

# Contra Costa Christian Middle School Handbook



2018-2019

# *Contents*

[Our Mission](#)  
[Our Core Values](#)  
[Expected Schoolwide Learning Results](#)  
[Organization and Governance](#)  
    [Accreditation and Membership Association](#)  
    [2018-2019 Board Of Directors](#)  
    [Faculty and Staff Directory](#)  
[Head of School's Note](#)  
[General Information](#)  
    [Absence and Attendance Procedures](#)  
        [School Hours](#)  
        [Bell Schedule](#)  
        [Absence Definition](#)  
        [Notification](#)  
        [Excused Absence](#)  
        [Unexcused Absence](#)  
        [Permission to Leave During The Day](#)  
        [Skipping/Cutting Class](#)  
        [School Activity](#)  
        [Participation in After School Activities](#)  
        [Request for Absence](#)  
        [Maximum Number of Absences](#)  
        [Tardiness to School or Class](#)  
    [Announcements & Bulletins](#)  
    [Campus Use](#)  
    [Change of Address](#)  
    [Chapels](#)  
    [Conflict Resolution Procedures](#)  
    [Lockers](#)  
    [Lost and Found](#)  
    [Multipurpose Room Usage](#)  
    [Non-Traditional Student Situations](#)  
    [Online Parent Communication System](#)  
    [Passes and Closed Campus](#)  
    [Restrooms](#)  
    [Scheduling](#)  
    [School Traditions](#)  
    [Social Activities](#)  
    [Student-Teacher Interactions](#)  
    [Visitors](#)  
    [Withdrawal From School Procedures](#)

[Student Discipline](#)

[Discipline Principles](#)

[Expulsion](#)

[Alcohol, Drugs, and Tobacco](#)

[Electronic Devices](#)

[Food and Drink](#)

[Harassment and Language](#)

[Prohibited Items](#)

[Public Displays of Affection](#)

[Student Dress](#)

[Theft](#)

[Weapons](#)

[General Academic Information](#)

[Academic Probation & Ineligibility](#)

[Awards](#)

[Honor Roll](#)

[Departmental Awards](#)

[Valedictorian](#)

[CCCMS Graduation Requirements](#)

[Typical Middle School Schedule](#)

[Computer/Technology Use](#)

[Measures of Academic Progress](#)

[Exams](#)

[Grade Point Average - GPA](#)

[Homework Policy](#)

[Library](#)

[Incomplete Grades](#)

[Parent/Teacher Conferences](#)

[Plagiarism Or Academic Cheating](#)

[Pre-Requisite Requirements](#)

[Tests](#)

[Textbooks](#)

[Student Leadership Opportunities](#)

[Chapel Leadership Team](#)

[Leadership Council](#)

[Health and Safety](#)

[Immunizations](#)

[Medications](#)

## *Our Mission*

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

## *Our Core Values*

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

# *Expected Schoolwide Learning Results (ESLRs)*

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

**1. Grow in Their Faith by**

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

**2. Contribute to Their Community by**

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

**3. Think Critically in**

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

**4. Strive for Excellence through**

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

# *Organization and Governance*

## **ACCREDITATION AND MEMBERSHIP**

CCCS operates under accreditation from the Western Association of Schools and Colleges (WASC).

CCCS is a member of Christian Schools International (CSI) and 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.

## **2018-2019 BOARD OF DIRECTORS**

Tracy Bursey  
Melissa Lucia  
Andrew McCall  
Marsha McDonagh  
Lioni McDonald  
Debbie Powell  
Eric Reenders  
Matt Terwilliger  
Mike Trejo

## **STAFF**

### Administration

Head of School – Chris Winters  
Academic Dean – Grant Padmos  
MS/HS Principal – David Sneller

### Administration Support

Finance and HR Administrator – Kerin Jensen  
Director of Community Relations – Ken Brown  
Development Support – Ann Lobo & Simone Smith  
Registrar/Office Manager – Judy Davies  
Office Support – Kara Johnston

### Staff Support

Athletic Director – Cassie Faber  
Private Satellite Program (PSP) – Brenda Davis  
Maintenance – Bob Gartside  
Student Council – Wendy Padmos & Ben Vanden Berg

