness, for the sake of yourself and others.
- Hair should be neat and out of the eyes. Students should not have a hair color or extreme style that calls undue attention to oneself.
- Footwear should be safe and practical.
- Hats, hoods, sunglasses, and other head coverings may not be worn in class, chapel, or assemblies.
- Students are permitted to wear earrings/piercings as long as they are modest.
- For certain occasions, (PE classes, field trips, musical programs, retreats, etc.), more casual or more formal clothing might be appropriate.
- As with restroom use, students shall dress according to their biological sex.

Female Students:

- Acceptable bottoms include pants, jeans, skirts/dresses, and shorts. Skirts, dresses and shorts are to be modest in length (no higher than mid-thigh). These should be secured properly at the waist so as not to expose undergarments. The bottoms should not display holes, tears, or excessive fraying. Pajamas, bottoms with wording on the backside, leggings and yoga pants (unless under a skirt or dress) are not acceptable.
- Acceptable tops include shirts, blouses, and dresses. Any of these become inappropriate if off the shoulder, fail to conceal appropriate (and required) undergarments and the straps, expose cleavage, or hold suggestively tight. Tank tops and camisoles may be worn if covered by another shirt.
- Swimsuits are appropriate at some events and in those cases, girls may wear one-piece swimsuits with a modest cut. If wearing a bikini, a top such as a swim shirt, cami or other dark top should be worn over it.

Male Students:

- Acceptable bottoms are modest in length (as defined by administration) and include pants, jeans, and shorts. These should be secured properly at the waist so as not to expose undergarments. The bottoms should not display holes, tears, or excessive fraying. Pajamas and bottoms with wording on the backside are not acceptable.
- Acceptable tops have sleeves (no tank tops). They are also free of holes.
- When swimwear is appropriate, boys should wear swim trunks that are modest and not excessively tight, such as Speedos.

Changing styles, body types, and opinions make it difficult for a dress code to cover all situations. The school has the responsibility to make decisions on what is appropriate. This dress code applies to school functions as well, unless specific instructions are given. A student that violates the code may be asked to change into clothes brought from home, issued an alternative wardrobe by the school, or asked to leave campus. Attitude, lack of cooperation, and recurring problems could prompt more serious consequences.

THEFT

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

WEAPONS

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

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

Weapons include, but are not limited to, the following and any facsimiles of them:

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

General Academic Information

ACADEMIC PROBATION & INELIGIBILITY

Students earning less than a C- average or holding two F’s (below 60%) in any classes on their quarter report card will be placed on academic probation for the following quarter. In addition to this, during the first quarter, probation

will be determined by the grades given on progress reports. Students will remain on academic probation until their quarter grades are at or above a C- average and no more than two F's. Students whose fourth quarter grades from the previous year did not meet the C- average or two F's standard will be on academic probation in the fall. This applies to returning, incoming, and transfer students. A conference with parents, administration, and the appropriate teachers will be held for students whose grades do not meet the above standard for two consecutive quarters. A student who does not meet the standard for four consecutive quarters (no progress report grades will be considered) may be recommended by the administration to the school board for dismissal. Parents may request to be present at the board meeting in order to petition the board as to why the student should remain enrolled.

Students on academic probation are ineligible to participate in school-sponsored programs such as athletics, student council, etc. Participation includes, but is not limited to, such things as meetings, games, trips, and practices. After the first week of ineligibility, and with the consent of the parents, a student may appeal to the administration for conditional eligibility. Such eligibility will generally be granted provided the student submits weekly progress reports signed by all his/her teachers to the vice principal or principal, indicating that the student is caught up in all classes. If a student falls behind in any class during this conditional period, he or she will return to ineligibility for a minimum of one week. The administration may deny conditional eligibility to any student for whom, in its judgment, the benefits of extracurricular participation do not outweigh the cost of time lost for academics. Students who are removed from academic probation will become fully eligible to participate in extracurricular activities. Any student who is ineligible or on conditional eligibility and fails to meet the C- average/or two F standard at the next grading period will be automatically ineligible during the next quarter and may not apply for conditional eligibility. Students put on academic probation as a result of first quarter progress reports may remain on conditional eligibility until the end of the second quarter (provided they are meeting the requirements of conditional eligibility). In addition to the academic probation policy stated above, administration may restrict participation in, and attendance of, any school activity based on poor academic performance.

