

**CAPITAL CHRISTIAN
HIGH SCHOOL
STUDENT HANDBOOK
2011-2012**

Cover designed by Jasmine Cranshaw and Alyssa Forest class of 2013

9470 Micron Avenue
Sacramento, CA 95827

Main office: (916) 856-5611
Fax: (916) 856-5960
Web: www.ccscougars.org

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP _____

PHONE _____

TABLE OF CONTENTS

Introduction 4

Nondiscriminatory Policy 4

Philosophy and Objectives

 Mission Statement..... 4

 Expected School wide Learning Results (ESLRs4

 Philosophy 4

 Statements of Faith..... 4

 Capital Christian School Goals 5

Christian Character Builders 6

Admission Policy..... 7

Christian Commitment..... 8

Chapel..... 8

Spiritual Emphasis 8

Counseling 8

Awards..... 8

Financial Responsibility..... 10

 Tuition Payment Information10

Withdrawal from School 11

Standards of Conduct..... 11-12

Definition of Terms..... 12-13

Discipline..... 13

Administrative Discipline

 Detention..... 13

 Saturday School 14

 Referral 14

 Suspension 14

 In-House Suspension..... 15

 Behavioral Probation..... 15

 Mandatory Withdrawal. 15

 Expulsion 16

Dress Code..... 16-17

Attendance Policy.....18-20

 Excused Absences 18

 Unexcused Absences..... 18

 Make-Up Work 19

 Closed Campus 19

 Truancy..... 19

Tardy Policy..... 20

High School Graduation Requirements.....	20
English Requirement.....	21
Schedule Changes	21
Transcripts	21
Plagiarism Policy	21
MLA	22
College Plans	22
Graduation Activities	22
Academic Grades.....	22
Grading Policy.....	23
Academic Probation.....	23
Homework	23
Extra/Co-curricular Activities	
Eligibility for Extra/Co-curricular Activities.....	24
Attendance	24
Scholastic Eligibility.....	24
Athletics.....	25
Student Council.....	25
California Scholastic Federation (CSF).....	25
Campus Facilities	
Lockers	26
Telephone.....	26
Textbooks.....	26
Supplies.....	26
Parent/Teacher Conferences.....	26
Student Driving Guidelines.....	26
Student Sexual Harassment Policy.....	27
Miscellaneous	
Insurance.....	29
Car Pool Suggestions	29
Visitors to Campus.....	29
Lost & Found	29
Personal Property	29
Interquest	29
Café Pre-Pay	29
Medications.....	29
Emergency School Closure or Dismissal	29
Mediation/Arbitration Agreement.....	30
Network/Internet Acceptable Use Policy	31

INTRODUCTION

Capital Christian School (CCS) was founded in 1977 as an educational branch of Bethel Temple Assembly of God. The beginnings were small with 61 enrolled students in the middle and high school program. In April of 1983, the school moved from its location on Howe Avenue, Sacramento, to the beautiful and spacious 63-acre facility on Micron Avenue which is shared with the preschool, elementary school, Capital Bible College and Capital Christian Center. This institution, the facilities it occupies, and the equipment it utilizes fully comply with any and all state and local ordinances and regulations, including requirements for fire, building, and health safety.

NON-DISCRIMINATORY POLICY

Capital Christian School admits students of any race, color, and national ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national, and ethnic origin in administration of its educational policies, scholarship and loan programs, athletic, and other school administered programs. The administration, however, reserves the right to dismiss or refuse admission to anyone unwilling to comply with the school's regulations and academic or behavioral standards. Capital Christian School is committed to providing a strong Christ-centered instructional program. Students admitted to Capital Christian School shall be protected from influences negatively affecting their well-being and educational process to the best of our ability.

PHILOSOPHY AND OBJECTIVES**Mission Statement**

It is the mission of Capital Christian School to prepare our students to deal with the issues and realities of life by developing their spiritual, academic, social and physical potential, all from the foundation of biblical truth.

Expected Schoolwide Learning Results (ESLRs)

1. A CCS graduate will demonstrate an understanding of biblical knowledge and truth with the purpose of developing a Christian World View resulting in a personal, defensible relationship with Jesus Christ.
2. A CCS graduate will develop the interpersonal and organizational skills needed to function effectively in life.
3. A CCS graduate will be a learner who demonstrates a solid acquisition of the academic disciplines needed to allow them to fulfill God's plan for their life.
4. A CCS graduate will be an effective communicator.
5. A CCS graduate will be a critical thinker.

Philosophy

Capital Christian School has high spiritual and academic standards, and includes the development of the whole person spiritually, mentally, socially, physically, and emotionally. Emphasis is placed on learning about God and the truths of God's Word in relationship to man and his world, recognizing that the way to God comes through personal faith in Jesus Christ, and Christian maturity comes by application of the truths of the Bible in all areas of life. In its approach to spiritual matters, the school shall be consistent with Capital Christian Center and the General Council of the Assemblies of God, but shall also be respectful of and sensitive to the teachings of other evangelical denominations.

Statements of Faith

Capital Christian School subscribes to these statements of faith:

1. We believe the Bible to be the inspired, infallible, authoritative, inerrant Word of God (2 Timothy 3:15, 2 Peter 1:21).

2. We believe there is only one God, eternally existent in three persons Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33) His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15 ,7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians, 15:3 Ephesians, 1:7 Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:9-10, Titus 3:5).
5. We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life (Romans 8:13-14, 1 Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18).

Capital Christian School Goals

1. To teach that the Bible is the inspired and the only infallible authoritative Word of God, thus developing attitudes of love and respect toward it (II Timothy 3:15-17, II Peter 1:20-21).
2. To teach the basic doctrines of the Bible (Titus 2:1).
3. To provide opportunities for the student to confess Christ as Savior and Lord (Romans 10:9-10).
4. To teach the student to know and to obey the will of God as revealed in the Scriptures, thus equipping the student to carry out God's will daily (Romans 12:1,2, II Timothy 2:15, Deuteronomy 26:16-17).
5. To impart an understanding of each Christian's place in the Body of Christ, and its worldwide mission, providing opportunities for the student's involvement in this task (Ephesians 4:12, I Corinthians 12:1-31, Matthew 28:19-20).
6. To teach Biblical character qualities and to provide opportunities for the student to demonstrate these qualities (I Samuel 16:7, Galatians 5:22-23).
7. To teach the student how to develop the mind of Christ towards Godliness (Philippians 2:5, I Timothy 4:7).
8. To encourage the student to develop self-discipline and responsibility from God's perspective (I Timothy 4:7, I Corinthians 9:24-27).
9. To teach the student the respect for, and submission to, authority from God's perspective (Romans 13:1-7, Hebrews 13:17, Ephesians 6:1-3).
10. To help the student develop a Christian world view by integrating life, and all studies, with the Bible (II Peter 1:3).
11. To teach the student to hide God's Word in his/her heart through memorization and meditation (Psalm 119:11, Psalm 1:1-3).
12. To teach the student how to study God's Word (II Timothy 2:15).
13. To help the student develop his/her self-image as a unique individual created in the image of God and to attain his/her fullest potential (Psalm 139:13-16).