## FACULTY AND STAFF DIRECTORY

<b>Employee</b>	<b>Position</b>	<b>Email</b>	<b>Extension</b>
Daniel Araujo	English	<a href="mailto:daraujo@cccoss.org">daraujo@cccoss.org</a>	239
Ken Brown	Community Relations	<a href="mailto:kbrown@cccoss.org">kbrown@cccoss.org</a>	247
Brandyn Coleman	Math, PE	<a href="mailto:bcoleman@cccoss.org">bcoleman@cccoss.org</a>	218
Judy Davies	Registrar / Office Manager	<a href="mailto:jdavies@cccoss.org">jdavies@cccoss.org</a>	204
Brenda Davis	PSP Coordinator	<a href="mailto:bdavis@cccoss.org">bdavis@cccoss.org</a>	256
Zach Diestler	Drama	<a href="mailto:zdiestler@cccoss.org">zdiestler@cccoss.org</a>	202
Cassie Faber	Athletic Director	<a href="mailto:cfaber@cccoss.org">cfaber@cccoss.org</a>	
Jonathan Fry	Math	<a href="mailto:jfry@cccoss.org">jfry@cccoss.org</a>	233
Bob Gartside	Facilities	<a href="mailto:bgartside@cccoss.org">bgartside@cccoss.org</a>	217
Jason Hansen	Music	<a href="mailto:jhansen@cccoss.org">jhansen@cccoss.org</a>	245
Mary Heath	Spanish	<a href="mailto:mheath@cccoss.org">mheath@cccoss.org</a>	223
Allen Hester	ESL, Bible, Chaplain	<a href="mailto:ahester@cccoss.org">ahester@cccoss.org</a>	273
Kerin Jensen	Finance & HR Admin	<a href="mailto:kjensen@cccoss.org">kjensen@cccoss.org</a>	201
Kara Johnston	Office Support	<a href="mailto:kjohnston@cccoss.org">kjohnston@cccoss.org</a>	325
Ann Lobo	Development Support	<a href="mailto:alobo@cccoss.org">alobo@cccoss.org</a>	206
Deborah Mogianesi	Resource Coordinator	<a href="mailto:dmogianesi@cccoss.org">dmogianesi@cccoss.org</a>	278
Grant Padmos	Academic Dean	<a href="mailto:gpadmos@cccoss.org">gpadmos@cccoss.org</a>	242
Wendy Padmos	Math, Science	<a href="mailto:wpadmos@cccoss.org">wpadmos@cccoss.org</a>	274
Simone Smith	Development Support	<a href="mailto:ssmith@cccoss.org">ssmith@cccoss.org</a>	206
David Sneller	Principal	<a href="mailto:dsneller@cccoss.org">dsneller@cccoss.org</a>	236
Jeff Soliva	Science, Math, Digital Art, Yearbook	<a href="mailto:jsoliva@cccoss.org">jsoliva@cccoss.org</a>	222
Erik Tom	IT Director	<a href="mailto:etom@cccoss.org">etom@cccoss.org</a>	228
Sarah Van Den Bosch	Administrative Specialist	<a href="mailto:svandenbosch@cccoss.org">svandenbosch@cccoss.org</a>	208
Ben Vandenberg	Social Studies, Bible	<a href="mailto:bvandenberg@cccoss.org">bvandenberg@cccoss.org</a>	237
Chris Winters	Head of School	<a href="mailto:cwinters@cccoss.org">cwinters@cccoss.org</a>	205

## *Head of School's Note*

Dear Parents and Students,

Welcome to Contra Costa Middle School for the 2018-2019 school year! I am looking forward to an exciting year. Whether you are a 6th grader transitioning to middle school, a 7<sup>th</sup> grader excited about getting to do some of the fun electives scheduled for 7<sup>th</sup> and 8<sup>th</sup> only, or an 8<sup>th</sup> grader who will be enjoying the last of the middle school years, my prayer is that this will be a year filled with exceptional opportunities to grow spiritually, academically, and socially. Because we are a Christian school for Christian families, we partner with students and their families. Our wonderful middle school staff is committed to treating each student with love, care, and respect while providing an excellent, well-rounded education from a Christian perspective.

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

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

In Christ,

Chris Winters  
Head of School



# 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. 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 need to check into the After School Care program.

### Bell Schedule

	Normal Day	Chapel Day	
1 <sup>st</sup> Period	8:00-8:55	8:00-8:49	
2 <sup>nd</sup> Period	9:00-9:50	8:53-9:38	
Break	9:50-10:05	9:38-9:48	
3 <sup>rd</sup> Period	10:05-10:55	9:48-10:33	
4 <sup>th</sup> Period	11:00-11:50	10:37-11:22	
Lunch	11:50-12:25	Chapel	11:26-11:59
		Lunch	12:04-12:37
5 <sup>th</sup> Period	12:25-1:15	12:42-1:27	
6 <sup>th</sup> Period	1:20-2:10	1:31-2:16	
7 <sup>th</sup> Period	2:15-3:05	2:20-3:05	

### 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 Mrs. Johnston (Attendance Secretary) at [kjohnston@cccass.org](mailto:kjohnston@cccass.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 Absence

An excused absence from school or classes is an absence for one of the reasons listed above **and for which a note has been presented or a call has been made to the office**. If the absence is known in advance, the student or parent should notify the school in advance.