AWARDS

CSF

The school sponsors the California Scholarship Federation (CSF) membership drive after each semester. Students qualify for membership through a combination of the academic rigor of classes taken and the grades earned in those classes. Instructions for applications are communicated appropriately.

Honors Convocation

Student achievement is recognized each spring at Honors Convocation. At this ceremony, the recipients of a variety of awards and honors are announced. Qualifying students are honored for membership in CSF. Members of the Executive Student Council are congratulated for their service, the winners of the Senior Athlete award are recognized, and the Seniors receiving scholarships and awards from colleges and other institutions are commended. Also announced at Honors Convocation is the recipient of the Kanon award, the highest honor given by the school. The winner of the award is chosen by the teachers and given to the student who best embodies the characteristics the school seeks to develop as defined in the school's Expected School-wide Learning Results. Departmental awards are given to Seniors chosen using the following criteria: strong academic record in the department based on number of courses taken and performance, enthusiasm and passion for the subject, and Christian testimony that represents the school well.

Valedictorian and Salutatorian

These awards are given to the students with the highest and second highest GPAs, respectively. These GPAs are calculated using the grades through the Fall semester of the Senior year. Classes with honors designation will be weighted accordingly. Students must have attended CCCHS full-time, on-campus for their Junior and Senior years in order to qualify for these awards.

CLASS LOAD REQUIREMENTS

Full-time students must take a minimum of 25 credits per semester

COLLEGE ENTRANCE INFORMATION

CCCHS offers a curriculum that allows students to take courses that will satisfy the entrance requirements of nearly every college and university. CCCHS graduates are regularly accepted into top-ranked public and private institutions. Each college and university has its own set of admissions requirements, and most require additional coursework beyond the basic courses required for CCCHS graduation. Students should investigate the specific requirements of the colleges to which they intend to apply. The UC/CSU systems have specific requirements listed below which are typical of many other institutions:

UC/CSU Required "A-G" Subject Category Courses

A – History/Social Science – 2 YEARS REQUIRED

B – English – 4 YEARS REQUIRED

C – Mathematics – 3 YEARS REQUIRED, 4 YEARS RECOMMENDED

D – Laboratory Science – 2 YEARS REQUIRED, 3 YEARS RECOMMENDED

E – Language Other than English – 2 YEARS REQUIRED, 3 YEARS RECOMMENDED

F – Visual and Performing Arts (VPA) – 1 YEAR REQUIRED

G – College Preparatory Electives – 1 YEAR REQUIRED

Semester grades must be C- or better to qualify for UC/CSU admissions.

CCCHS has a **counseling department** that advises students for college. The following is what the counseling department publishes to help students prepare for college:

- I. Evaluating yourself
 - A. Where have you been, and where are you now? Consider your talents, accomplishments, developments, spiritually, struggles, and interests.
 - B. Where are you going educationally, socially, spiritually in the next 3, 5, and 10 years?
 - C. What steps are you taking?
 1. Is it a workable plan? Can you realistically do it?
 2. Will it assist you in getting where you want to be? (Are there better plans?)
 - D. The role of this office is to assist you in answering these questions
- II. Having a vision
 - A. Not having a vision will result in little or no drive and little or no accomplishments.
 - B. Having a vision of where you will be and what you hope to become will help provide:
 1. Direction (a goal)
 2. Motivation (determination)
- III. Options that Glorify God
 - A. Technical or Vocational Training
 - B. Armed Services
 - C. Full-time Work
 - D. College
 - E. College and Work (each part time)
 - F. A year of volunteer service
- IV. The College Track
 - A. Assumptions about college
 1. Extremely formative in what you will do and believe (cannot be overstated)
 - a) ideas are explored
 - b) friendships are developed
 - c) experiences are interpreted
 2. A worldview is adopted (self-consciously or not)
 - a) Who or what will interpret reality and a specific field?