14. To teach the student to treat everyone with love and respect as unique individuals created in God's image (Philippians 2:1-4, Ephesians 5:21).
15. To teach the student how to become a contributing member of his/her society by realizing his/her need to serve others (Galatians 5:13, Romans 12:10).
16. To teach the student biblical skills for personal and social relationships (Psalm 119:9, Ephesians 4:12).
17. To teach the student the biblical view of dating, marriage, and the family (I Thessalonians 4:1-7, I Timothy 4:12, Genesis 2:18-25, Ephesians 5:22-33).
18. To teach the student physical fitness, good health habits, and wise use of the body as the Temple of God (I Corinthians 6:19-20).
19. To teach the student biblical attitudes toward material things and his/her responsibility for using them to God's glory (I Timothy 6:17-19, Matthew 6:19-20, I Corinthians 10:31).
20. To teach the student an appreciation of the Fine Arts.
21. To teach the student to understand and use the fundamental processes in communicating and dealing with others (i.e.; reading, writing, speaking, listening, and mathematics) (II Corinthians 5:20).
22. To teach and encourage the student to use good study skills and habits (II Timothy 2:3-7).
23. To teach the student how to research and to reason logically from a biblical perspective (Hebrews 5:14, Romans 12:2).
24. To teach the student creative and critical thinking based upon the proper use of biblical criteria for evaluation (II Timothy 3:14-17).
25. To teach the student good citizenship through an understanding and appreciation of our Christian and American heritages (home, church, and nation) (I Corinthians 10:11, Romans 13:1-7).
26. To use current affairs in all areas, teaching the student how they relate to God's plan for man.
27. To teach the student an understanding of, and an appreciation for, God's world, developing an awareness of man's role in his/her environment and his/her God-given responsibility to subdue, use, and preserve it properly (Psalm 8:6, Hebrews 2:6-8).

In addition, in working with the homes from which the students come, the school aims:

1. To bring those whom we find that are not Christians to the saving knowledge of Jesus Christ (II Peter 3:9, I Timothy 2:4).
2. To aid families in Christian growth and to help them develop Christ-centered homes (Ephesians 5:22-33, II Peter 3:18).
3. To cooperate closely as servants to the parents in every phase of the student's development, especially as it relates to the school program (Mark 10:45).
4. To help the parents to understand the school's purpose and program.
5. To assist parents in keeping up with the changing culture and its effect on the home and the implications for their children.
6. To encourage regular attendance and involvement in the local church (Hebrews 10:24-25).
7. To encourage parents to realize and shoulder their responsibility for the spiritual, moral, and social education of their children (Deuteronomy 6:4-7, Proverbs 22:6).

CHRISTIAN CHARACTER BUILDERS

The administration, faculty and staff endeavor to apply the following biblical principles in carrying out their responsibilities of leading the students to develop Christian character in each of these areas.

To Establish Christian Truth as a Guide for Life:

- a. Through an understanding that God is the Creator and Sustainer of the universe and of man through which His eternal power and His divine nature are clearly seen (Nehemiah 9:6).
- b. Through an acceptance of the Bible as the inspired and inerrant Word of God and the only authority for faith and practice (II Timothy 3:16-17).
- c. Through knowledge that all men are sinners and can have salvation only through personal faith in Jesus Christ as Savior (Titus 3:5-6).
- d. Through the development of a consistent Christian life through prayer and daily Bible study (I Peter 2:2).
- e. Through development of a desire to invest one's life in Christian service to the glory of God (Colossians 1:9-10).

To Maintain a High Academic Standard:

- a. Through a thorough mastery of the skills of communication and other academic disciplines that the student will be prepared to acquire further knowledge (Colossians 3:23).
- b. Through the desire to work and to acquire knowledge at maximum ability (Ecclesiastes 9:10).
- c. Through the ability to discern the truth from error (I John 4:6).

To Instill Pure Morals in the Heart of the Student:

- a. Through the development of an appreciation for the values accrued from our past spiritual and cultural heritage (Psalm 61:5).
- b. Through encouragement of the desire to choose right over wrong and to hold to one's convictions under pressure (Daniel 1:8).

To Generate a Spirit of Patriotism:

- a. Through the teaching of loyalty to our country and a recognition of the atheistic teaching which undermines our country's foundation (I Peter 2:13-17).
- b. Through recognition that government is God-ordained (Romans 13:1).
- c. Through development of a desire to become involved citizens of this nation for the Lord's sake (Acts 13:36).

To Live a Disciplined Life:

- a. Through submission to the Holy Spirit who conforms us to the image of Christ (Romans 8:9-10).
- b. Through the exercising of self-restraint and consideration of others (I Corinthians 9:25-27).
- c. Through submission to the legitimate authorities with full cooperation and, where proper, becoming a strong, gracious leader (Titus 3:1).

ADMISSION POLICY

Capital Christian High School (CCHS) seeks Christian young men and women of good character, who have positive attitudes toward spiritual values, and who have demonstrated scholastic achievement. All new students, transfers and homeschool students are required to complete the application process and have an interview with a school administrator. General admission guidelines are as follows:

- Christian Testimony
- Positive Character/Academic References
- Regular Church Attendance
- Academic Proficiency (G.P.A. of 2.0 or better and average or better achievement test percentile scores in Total Reading and Mathematics)
- Transfer students must be current in credits earned

CAPITAL CHRISTIAN HIGH SCHOOL Student Handbook

- Transfer students must meet the minimum credits required by CCHS for entrance to the desired grade level of enrollment
- Additional testing may be required to verify student proficiency

CHRISTIAN COMMITMENT (Church Attendance)

Capital Christian High School is a Christian school with a discipleship emphasis for students with personal relationship with Jesus Christ. The administration, faculty, and staff are interested in maintaining a partnership with the parents regarding the standards and criteria of a Christian learning structure that involves the entire family. This is supported by the school philosophy (page 2). In order to establish a common frame of spiritual reference, weekly church attendance of one or both parents and the student is required.

CHAPEL

Chapel time is a special time set aside each week for the school to come together to worship and praise the Lord and to learn of Him. Solomon wrote, "Let not mercy and truth forsake you, bind them around your neck, write them on the tablets of your heart, and so find favor and high esteem in the sight of God and man" (Proverbs 3:3-4). The continual hearing of God's Word is one way to write them on the tablets of hearts. Attendance is required at all chapels.

SPIRITUAL EMPHASIS

Spiritual Emphasis is a special chapel time scheduled each year to "break up the fallow ground" and "to seek the Lord" (Hosea 10:12). This time is usually the highlight of the school year and a time of anticipation for both students and faculty. It is a time of spiritual renewal as well as a time to hear from God.

COUNSELING

Students are encouraged to make appointments with their teachers to seek guidance to improve their class work or when assignments are not clearly understood. Administration will provide college and career counseling for students. Students are encouraged to make an appointment to discuss these matters. A licensed life skills counselor is available to work with students. Counseling in regards to spiritual, academic, and social aspects of life is also available for all students. Administrators, teachers, and the Capital Christian Center youth pastors are available to counsel with students.