- **Student Responsibility:** Upon returning to school after an absence, it is the student's responsibility to bring a written note from home or have the parent/guardian place a call to the office, if it was not communicated in advance. If the absence is to be excused, it must be done within one calendar week. The school reserves the right to accept or reject an excuse. An explanation for an absence is not necessarily an excuse for an absence. These absence excuses shall be retained on file in the school office during the school year. Students may still be required to turn in work digitally that was assigned in advance even if they have an excused absence.
- **Make-up assignments for excused 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.

#### Unexcused Absence

If a student is absent from any class or mandatory school activity without the express authorization of the school, it is unexcused. Work that is due during an unexcused absence, inclusive of assessments such as tests, may receive reduced or no credit. The teacher may, however, still require that the work be completed and handed in by the expected time.

#### Permission to Leave During The Day

Requests for early dismissal from school are to be submitted to the office by 8 a.m. on the day of the request. 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 parent must come to the office to pick up the student who will then be called out of class. No student may leave without checking out in the office first. 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 prearranged with the administration.

### Request for Absence

Pre-excused absences for family vacations or other absences that are not listed as excused while school is in session are strongly discouraged by the school. California Education Code does not define family trips as a legal absence. Please keep in mind that we do provide ample holidays during the school year. However, a student may be excused for a vacation or trip, which is requested by the parent and previously approved by the school. **Parents must complete and submit the “Request for Absence” form (available in the office) at least five school days prior to the absence if the absence is not listed as excused; otherwise, it may be unexcused.** Students may not be allowed to make up homework/missed class assignments if their absence is unexcused. Students informing teachers of an upcoming absence is not sufficient. Such absences will be limited to a maximum of **five days per school year**. If students exceed the five days, they may not be allowed to make up any of the work and could receive a zero for any assigned work during their absence.

### 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 Education Committee 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.

### 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, students will receive an emailed written warning.
- Eight tardies during a quarter will result in a detention served after school.
- At a tenth tardy, the student will serve an additional detention.
- An out of school suspension will be served by the student for a twelfth tardy and any additional tardies.
- **More than two suspensions per quarter may result in further consequences, such as suspension from school, academic penalties (counting habitual tardies as unexcused absences), or other administratively assigned punishments.**

## **ANNOUNCEMENTS & BULLETINS**

Morning announcements will be read each day to keep students informed. They will also be posted on the school’s website: [www.ccss.org](http://www.ccss.org). A school-wide parent bulletin is emailed out each week.

## **CAMPUS USE**

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

The picnic tables are intended for middle school student use during lunch. In the case of rain, students will eat in the classrooms. Students may bring their lunch from home or order from the Choicelunch program. Students are

expected to display good manners, to assist in keeping the picnic table area clean by removing items from the table when finished, and clean the area where they eat. Once lunch has been completed, students are allowed to use the field and basketball courts for the remainder of the lunch hour.

### **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, typically Wednesdays. 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. 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 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.
- If the situation is not solved at the Head of School level, it should then be presented in writing to the chair of the Education Committee of the Board for inclusion in the agenda for their regularly scheduled meeting.
- Finally, when all of the above steps have been taken without resolution, the problem will be submitted to the Board of Directors through written appeal from the Education Committee or the parent or the teacher. It will then be placed on the agenda of the entire Board of Directors at its regularly scheduled meeting.

### **LOCKERS**

Lockers are the property of the school and are provided for student books and personal belongings. Students are responsible for the lockers and locks assigned at the beginning of each year. The school is not responsible for missing money or lost articles. Personal belongings left on the ground around lockers after school hours will be taken to "lost and found." Students are advised to keep their lockers locked and not 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 at a cost of \$10.00.

### **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 student and not in compliance with the school's standards.

## **ONLINE PARENT COMMUNICATION SYSTEM**

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

## **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. **Students not picked up by parents by 3:30 p.m. will need to check into the After School Care program.**

## **RESTROOMS**

Students are to respect the restrooms designated for middle school student use. The middle school students may use the restrooms located next to Room 10 (a high school classroom) and the restrooms located between Room 16 and Room 17 in the high school area.

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 each classroom teacher's 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 or 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 Stewards of Children 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.-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 is addressed to the Principal.
2. A withdrawal letter will prompt the school to contact the withdrawing student's family about returning all books, locks, and anything else that belongs to the school
3. If the student is re-locating to another school, contact will be made (usually initiated by the new school) with regards to transcripts, cum folders, and other student records.
4. The school will follow the policies laid out in the 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 community.
- Promote repentance, reconciliation, and restoration.