- b) How does Christ impact this, if at all?
 - c) What is the case for Christian colleges similar to this school?
 - 3. It is pivotal in your spiritual, academic, and personal growth.
 - 4. Education is paramount.
 - 5. Generally, finances should not be the deciding factor.
 - 6. Generally, location should not be the deciding factor.
 - 7. The easiest way may not be the best way.
 - B. Finding the Right College requires knowing yourself (strengths and weaknesses).
- V. Questions about the College:
 - A. Location: How imperative is it that you are close to home? Is it necessary? Is it worth it?
 - B. School environment: Do you like the overall school environment and core classes? Remember, if you change your major [75% do], you will probably still be at the same school.
 - C. Programs: Are you sure about the major? How much choice do you feel you need? Is grad school a forgone conclusion?
 - D. Philosophy of the school: Do you like it? Is it what you believe? Can you deal with the difference? How is it expressed in the required classes?
 - E. Reputation: Do you need/want it? Is grad school or top job placement important to you?
 - F. Academics: Is it challenging, comprehensive, and Biblical? Are overseas studies offered? Are the classes small? Do professors teach all classes?
 - G. Campus life: Is it a commuter school? Is it spiritually uplifting? Are there many campus activities? Is it near a good church?
 - H. Finances: Is it really too much? What is the difference in the sticker price and the price you will actually pay? Is the educational experience worth it?
- VI. Selecting and Getting into the School
 - A. Take all required college entrance exams on time. Prepare for them!
 - B. Screen for schools that seemingly match your desires. You should include every school you would like to attend. Realize that getting into a school is 70% scores and grades and 30% desire. Go after your goal tenaciously.
 - C. Of those schools, keep your #1 school (maybe #2 as well) and screen the rest for a realistic acceptance requirement/score for your situation. The top 2 or 3 of this group, if different than your top two, should be the schools to which you apply. Do not be afraid to shoot high.
 - D. If you have a remote, but possible, opportunity of getting into your #1 choice, you need to communicate with the admissions office and the Vice Principal (and whoever else makes acceptance decisions) in writing and in person. You are proving your interest and convincing them you are the kind of student they desire, even if your scores and/or grades do not reflect it. You will be surprised how a person behind the scores helps.
 - E. Complete all required documents early. Do not be late!
 - F. Completely fill out all financial aid forms, including the FAFSA by required date.
 - G. Wait for the financial aid package before making a negative decision due to price.
 - H. Follow up with the schools, particularly your #1 and #2 choice.

COLLEGE ENTRANCE EXAMS

SAT Reasoning Test

The SAT Reasoning Test is a measure of the critical thinking skills you will need for academic success in college. The SAT assesses how well you analyze and solve problems/skills you learned in school that you'll need in college. The SAT is typically taken by high school Juniors and Seniors.

PSAT

The PSAT is a practice test for the SAT. CCCHS administers this test to all Juniors and Sophomores during the school day in October, free of charge.

CCCHS GRADUATION REQUIREMENTS

Most classes are worth 5 credits per semester. Students are required to have 230 credits to graduate and be in attendance for eight semesters. These credits must include all of the following:

Math	2 years including Algebra I & Geometry (3 years recommended for college)
Science	Biology AND a physical science (Conceptual Physics, Chemistry, or AP Physics 1)
English	English 9, 10, 11, & 12
Social Science	3 years (World History, US History, Government/Economics)
Foreign Language	2 years (of the same language)
Fine Arts	1 semester of Music AND 1 semester of Art or Drama
Physical Education	3 semesters (Credit can be earned through participation in CCCHS athletics: 1/2 semester credit for each sport of participation. Students may earn a maximum of 10 credits through sports participation.)
Health	1 semester
Religion	1 semester per year. Freshmen and Sophomores take New Testament and Old Testament, which are offered in alternating years.