- See the Guidance Information at ccs.ccscougars.org for more information.

AWARDS

Honor Roll Awards

Awards will be based upon work completed at CCHS for the current year only. The Registrar will examine the first three quarters Grade Point Averages (GPAs) for eligibility. All Honor Rolls are based on weighted GPA, which includes no D's or F's for **any** class during the school year. Awards will be given out at the end of the school year.

a. Honor Roll

- High school students: those students who have earned a GPA of 3.0-3.49 during the first three quarters will receive a certificate.

b. High Honor Roll

- High school students who have earned a GPA of 3.5-3.9 for the first three quarters will receive a certificate and a letter.
- After a high school student has received a letter, a pin and certificate will be given for each additional qualifying year.

CAPITAL CHRISTIAN HIGH SCHOOL Student Handbook

c. Academic Superiority

- High school students maintaining a 4.0 GPA for the first three quarters will receive a certificate with an embossed school seal and a letter.
- After a high school student has received a letter, a pin and certificate will be given for each additional qualifying year.

Valedictorian

Awarded to the graduating senior with the highest 4 year GPA

Salutatorian

Awarded to the graduating senior with the second highest 4 year GPA

Valedictorian and Salutatorian Policy:

The honor of valedictorian is given to the senior having the highest GPA for the first seven semesters of high school. The honor of salutatorian is given to the senior having the next to the highest GPA. All classes are counted in the calculation except: outside of school classes taken that are not required for graduation at CCHS and any grades that are marked "P" (pass or fail option). If there is a tie in the calculation of the GPAs, or the difference is not readily distinguishable, the administration can declare more than one recipient in either the Valedictorian or Salutatorian category. The weighted GPA grades are used in the calculation. A qualified student may be removed from these considerations if the academic rigor is compromised, or the discipline record of the student is deemed unsatisfactory by the administration.

Graduating with Honors

Graduating seniors who have exhibited high academic achievement will be honored at graduation with honor cords and their honor will be reflected on their diploma.

Summa Cum Laude: 4.0-Above

Magna Cum Laude: 3.5-3.9

Cum Laude: 3.25-3.49

Dean's List Awards

Awarded per semester to the students who demonstrate excellence in both academics and behavior.

Superior Dean's List

GPA: 3.75 and above. Behavior: No detentions, referrals or suspensions. No grades less than a "B" for class conduct.

Outstanding Dean's List

GPA: 3.5 - 3.74. Behavior: No detentions, referrals or suspensions. No grades less than a "B" for class conduct.

Honorable Dean's List

GPA: 3.0 - 3.49. Behavior: No detentions, referrals or suspensions. No grades less than a "B" for class conduct.

Commendable Dean's List

GPA: 2.75 - 2.99. Behavior: No detentions, referrals or suspensions. No grades less than a "B" for class conduct.

Subject Awards

Teachers in each department of high school will select a student who is the most outstanding in their subject. Each department will decide the criteria for recipients.

Highest Academic Achievement Award

This award is given to the student in grades 9-11 with the highest academic GPA. The recipient

CAPITAL CHRISTIAN HIGH SCHOOL Student Handbook

must be returning to CCS the following year, and will receive a certificate and a \$500 tuition scholarship. The student's name is added to the plaque that is on display in the school office.

Outstanding High School Student of the Year

This award is given to the student in grades 9-11 who is voted by the faculty and administration as the most outstanding in academics, spirituality, school spirit, and citizenship. The recipient must be returning to CCHS the following year, and will receive a certificate and a \$500 tuition scholarship. The student's name is added to the plaque that is on display in the school office.

Athletic Academic Awards

This award is given to the student athlete that has participated in at least one varsity sport with a GPA of 3.75 and above.

Character Awards

High school students will be honored for their Christian character that they have displayed during the school year. These awards are based upon biblical character qualities and will be issued by the Character Awards Committee at a special assembly through the following procedure:

- Students will nominate their peers
- Teacher and Staff vote on the nominees
- Administrative approval

FINANCIAL RESPONSIBILITY

Enrolling your child in a Christian school is an investment in his/her education and character building. With this privilege comes the responsibility for making all payments on time and keeping your account up to date. It is imperative that your student's name appears on each check for proper credit. Checks for items such as field trips, PE clothes, etc. should be carefully labeled so proper credit can be given to the student.

Tuition Payment Information

Tuition is based on an annual amount. Three payment options are available: (1) a ten (10) payment plan spreads out the annual tuition over 10 months beginning August 1 and ending May 1. A twelve (12) payment plan spreads out over 12 months beginning June 1 and ending May 1. (3) or the annual tuition amount is paid in full by July 1. This option receives a discount. Statements will be sent out on the 20th of each month for the following month. Payments are due in advance on the 1st and are late after the 10th of the month. A late charge of \$20.00 will be assessed on all late payments. Payments must be received in the Tuition/Billing Office by the 10th of the month to avoid late fees. Any payment will be applied to the oldest balance on the account. If payment is not received by the 25th of the month, a letter may be sent with the following options: (1) bring the account current; or (2) withdraw child(ren). If these options are not taken, your child(ren) will not be allowed to continue after the end of the month until payment is made in full. It would be our hope, at this point, that action to pay this bill would keep us from having to take any further steps to collect. In the event that an account should remain delinquent, the school reserves the right to turn the account over to a professional agency for collection. A penalty fee of \$20.00 will be assessed on all checks returned by the bank for any reason. Repayment of the returned check must be made by cash, cashier's check or money order. All payments, including registration fees, will be applied to the oldest balance. Enrollment will not be permitted under any circumstances if the account is not paid in full. In addition to tuition, some middle and high school elective classes carry fees which are required to help defray some of the cost of operating those special classes. Further details will be provided by the teacher. When special testing is necessary for a student, an appropriate fee will be charged. Fees, once paid, are non-refundable.

CAPITAL CHRISTIAN HIGH SCHOOL Student Handbook

WITHDRAWAL FROM SCHOOL

If it becomes necessary for a student to leave during the school year, the following procedure must be completed:

- a. A two (2) week notice is required. If less than two weeks notice is given, tuition charges may be levied. Tuition will be calculated on a per diem basis for the days enrolled, taking the two (2) week notice into consideration.
- b. A meeting will take place between parent(s) and the principal or designated administrator. At the option of the withdrawing family, a meeting to appeal the mandatory withdrawal will be held with the Board of Directors. Such meeting will be scheduled by school administration and the Board of Directors and will be made known to the withdrawing family at least 48 hours prior to the meeting date.
- c. A Student Withdrawal Form completely filled out and returned to the school office.
- d. All items subject to return must be turned in within two weeks of withdrawal notice.
- e. Financial obligations paid.
- f. All academic work must be completed.

STANDARDS OF CONDUCT

As a student, you must recognize that your conduct is a reflection on the testimony of the Lord, Capital Christian High School, your family as well as yourself. As a student at Capital Christian High School, by signing a contract to attend CCS you have agreed to live within the rules of the school. The agreement is a commitment that you will govern yourself and abide by the school rules with a willing attitude. The following guidelines are established to maintain an atmosphere conducive to learning and glorifying to God. Failure to abide or agree to these guidelines may result in dismissal of CCHS.