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

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

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

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

## **EXPULSION**

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

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

## **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. 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 including between classes, during breaks, and lunch. If electronic devices interfere with the learning environment or are used inappropriately, they may be confiscated at the discretion of the teacher and their contents, such as social media platforms, investigated. 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 overnight, 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.

## **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 will result in disciplinary action.

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 the 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 an unnatural hair color or extreme style that calls undue attention to oneself.
- Footwear should be safe and practical (no flip flops or slippers, in example).
- Hats, hoods, sunglasses, and other head coverings may not be worn in class, chapel, or assemblies.
- Students are permitted to wear earrings/piercings in the ears only.
- For certain occasions (PE classes, field trips, musical programs, retreats, etc.), more casual or more formal clothing might be appropriate.

#### **Female Students:**

- Acceptable bottoms include pants, jeans, skirts/dresses, 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, bottoms with wording on the backside, and other bottoms immodest in length (no more than six inches above the knee) or tightness (including 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.

#### **Male Students:**

- Acceptable bottoms 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, bottoms with wording on the backside, or other bottoms immodest in length or tightness are not acceptable.
- Acceptable tops have sleeves. They are also free of holes.

Changing styles, body types, and opinions make it difficult to enforce any dress code. 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, sling shot, or similar devices
- any knife
- a stun gun
- any explosive device including fireworks
- any martial arts weapons such as stars, nunchaku, etc.

- pepper spray and mace

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

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

## **AWARDS**

### Honor Roll

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

### Departmental Awards

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

### Valedictorian

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

## **CCCMS GRADUATION REQUIREMENTS**

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

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

## **TYPICAL MIDDLE SCHOOL SCHEDULE**

<b>6<sup>th</sup> Grade</b>	<b>7<sup>th</sup> Grade</b>	<b>8<sup>th</sup> Grade</b>
Math	Math	Math
Science	Science	Science
Bible	Bible	Bible
Social Studies	Social Studies	Social Studies
Language Arts	Language Arts	Language Arts
Spanish	Spanish	Spanish

Band	Band	Band
PE	PE	PE
Computers Art	Electives: Art, Study Skills, Yearbook, Drama, Digital Art, Robotics, etc.	Electives: Art, Study Skills, Yearbook, Drama, Digital Art, Robotics, etc.

## 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 both the fall and the spring, 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.

### **EXAMS**

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

### **GRADE POINT AVERAGE - GPA**

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

Grades are assigned according to the following scale:

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

### **HOMEWORK 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. Student should anticipate roughly 30 minutes of homework per class each night for a total of 2 to 3 hours.

## **LIBRARY**

Each student must have an account with his or her local library, primarily for the sake of access to academic databases for any projects involving research of scholarly sources.

## **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.

## **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.

## **PLAGIARISM OR ACADEMIC CHEATING**

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

Academic cheating means the attempt to obtain or supply knowledge, information, or material to or from another person or source of information and to submit such work as the product of the student. For example: giving or receiving aid during a testing period, lending one’s own work or acquiring the work of another for the purpose of submitting all or a part thereof as the work product of the student. 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**

Some classes have prerequisite requirements, such as the math courses, and approval must be granted by the Academic Dean.

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

## **STUDENT LEADERSHIP OPPORTUNITIES**

**Goal:** Create a system of student government where students can develop leadership abilities and are able to serve the school and their classmates. Middle School Student Leadership is a group of committed students willing to serve their school and their class by making CCCS a great place to be. Leadership students will help plan activities and make decisions about the needs of the school and student body throughout the year.

- **CHAPEL LEADERSHIP TEAM**

- Members are responsible for planning and participating in weekly chapel meetings under the direction of the Chapel Coordinator. Students will have regular meetings which will take place (usually) during lunch. Students must apply and a team will be selected.

- **LEADERSHIP COUNCIL**

- **Student Representatives (elected position with montly meetings):**  
3-4 students will be elected to serve their classes as representatives on the leadership council. Each grade will elect its own representative and one additional student will be elected based on votes from the teachers and the Student Senate. Students will campaign and be voted on by their classmates. Responsibilities will include such things as helping classmates when needed, representing your class at each meeting, giving input for improvements and activities, and planning.
- **Student Senate (apponted position with 1 or 2 montly meetings)**  
A few students will be selected to serve all year for the leadership council based on interest, responsibility and talents. Members will be chosen after interviewing with the leadership coordinators. As well as some of the responsibilities above, this team will be responsible for special duties such as organizing, keeping the calendar, giving direction, taking care of all sales and money throughout the year, deciding on gifts and improvements, etc.

## *Health and Safety*

### **IMMUNIZATIONS**

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

### **MEDICATIONS**

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