During the school career of an enrolled student, a maximum of 20 credits will be accepted from another school (unless the student has transferred from that school). These twenty credits must be in course work not taught at CCCHS and will be received as elective credits, not as department course requirements. A student may seek an exception to this policy in order to make up for courses failed at CCCHS, or take courses not taken due to scheduling conflicts, etc., by submitting a request to the Vice Principal for approval.

Each student may register for a maximum of one study hall per semester.

During the Senior year, a maximum of one period of parent-approved release may be taken each semester; this must be either the first or last period of the day and dependent on class schedule.

A student lacking more than ten credits towards receiving a diploma may not participate in graduation ceremonies.

TYPICAL COLLEGE PREPARATORY PLAN

Although your schedule will depend upon your future goals, a student looking toward admission at a four-year college might take the following courses:

Freshmen	Sophomores	Juniors	Seniors
Math	Math	Math or Elective	Math or Elective
Conceptual Physics	Biology	Physics or Chemistry	Chemistry or Anatomy & Physiology
English 9	English 10	English 11	English 12
1 st -year Foreign Language	2 nd -year Foreign Language	3 rd -year Foreign Language/Elective	4 th -year Foreign Language/Elective
World History*	AP European Hist/Elect	US History / AP US History	Government/Economics
PE*/Health*	PE*	Fine Art/Elective	Fine Art/College & Car.*
Religion*/Elective	Religion*/Elective	Religion*/Elective	Religion*/Elective

*One-semester course

COURSE CATALOG

This section has been provided for families as a guide to help them in the class selection process. Course offerings can be affected by enrollment. If a class does not meet the minimum number of students required, the school reserves the right to cancel the class.

Many colleges and universities have specific requirements, and students are responsible for choosing courses which meet the requirements of the colleges to which they intend to apply. CCCHS has a college counseling department and will assist in the process of selecting the proper college after high school. It is advised that students (and parents) read through the course catalog and policy manual for more specifics before making final class selections.

CREDIT HOURS

Every full year class gets divided into 2 semesters, and each completed semester counts as 5 credits on the transcript. A credit hour is defined as 40-60 minute class instruction per day, with a minimum of 16 weeks. Each one of our classes exceeds this requirement.

230 credits is the minimum requirement for graduation.

In order to receive the 5 credits for the semester, a grade of D- or higher must be obtained. Students must retake any failed class that has graduation expectations or is a prerequisite for another class.

DROPPING A CLASS

Prior to six weeks into the semester, students may drop a class without penalty, i.e., failing grade, for an acceptable reason. This decision can be made by the Vice Principal or Principal. After six weeks, students may drop a course for an acceptable reason with penalty, i.e., failure for the semester. In addition, it is possible for the administration to drop a student with a failure for disciplinary reasons. On rare occasions, a student can appeal the penalty applied after six weeks. There must be clear and extenuating circumstances when this occurs. Acceptable reasons include, but are not limited to the following:

- Weak basic skills which make it impossible for the student to pass.
- Verified health, emotional, or psychological problems.
- Changes in schedule necessitated by priority course changes.

EXAMS

At the end of each semester, there is an exam week. The following are exam guidelines and expectations. Since final exams count no more than 20% of the semester grade, students should study accordingly. Students are required to be on campus only during periods when they are scheduled to take an exam. Students who are on campus, but do not have an exam, must be in the designated study hall. Students may not go to their lockers or hang out anywhere on campus or the parking lot during exams. Students must remain in the classroom for the full 120 minutes and should bring something to class to read or work on if they finish the exam early. Students should arrange for a ride home when their scheduled exams are completed each day. The purpose of having half-days during exams is to allow sufficient time for students to prepare for their finals. It is not meant to be recreational time for students. Parents, please encourage your student to use this extra time to study.