General Behavior

1. The use or possession of illegal drugs, tobacco, or alcoholic beverages is not permitted.
2. Students should not remain at an activity where drugs or alcohol are being consumed.
3. Involvement in any sexually immoral activity is not permitted.
4. Fireworks, firecrackers, matches, and other flammable/explosive materials are prohibited by law and are not permitted on campus.
5. Students will not bring on campus any weapon (including pocket knives), firearm, or any thing that resembles a weapon or firearm.
6. Profanity, vulgarity, and other forms of communication unbecoming of a Christian are not acceptable.
7. Visible tattoos/ink drawings (resembling tattoos) are not permitted. Students may be asked to have tattoos covered.
8. Gambling is not permitted.
9. Vandalism of school facilities or destruction of property (desks, books, lockers, etc.) or pranks that result in littering or defacing the school (individuals or campus groups will be subject to an automatic \$200.00 restoration charge. This includes the fire alarm. In addition, actual clean-up and repair costs will be assessed).
10. The rights and property of others is to be respected at all times.
11. Students and their parents are responsible for damage incurred to school property, or other students' personal property whether willful or accidental (including breakage of windows, damage to lockers, abuse or loss of books, etc.).
12. Wholesome friendships are encouraged between boys and girls. Students should demonstrate modesty in regard to personal affection on campus and at school functions.
13. Pride grows from a clean campus. Students are encouraged to help keep the campus clean.
14. Candy, food, or drink is not to be consumed in the classrooms without administrative permission.

CAPITAL CHRISTIAN HIGH SCHOOL Student Handbook

15. Permission by a faculty/staff member must be given for a student to enter a faculty/staff lounge or faculty/staff rest room.

16. Unless prior approval has been given by faculty or administration, students may not use any electronic devices, including but not limited to cell phone/mp3/tablet, photographic equipment, pagers, toys, laser pointers or other non-instructional items **during class, chapel or assembly times**. Use of such devices is disruptive and not allowed. Unauthorized use of electronic devices during these times will result in the confiscation of such device for a period of time at the administration's discretion. If it is a repeated violation, electronic devices will only be returned to the student's parent. Emergency or security contact can be made at all times through the school office. Inappropriate use of any such device may result in further disciplinary action, a student with such a device is responsible for all content and or distribution of information/content from his/her electronic device.

17. Unauthorized visitors are not permitted.

18. Honesty is expected at all times. Cheating, lying, stealing, and plagiarism are not acceptable.

19. Gum is not allowed.

20. Cut days and school pranks are not acceptable activities. Students may be subject to discipline for their involvement.

Classroom Behavior/Locker Room

Teachers are responsible for establishing a behavioral plan which maintains a positive class atmosphere conducive for quality education. Students are expected to be respectful and cooperative with their teachers.

1. A student dismissed from a class for any reason will be issued a pass. This must be in the student's possession at all times when out of class.

2. A teacher's desk, cabinet, bookcase, etc. are regarded as personal property.

3. Students are permitted in a classroom only when a teacher is present.

When a student's behavior or attitude violates school standards, various types of discipline are applied. These include counseling, assigning of detention, other assigned duties, probation, temporary suspension, and expulsion. **Teachers and staff have authority to reprimand students, to counsel with them, and to assign students to detention. Teachers and staff may refer students to an administrator for chronic behavior violations or if a single offense is particularly serious.** When behavior problems result in the assignment of a detention or are serious enough to warrant a referral to the office, the teacher will call the parents to inform them of the situation, thus providing an opportunity to work together to correct the misbehavior. Teachers are also encouraged to contact parents about problems when discernible patterns appear.

DEFINITION OF TERMS

Detention

Detention is a measure of discipline in which the student remains after school for 45 minutes under the supervision of the Detention Proctor. Students are to report to detention on the day assigned unless other arrangements are made with the Dean of Students. Detention will begin promptly five minutes after the bell ending the school day. Infractions which may result in a detention include, but are not limited to, excessive talking, disobedience, and failure to complete work, unprepared for class, poor attitude, disturbing class, disrespect, excessive tardiness, major class disturbance and dress code violation.

Saturday School

Saturday School is a measure of discipline in which the student reports to school on a Saturday and remains under the supervision of the Saturday School Proctor from 8:30AM until 12:30PM. Students must report in uniform. Students engage in school work and community service projects during this time. The Saturday School program will not be assigned on Holiday weekends.

CAPITAL CHRISTIAN HIGH SCHOOL Student Handbook

Infractions which may result in a Saturday School include, but are not limited to, excessive tardies and excessive detentions.

Referral

A referral is a written report of a student's misbehavior. A referral is followed by a phone call from the teacher to the parent(s) as soon as possible. Infractions which may result in a Referral include, but are not limited to, continual misbehavior, major class disruption, fighting, violating the "hands off policy", stealing, cheating, lying, truancy, vandalism and profanity or vulgarity.

Behavioral Probation

A student is placed on behavioral probation for consistent, recurring behavioral problems.

In-House Suspension

An In-House Suspension is a measure of time in which the student reports to school and remains under the supervision of school administration, yet is unable to attend any classes or participate in any school functions or activities on that day. During this time the student will have the opportunity to reflect upon the seriousness of his/her actions and take the necessary steps to correct his/her behavior and attitude.

Suspension

A Suspension is a measure of discipline in which the student is not permitted to attend school, school functions, games, athletic practice or be on the school grounds during or after school hours for one to ten days.

Mandatory Withdrawal

A student will be removed from the school at the request of the administration.

Expulsion

Expulsion is immediate dismissal from school. Expulsion is at the recommendation of the administration and the discretion of the Board of Directors.

Eighteen Year Old Recognition

When a student reaches the age of 18, the school maintains its recognition of the parents or guardians as the final authority.

DISCIPLINE

Discipline and responsibility for one's own actions are of utmost importance to students, parents, and teachers. Responsibility is a learned behavior and discipline is one of the principles necessary to maintain a strong Christ-centered approach to Christian education. Students need character development as they respond to authority, whether God's or man's.

A child's first encounter with authority is at home; therefore, Capital Christian High School firmly holds to the premise that the basic responsibility for discipline and responsibility resides with the parents. Parents will, therefore, be informed when unusual circumstances needing disciplinary action arise. It is expected that there will be Godly parental follow-through. With the parents' support, we can be of help to the student (Proverbs 19:18, I Timothy 3:4-5, 12).

Discipline is maintained with firmness, consistency, and fairness. Our staff maintains standards of behavior in the classrooms through kindness, love, and a genuine regard for the students. When disciplinary action becomes necessary, it is carried out firmly and tempered by good judgment and understanding. Students are encouraged to display Christ-like conduct by following the directions of teachers and

other adults, by demonstrating honesty, courtesy to all, and by exercising self-control in their behavior.

ADMINISTRATIVE DISCIPLINE

The purpose for discipline is to change errant behavior and to teach students to be productively in charge of themselves. Discipline is a process that takes time and cooperation.

Detention Procedure: Total student cooperation is expected for the following procedures.

a. A one day notice will be given so that the student who has been assigned detention may have

CAPITAL CHRISTIAN HIGH SCHOOL Student Handbook

the opportunity to make arrangements for transportation needs.

- b. Parents will be contacted prior to a detention or Saturday School being served.
- c. Student will sign in punctually.
- d. Student must do the assigned work.
- e. Failure to serve an assigned detention will result in additional detentions.
- f. Four detentions in one semester will result in a Saturday School/In-House Suspension.
- g. Subsequent detentions in a semester will result in a referral and further disciplinary action.

Saturday School

Procedure:

- a. Students will sign in punctually.
- b. Students will adhere to all aspects of the school dress code.
- c. Students will do homework, assigned packet and assigned school community service during the four hours.
- d. An infraction during Saturday School will result in a referral and the assignment of another Saturday School session.
- e. Failure for a student to attend will result in a suspension.
- f. Three Saturday School assignments in one semester will result in a referral.

(Beginning fee: A student will be charged \$25 for the four hour Saturday School session. Fee will be collected as the student enters.)

Offenses which may result in Saturday School

- a. Four detentions in one semester will also result in a referral.
- b. Four unexcused tardies in a quarter.

Referral Procedure:

- a. The first referral (for any reason) may result in a detention/suspension and a strong warning of consequences to follow. Instruction of what is expected will be given at this time.
- b. The second and third referral (for any reason) will result in a parent conference/suspension. A corrective action plan will be formulated which may include suspension and probation.
- c. The fourth referral (for any reason) may result in mandatory withdrawal or expulsion.

Suspension

The student is not permitted to attend class or to participate in any school functions, or any activity occurring under the jurisdiction of the school including all activities on and off campus. The intention is to discipline the student for a period of time. During this time, the student will have the opportunity to reflect upon the seriousness of his/her actions and take the necessary steps to correct his/her behavior and attitude. Suspension is often used by the administration prior to consideration for dismissal from school.

Offenses which may involve Suspension:

1. Forging or using forged notes or excuses.
2. Smoking or possession of tobacco. Ed Code 48900 (h)
3. Using inappropriate language (vulgarity/profanity). Ed Code 48900
4. Fighting may result in an automatic three-day suspension for all parties involved. Ed Code 48900 (a)
5. Threatening a teacher, school personnel, or another student. Ed Code 48900
6. Stealing or gambling. Ed Code 48900 (g)
7. Vandalism, pranks, destruction of school or private property. Individuals or campus groups will be subject to an automatic \$200 restoration charge. This includes the fire alarm. In addition, actual clean-up and repair costs will be assessed. Ed Code 48900 (f)
8. Inappropriate clothing or appearance.
9. Lying, cheating, or plagiarism. Ed Code 48900 (k)

CAPITAL CHRISTIAN HIGH SCHOOL Student Handbook

10. Committing an act of defiance, either in language or action, in or out of the classroom. Ed Code 48900 (k)
11. Refusing to comply with any reasonable request of a teacher or staff person in or out of the classroom. Ed Code 48900 (k)
12. Cutting class and/or leaving campus without permission (see page 13). Ed Code 48260
13. Physical or continued emotional abuse (by words, making fun, etc.) of another student. Ed Code 48900 (a)
14. Continued misbehavior. Ed. Code 48900(k)

Results of Suspension

1. All regular class work is expected to be completed and will be awarded 50% of the actual grade.
2. Major tests or projects missed during suspension must be made up on the day of return with full credit.
3. Students participating in extra/co-curricular activities may be limited in participation upon return. A meeting with the school administration (Dean/VP/AD) will determine the date of return to participation if necessary.

In-House Suspension Procedures:

- a. Students will report to the office punctually at 8:30AM.
- b. Students will adhere to all aspects of the school dress code.
- c. Students will follow a special schedule for the day, which includes a break, and lunch.
- d. Students will not be permitted to have contact with other students.
- e. Failure to adhere to any of the expectations will result in a two-day suspension.
- f. Two In-House suspensions in one year will result in a mandatory three day suspension or further disciplinary action.

Offenses which may involve In-House Suspension

1. Continued misbehavior by a student.
2. Unable to correct dress code infraction.

Behavioral Probation

Behavioral probation is a conditional period of time assigned to students who fail to meet the standards of the school in their attitude or conduct. The administration will review the student's progress weekly. If sufficient improvement is not made in attitude or behavior, the student may be asked to withdraw.

Students are placed on behavioral probation for one of two reasons:

1. Continued violation of Capital Christian High School standards.
2. Poor attitude demonstrated by a slowness to cooperate with faculty/staff, lack of participation in class work, or negative attitudes towards school policy.

Mandatory Withdrawal

After three suspensions within one year, a student may be subject to mandatory withdrawal. Mandatory withdrawal results from extensive misbehavior when means of correction have not been effective, demonstration of poor attitude with failure to change, or a lack of cooperation on the part of the parent or guardian to adhere to the obligations, policies, or agreements with the school. It is also understood that if current factual information of the student is not given by the parents at the time of the original admissions interview, the administration reserves the right to dismiss the student.

Mandatory withdrawal is at the discretion of the administration. At the option of the withdrawing family, a written request to appeal must be submitted within 24 hours to the Superintendent. Such meeting will be scheduled by school administration and will be made known to the withdrawing family at least 48 hours prior to the meeting date.

CAPITAL CHRISTIAN HIGH SCHOOL Student Handbook

Expulsion

Expulsion is immediate dismissal from school. Expulsion is at the recommendation of the administration and the discretion of the Board of Directors.

Offenses which may result in expulsion:

1. Possession or use of illegal drugs or alcohol both on campus and off campus. Drug testing and/or school approved counseling may be required upon suspicion of or reasonable question of drug use or involvement. Failure to be tested at an assigned time or failure to have official results sent to the school will result in dismissal. Ed Code 48900
2. Possession of illegal drug paraphernalia. Ed Code 48900 (j)
3. Carrying weapons or using instruments to do bodily harm. Ed Code 48900 (b)
4. Sexual immorality.
5. Striking a teacher or other school personnel. Ed Code 48900(a)(2)
6. Involvement in gang activity. Ed Code 48900 (a-1)
7. Conviction of/or known involvement in criminal activity.
8. Extreme vandalism. Ed Code 48900 (f)
9. Sexual harassment (see page 19) Ed. Code 489002
10. Continued poor behavior/discipline record. Ed. Code 48900
11. Establishing personal web sites or participation in “blogs” containing material or connections to material contrary to the mission and philosophy of CCHS.

Without prior administrative approval students are not permitted to participate in any school function after a mandatory withdrawal or expulsion for a minimum of one semester. After a semester, the student may request that the administration re-evaluate the restriction. Student behavior that results in suspension, mandatory withdrawal or expulsion will be evaluated on an individual basis. The administration will evaluate cases based upon the severity of the offense, the discipline record of the student and the attitude of the student. At the discretion of the administration, a student may lose field trip or extracurricular opportunities for repeated/continued misbehavior.