EIGHTH SEMESTER EXAM EXEMPTION

An eighth-semester Senior will be considered exempt from the final exam in a class if all of the following criteria apply:

1. With all work completed except for the final exam, a student must have earned a final semester grade of “B-” or higher in the class from which the eighth semester exam will be exempted.
2. The student has not received any detentions due to tardiness during the eighth semester.
3. The student has not accumulated more than five absences in that class for any reason during the semester. School sponsored events do not count in this total.
4. The student has not served more than one detention for behavior related issues. The student must not have been suspended for behavior related issues.
5. If a student is declared exempt from an exam, it is the student’s choice whether or not to take the exam. The teacher must be notified by the last day of class if the student intends to take the exam.
6. All of the above criteria must be met by the final day of regular classes during the eighth semester.

GRADE POINT AVERAGE (GPA)

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

Grades are assigned according to the following scale:

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

All Honors and AP classes receive an additional point for each grade::

Percentage	Letter Grade	AP & Honors Grade Point
93-100	A	5.0
90-92	A-	4.67
87-89	B+	4.33
83-86	B	4.0
80-82	B-	3.67
77-79	C+	3.33
73-76	C	3.0
70-72	C-	2.67
Below 70		No extra grade point

HOMEWORK POLICY

The purpose of homework is to increase students' understanding of the course content. Homework may be given in advance of a lesson to maximize learning opportunities or it may be assigned after a lesson so students practice a skill or work further with course content. Homework also helps develop intellectual discipline, establish good study habits, and serve as a link between home and school. Homework may also be used to close achievement gaps between students. Numerous studies have shown that students who do their homework regularly perform better on standardized tests. Although the amount of time spent on homework is easily measured, using time as the only barometer for success can be deceptive. Students should anticipate roughly 30 minutes of homework per class each night for a total of 2 to 3 hours. Many students may choose to include a study hall as a part of his/her schedule which, when used wisely, can cut down on the amount of homework per night.

INCOMPLETE GRADES

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

INTERSESSION REQUIREMENTS AND EXPECTATIONS

Intersession is a special week-long course that is taught during a week in the spring semester. Teachers lead courses in a topic of their choice, often different from the subject they usually teach, and students have the opportunity to choose which class they take. These courses have clear purposes with opportunities for learning new skills or knowledge, acts of service, personal enrichment and growth, leading social change, and career development. Classes typically meet for 4 - 5 hours per day, and students receive 2.5 elective credits for the week. Many of the classes are held on-campus, some take field trips, and some spend the whole week out of state. The cost for these classes varies widely from free to upwards of \$800.

Students are required to take an Intersession class each year. Registration for Intersession classes occurs during the Fall Semester. Students are permitted to use the Intersession week of the Junior or Senior year (not both) to visit colleges or independent study. Students will not be given credit, and an itinerary must be submitted and approved to the Intersession coordinator ahead of time. If college visits and independent study are done in subsequent years, student will no longer be eligible for Senior eighth semester finals exemption.

ONLINE COURSES

For courses not offered on campus, CCCS sometimes grants credit for courses taken online through SevenStar or other online providers. Approval must be granted by the Vice Principal or Principal. CCCS enrollment policies and dropping/transfer requirements apply, though the online providers are the final authority on those matters. Only semester grades are loaded onto transcripts, and they will be noted as online courses on the document.

PARENT/TEACHER CONFERENCES

Each 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.

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.

PRE-REQUISITE REQUIREMENTS

Many classes have prerequisite requirements (AP classes, honors etc.), and approval must be granted by the Vice Principal.

SCHEDULE CHANGES

Students have the opportunity to change their schedule within the first two weeks of the semester if absolutely necessary. The approval of the Teachers, parents, and the Vice Principal must be obtained before the change can occur. Students may drop courses within the first six weeks of the class; any dropping of a class after six weeks results in a failing grade.

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).

STUDENT LEADERSHIP

Student Council

Student Council is made up of committed students who desire to serve their school. It is an extracurricular organization whose goal is to promote unity in Christ and is selected through an election process by students, governed by a constitution approved by the school, and serves as a student voice in the student affairs of the school. Student Council is not, however, just about what our leaders do, but about who they are and how they live. These students should desire to reach out to the lonely and encourage each other to be more like Christ.