DRESS CODE

Parents or guardians of students at CCHS have the primary responsibility for implementing appropriate standards of dress and grooming/hygiene in their home. In partnering with parents or guardians, CCHS acknowledges the responsibility to establish and maintain a standard of dress and grooming/hygiene which facilitates a positive, successful learning and teaching environment. Clothing that is immodest, distracting, dangerous or profane or is offensive to individuals or a group is considered inappropriate for a school setting. This standard of appearance extends to accessories, hair, extreme jewelry and or body markings.

While the following standards are not intended to be all-encompassing, Administrators have the responsibility and authority to apply these general guidelines when confronted with questionable appearance not covered specifically. Students who fail to follow these guidelines will be referred to the Dean’s office, issued a detention and required to obtain clothing consistent with the Dress Code before returning to class.

Pants/Shorts/Skirts:

- Tan Khaki pants/capris/shorts/skirts are to be modest in length and neat in appearance. Pants/capris/shorts/skirts are not to be of denim material.

Shirts/Blouses/Sweaters:

- Shirts and blouses must have collars unless Cougar Wear, must be modest and appropriately sized.
- No objectionable writing, images or logos anywhere on the shirt/blouse/sweater.
- Shirt/blouse to be buttoned unless dress code shirt underneath.

CAPITAL CHRISTIAN HIGH SCHOOL Student Handbook

- Midriffs must be covered at all times (too short if skin shows with arms raised overhead).
- Sweaters, Cougar wear or school approved shirts must be worn underneath. (Thermal material is not considered a sweater and may be worn underneath school approved clothing)

Cougar Wear:

- Cougar Wear includes items approved and sold by CCHS for the student body in order to promote school unity, pride and spirit. Included in Cougar Wear are items distributed by coaches and approved by the Athletic Director.

Athletic Team Wear:

- CCHS athletes may wear game jerseys or Athletic Department approved team wear on game days and must be within the framework of the CCHS dress code.

Shoes:

- Shoes or sandals must be worn at all times.

Hats/Visors/Hair Apparel:

- Head coverings, including hooded sweatshirts, are not to be worn during class, chapel or assembly times.

Sweatshirts:

- Sweatshirts may be hooded or non-hooded, pullover or zipped.
- No objectionable writing, images or logos anywhere on sweatshirts.
- CCHS dress code tops must be worn underneath at all times.

Coats:

- Oversized or coats with objectionable words or pictures are not acceptable.
- Coats are to be removed while inside the classroom.

Hair/Accessories:

- Hair is to be neat and moderate in length.
- No “extreme” jewelry or body marking/piercing. A student maybe asked to cover body markings of any kind.
- Facial hair neatly groomed.

Special Days:

- Special dress days will be announced by administration. Dress code may vary on these days and will be announced with the schedule.
- On Rally days, students may wear class T-shirts. If wearing class T-shirts, students may wear jeans. In season athletic teams may also wear game jerseys with jeans on Rally days.
- Appropriate hats/visors/hair apparel are acceptable during Rallies and Special Dress days, as scheduled. Hats need to be removed during class time.
- School sponsored events, both on and off campus, require that both boys and girls wear modestly designed and fitting clothing. Tank tops or short tops are not appropriate.
- Jeans must be neat, modest and appropriately sized

Senior’s Only: May wear college/university T-Shirts.

Free Dress Guidelines:

On free dress days, students must follow the modest and neat in appearance policy established in the general dress code guidelines and accessories policy unless indicated otherwise for the “free” dress day(s).

CAPITAL CHRISTIAN HIGH SCHOOL Student Handbook

ATTENDANCE POLICY

Regular and punctual attendance is essential for success in the classroom. (Ed Code 48200) Class attendance is necessary to gain the full perspective of the class. There are discussions, lectures, and other means of gaining knowledge that are not evaluated on an exam or test. Students with serious medical conditions will be considered on an individual basis.

1. Absences which go un-cleared by a parent for two days after the return of a student to school will be counted as trancies and shall be treated as such.
2. If a student is absent a total of 10 consecutive days (see truancy policy) they may be dropped from the school roll. A total of 10 days absence during any grading period may result in a failing grade or an incomplete grade if administratively approved.
3. A total of 20 days absence during a semester may result in a failing grade and/or no credit given for the semester. In order to receive full credit, a student may repeat the class, take a correspondence course, or attend summer school.
4. Students 18 years of age or older will follow the same attendance procedures as other students.
5. Students involved in extra curricular activities should refer to extra co-curricular activities section on attendance policy.

Student Absence Procedures

When it is necessary for a student to be absent, please follow the procedures listed below:

1. A phone call to the attendance office would be appreciated to relieve school concerns for the student's well-being. When returning to school after an absence, the student must bring a note from his/her parent to attendance office stating the date(s) and reason for the absence.

The attendance office will be open daily at 8:00AM.

2. The following **anticipated absences** will be considered excused when proper notification is given. Please follow the procedures below:

- *Medical/Dental appointment:* Notes from parents must be given to the attendance office before 8:30AM on the day of the appointment. An early dismissal pass will be issued which the student will present to his/her teacher to be released from class. If the student is driving him/herself, a note from his/her parent indicating such will be required.
- *Parental permission:* While absence from school is generally discouraged, there are limited occasions where a parent may request a student be excused from classes. These should be limited in number and length and arranged through the attendance office at least three days in advance by submitting a written note which provides details. The student's teachers will be informed of the upcoming absence so work may be given to the student in advance of the absence.

Excused Absences

The following will be considered excused: absences resulting from illness, medical/dental appointments, parental or school approval.

1. A phone call to the attendance office would be appreciated to relieve school concerns for the student's well-being. When returning to school after an absence, the student must bring a note to the attendance office stating the date(s) and specific reason for the absence. Failure to do so will result in an unexcused absence. (See Truancy)
2. Phone calls to the office or notes sent must include date(s) and reason for the absence.

Unexcused Absences

Absences due to truancy are unexcused. Work missed due to truancy absences must be made up without credit. (See Consequences for Truancy).

CAPITAL CHRISTIAN HIGH SCHOOL Student Handbook

Make-Up Work

Students have the same number of days as they were absent to make up work. For example, if a student was absent for two days, he/she would have the next two school days upon returning to make up that work. Quizzes and tests must be made up on the day the student returns to school unless special arrangements have been made with the teacher/administration. If a student's absence is long term, or if he/she has missed class review for a quiz or test, then arrangements between the teacher and student will be made to make up the work. Papers and projects assigned prior to the student absences must be turned in the day the student returns to class. Special circumstances may be arranged with the teacher. When a student is absent, it is his/her responsibility to arrange to make up missed work. Failure to make up work in the allotted time frame will result in a zero for that assignment.

Closed Campus

Capital Christian High School operates under a closed campus policy. All students must sign in or out at the school office. The rules governing the closed campus are as follows:

1. *Lunch*: Students may not leave campus for lunch unless with an immediate family member or youth pastor. The immediate family member/youth pastor must have written parental permission to take the student to lunch. A parent must come into the office to sign the student out for lunch and sign the student in upon returning. Dismissal may also be allowed under special circumstances with parental and administrative approval.

2. *Early Dismissals*:

- Permission to leave campus at any time may be secured from the attendance office if a student has a note or phone call from a parent. This permission is called an "early dismissal." When calling the office to arrange for an early dismissal, parental identity will be verified from information on the student's emergency card.
- If a student becomes ill at school, a teacher will give the student a pass to the office. If a student needs to go home, the secretary will help with the arrangements to leave. Parental permission must be given for a student to leave before the school day ends.
- Only adults listed on the emergency card may grant permission for an early release and pick up of a student.
- In the case of car pools, a note must be provided indicating permission to leave campus with another student. The note must be signed and must include a brief explanation of the circumstance. A phone call may be made if deemed a "hardship" or an uncontrollable circumstance.

3. **Unless participating in or attending an after-school extracurricular activities or events, students are expected to leave at the end of their school day.** Freshmen, Sophomores, and Juniors attending or participating in an after-school extracurricular activity such as athletic events or other school activities must remain on campus until the conclusion of the event. Seniors needing to remain or return following lunch are required to sign in at the attendance office. Students that leave campus are not allowed to bring food from off campus for themselves or others during the school day (8:30-3:00).

Students will only be released to parents and/or adults listed on their Emergency Cards

Truancy (Cutting Class/Leaving Campus)

Truancy is being absent without the knowledge and consent of parents or school officials. (Ed Code 48260). This includes leaving school before the end of the day without permission or staying out of any part or all of a scheduled class without permission. A student who is more than ten minutes late to a class may be counted as truant. Truancy is considered an absence with no opportunity to make up work. All missed assignments and tests will result in a zero.

CAPITAL CHRISTIAN HIGH SCHOOL Student Handbook

Consequences for Truancy:

1st violation: Referral, parent conference or possible suspension.

2nd violation: Three day suspension with possible reduction following a parent conference.

3rd violation: Five-day suspension not subject to reduction.

Subsequent violation may result in mandatory withdrawal from school.

TARDY POLICY

Regular and punctual attendance is essential for success in the classroom (Ed. code 48200). With promptness, a student demonstrates self-discipline and responsibility. Self-discipline in this area is not only important for proper academic achievement, but it is essential for the development of good habits which are characteristic of success and good citizenship in every walk of life. A student is considered tardy to class when he or she is not in the classroom when it is time to begin class. Students are expected to attend class fully prepared with the materials needed for the class. Students will be considered tardy if they must return to their locker for materials. Students missing more than 10 minutes of a class with an unexcused tardy will be considered as unexcused absent from that class. Developing the habit of promptness is not only of great value in school but also is a great habit to develop for life. Students may be dropped or may be asked to repeat a class if a student shows habitual tardiness to class.

Tardies

The following reasons will constitute an excused tardy to class, homeroom, or school:

1. Illness with a parent note indicating such.
2. Family emergency with a parent note explaining the circumstance.
3. Medical visit when an appointment verification or parent note is provided.
4. Student delayed by another teacher with a teacher note.
5. Administratively approved tardy.
6. Demonstration of habitual tardiness will result in a conference with the student/parent/guardian and teacher/administration. Students may be placed on behavior/academic probation.

The following policy provision has also been established for the student's school day on a *quarter basis*. When a student has an unexcused tardy, the following action will be taken:

Consequences for Tardies:

1. On the first two unexcused tardy to class, homeroom, or school, the student will receive a tardy notice.
2. The third unexcused tardy the student will be assigned a Detention.
3. The fourth unexcused tardy the student will be assigned a Saturday School.
4. Subsequent tardies will result in progressive disciplinary action.

HIGH SCHOOL GRADUATION REQUIREMENTS

BIBLE LITERATURE	40 credits
ENGLISH.....	40 credits
SPEECH.....	5 credits
SOCIAL SCIENCES (including Human Development/Psychology)	40 credits
PRACTICAL ARTS (including 10 credits of ^keyboarding/computer).....	15 credits
FOREIGN LANGUAGE	20 credits
VISUAL AND PERFORMING ARTS.....	10/20 credits
MATHEMATICS	30/40 credits
SCIENCE (3 years recommended for college).....	20/30 credits
PHYSICAL EDUCATION.....	20/30 credits
ELECTIVES	10 credits
TOTAL CREDITS NEEDED TO GRADUATE	270 credits

^ Students may test out of Keyboarding but must still meet the "technology" requirement.

Students will receive credit once for classes that are repeated.

A pass/fail grade and credit earned for courses that are repeated will be given.

CAPITAL CHRISTIAN HIGH SCHOOL Student Handbook

All students are required to take 7 classes per day during freshman, sophomore, and junior year. Students can take up to three AP® courses in a year with administrative approval. With the approval of the administration, seniors will take a minimum of 5 classes per day. To qualify, a senior must have a 2.0 GPA with all graduation requirements scheduled to be met. Students will remain in school until 5th period. A college-bound student should not consider taking less than a full academic load during the entire 4 year program at CCHS.

If a student lacks a required course for a specific college or university, not offered at CCHS, that student may request a waiver to take courses at another local high school, college, or other approved programs. Courses where curriculum requires a final, students are required to take the final. Students may earn a maximum of 20 PE credits through participation on CCHS athletics teams. An additional 10 credits must be earned through PE class. For each semester of school athletics participation, a student will earn 2.5 PE credits with a maximum of 5 credits per academic year.

Transcripts are available through the registrar's office.

English Requirement

Any Freshman, Sophomore or Junior failing to earn a passing semester grade (A - D) in English will be required to take summer school through Capital Christian High School or a CCHS equivalent to promote to the next level of English. Failure to meet this requirement will place the student's enrollment at Capital Christian High School in jeopardy. Incoming 9th graders may transfer in courses taken in middle school for HS credit in math (Algebra 1 or higher) and foreign language of a grade of "B" or better, so long the course rigor is reviewed and approved as a considered HS level course.

Schedule Changes

During the first 10 days of the semester in which a year long course begins, a student may drop or add courses without academic penalty, provided he/she secures the necessary schedule change form and signature from the Registrar and returns them to the administration. During the first two weeks of the semester in which a semester long course begins, a student may drop or add courses without academic penalty, provided he/she secures the necessary schedule change form and signature from the registrar and returns them to the administration. Only in exceptional cases with duly qualifying circumstances will approval be granted for the dropping of courses after the official deadline. All exceptional cases of changes must be approved by the administrator. Students who enroll late are responsible for making up missed work for that quarter. Arrangements will be made with Dean/Teacher for necessary material during the quarter.

Transcripts

When a student transfers to another school, his/her cumulative record file is sent to the new school upon written request from the new school. Seniors who will be attending college must place a request with the registrar for final transcripts at the end of their senior year. The proper form can be obtained from the registrar's office. Transcripts requested during the first year after graduation will have no charge. Transcripts requested after the first year will be sent upon receipt of a \$5 fee. All financial obligations must be met with Capital Christian High School before a final transcript will be released to student and or family.