Student Council Statement of Purpose

Whereas the purpose of Student Council is to develop democratic ideals, promote school unity and spirit, organize worthwhile activities, and present Jesus Christ as Lord, be it resolved that Student Council will work diligently to do what is best for the whole high school, preserving the feeling of family and acceptance that characterizes the spirit of Contra Costa Christian High School. Our leadership will be humble and servant-like, each member being attentive to and respectful of our fellow students striving to glorify God in all our endeavors. Furthermore, we commit to provide opportunities, activities, and events that will enrich the spiritual life of our students, encourage participation, show appreciation for others, foster responsible fundraising, generate positive responses and leave a lasting impact on the school and students.

The Student Council organizes and supports the following:

- Fall Spiritual Retreat
- Homecoming Ceremony & Dance
- Dances
- All-school mixers
- Class competitions

Executive Council

- President
- Vice President
- Secretary/Treasurer
- Spiritual Life Chair(s)
- Social Life Chair(s)

Class Offices

The student body elects class officers who serve their class and school in leading them with specific events and fundraisers. Each class (Freshmen, Sophomores, Juniors, Seniors) meets once per week to discuss the issues and events of current relevance. These meetings are led by the class officers. Class officers also serve on student council.

- Freshman class President
- Freshman class Vice President
- Sophomore class President
- Sophomore class Vice President
- Junior class President
- Junior class Vice President
- Senior class President
- Senior class Vice President

Each particular class has school wide events and expectations that are carried out under the leadership of the class officers. They include the following:

Freshmen

- Class T-shirts
- Spirit Week: During this time a class comes up with a class theme that ties into the Homecoming Theme that Student Council provides. During the week class windows and halls are decorated, students dress in their class theme, and class spirit competitions are held during school.
- Honors Convocation Reception
- Fundraisers for JSB, Senior Trip, and Senior Class Gift

Sophomores

- Class T-shirts
- Spirit Week: During this time a class comes up with a class theme that ties into the Homecoming Theme that Student Council provides. During the week class windows and halls are decorated, students dress in their class theme, and class spirit competitions are held during school.
- Graduation Reception
- Fundraisers for JSB, Senior Trip, and Senior Class Gift

Juniors

- Class T-shirts
- Spirit Week: During this time a class comes up with a class theme that ties into the Homecoming Theme that Student Council provides. During the week class windows and halls are decorated, students dress in their class theme, and class spirit competitions are held during school.
- Plan Junior-Senior Banquet (JSB)
- Fundraisers for JSB, Senior Trip, and Senior Class Gift

Seniors

- Class T-shirts
- Spirit Week: During this time a class comes up with a class theme that ties into the Homecoming Theme that Student Council provides. During the week class windows and halls are decorated, students dress in their class theme, and class spirit competitions are held during school.
- Organize and plan Senior Trip
- Decide on Senior Class Gift
- Decide on Graduation Speaker
- Fundraisers for Senior Trip, and Senior Class Gift

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.
 - No inappropriate comments, pictures or posts between or about members of the school community should be made via email, text messages, social media platforms or other means.
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.

TESTS

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

TEXTBOOKS

Being prepared for class includes having a textbook at that particular class, unless notified otherwise. Most textbooks are lent to students at the beginning of each school year. Books damaged, lost, or destroyed will be paid for by the student before a replacement text can be issued. The price of lost textbooks is the replacement cost, not the original cost. Old textbooks may cost as much as new ones. Students are responsible for turning in their textbooks at the time specified by the teacher (generally, at the time of the final exam). If students turn in books that belong to another student, they are still responsible for the original textbook signed out to them when they entered school. If a student fails to return the textbook (or replacement cost for lost/damaged books) on time, he or she may be prevented from taking final exams.

In some classes, students will be expected to purchase their own textbooks through a separate company to which the school provides access. In classes where this takes place, students will still be expected to be prepared for class, which includes having a textbook.

Health and Safety

IMMUNIZATIONS

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

MEDICATIONS

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