Plagiarism Policy

Plagiarism will not be tolerated at CCHS. Plagiarism is defined as any of the following: 1) not giving proper documentation to your source(s), 2) not quoting material that has been used word for word, 3) "copying and pasting" information into a document to use as your own work, or 4) blatantly using another's work as yours (ie. borrowed or purchased papers). Plagiarized work will be given a "zero" in the class and turned in to the Dean of Students (*with a written referral form stating plagiarism which remains in the student's permanent record*) which may result in a suspension or other discipline.

CAPITAL CHRISTIAN HIGH SCHOOL Student Handbook

MLA

The Modern Language Association (MLA) is the used format for writing papers and documenting sources here at CCHS. Students should be made aware of this format and should use this format in all of their classes. For further information regarding MLA, please access Joseph F. Trimmer's *A Guide to MLA Documentation* which is listed as a required English handbook for all high school English classes.

College Plans

Prospective college students are encouraged to consult with the Dean of Academics. Students are encouraged to plan for college early. The choice of appropriate classes in high school will establish preparation for college. Several college planning service are available.

Suggestions to follow in preparation for college:

1. Freshman will work through *Accepted*, a college planning workbook.
2. Sophomores and Juniors will take the PSAT.
3. Sophomores will continue to work through the college planning process through an investigative career search.
4. Juniors will work through the Junior College Search Project and should begin taking the college entrance exams: SAT Reasoning or ACT and SAT Subject.
5. Seniors should use the following information to assist in their college plans.
 - a. Submit applications in a timely manner.
 - b. Research scholarships, many can be found in the College & Career Center.
 - c. Submit the FAFSA after January 1 to obtain financial assistance as well as submit the GPA verification form for CalGrant consideration by March 1.
 - d. Plan a course load that will continue to foster college readiness to finish with a strong Senior year.

GRADUATION ACTIVITIES

Attendance is required of all graduates at all graduation functions. Standards of dress and conduct will be in effect for all graduation activities. Students will be informed of the details of dress expectations during the school year. Diplomas will be distributed following commencement exercises. All school accounts (books, lockers, cap and gown, etc.) must be cleared before a student can receive his/her diploma. Students deficient of 15 or more graduation credits will not participate in commencement exercises. Arrangements may be made with the administration for making up failing grades in summer school. Students may be required to check "outside" options to make up failing grades in the summer.

ACADEMIC GRADES

Progress Reports/ Quarter Grades

At the end of every quarter, a printed or electronically generated progress report with letter grades indicating the student's progress will be given to the student. Interim progress reports will be sent home at the midpoint of the quarter to students receiving a letter grade of a "D" or "F." The first progress reports of each semester should be viewed as grades in progress which affect the final semester grade. Only the semester grades are recorded on the student's transcript and are considered official grades. Parent Conferences will be scheduled for all High School parents following the first quarter progress report.

Semester Grades

Semester grades are an evaluation of the student's work completed for an entire 18-week period. A semester grade is calculated with a semester exam grade equal to 20% in both the high school and in the middle school. These grades are issued at the end of the second and fourth quarters. It is on the basis of semester grades that a student earns credit and grade points. Semester grades are mailed to parents in January and June.

CAPITAL CHRISTIAN HIGH SCHOOL Student Handbook

Grading Policy

The following is an explanation of standard academic grades used in all courses.

A - Outstanding - 90 % - 100%

Exact in detail, shows independence and resourcefulness, systematic, conscientious, hard worker, and always completes work on time, exhibits mastery of discipline concepts.

B - Above average - 80% - 89%

Usually completes assignments accurately and on time. Works effectively without assistance and supervision.

C - Average - 70% - 79%

Usually completes assignments, understands concepts, generally has materials ready for class, solves average problems with general direction.

D - Noticeably weak - 60% -69%

Experiencing difficulty, not meeting all assignments and requirements of instructor, requires extra teacher direction and attention, has difficulty following sequential steps to a logical conclusion.

F - Failure - 59% and below

Below minimum requirement, work is unsatisfactory.

INC - Incomplete

Work must be made up within two (2) weeks after grade cards are distributed or the mark automatically becomes an "F." In the event of a medical issue, the administration will work with the family to resolve what the best plan is to make up the needed work.

Disputed Grades

Students or parents who have a question regarding a grade should first resolve the issue with the teacher. The request for a grade review must be made within one month of the grade being issued. If the dispute is not resolved, the teacher and/or student/parent may appeal to the Department Chair for further review. If necessary, the chair may call a meeting of all parties concerned for a final resolution of the disputed grade.

Replacement Grade

When a failed course is retaken and a passing grade is earned, the Grade Point Average (GPA) will be recalculated using only the passing grade; however, both the passing and failing grades will continue to be reflected on the student transcript.

ACADEMIC PROBATION

A student is placed on academic probation when the student's GPA is lower than 2.0 for a semester. The student will remain on academic probation until the GPA is at or above 2.0 for a full semester. If the student's GPA remains below 2.0 for two consecutive quarters, he/she may be asked to withdraw from school. A letter will be sent home informing the parents of the probation. The student will be required to follow the established academic plan.

HOMEWORK

Homework is an integral part of the school program and is assigned to aid the student in learning to be a disciplined person. It provides the student an opportunity to advance in his/her studies. The work assigned is a supplement to the regular classroom work. Homework is considered both vital and necessary. When homework is assigned, it is expected that it will be completed neatly and submitted on time.

- Whenever a student is absent or misses class work, he/she is responsible to find out which assignments were missed.
- Homework requests may be made through the office and/ or e-mailing directly to the teacher through Powerschool.

School work missed due to truancy absences cannot be made up and results in a zero. Whenever a lengthy period of absences is planned, all work to be missed should be

CAPITAL CHRISTIAN HIGH SCHOOL Student Handbook

obtained in advance and turned into the teacher as agreed upon with teacher in advance (see Student Absence Procedure/ make-up work policy).

EXTRA/ CO-CURRICULAR ACTIVITIES

Capital Christian High School offers a variety of activities for any student who wishes to get involved. Team sports for both boys and girls are offered, along with dramas, musicals, student government, cheerleading, and California Scholarship Federation Chapter. Various clubs may be offered based on student interest and sponsor availability.

Eligibility for Co-Curricular Activities

Participation in any activity or program must be earned by the student through the maintenance of acceptable scholastic standards and consistent punctuality, as well as praise-worthy conduct both in the classroom and as a representative of the school to the community. The following will be used for determination of eligibility for co-curricular activities:

Attendance

A student shall be present in school ALL DAY on the day that he/she is to practice/represent the school. A student must arrive not later than 20 minutes after school started to be eligible to participate in that days activities. In the event that a medical appointment is made, the student will notify the teacher/coach/advisor one week in advance of the appointment. The student will be permitted to miss classes only for the time allotted for the appointment and supported by a doctor's note. In the event of a family emergency, the parent will notify an administrator and a decision will be made as to the participation for the event. Participation in practice will follow the same guidelines. A student must also be in class ALL DAY following the day of competition.

Citizenship

A satisfactory citizenship record shall be maintained as determined by Administration.

Scholastic Eligibility

In order to be eligible, all students entering from the eighth grade into CCHS must have achieved 2.0 GPA on a 4.0 scale with no more than one F in enrolled courses at the conclusion of the previous grading period.

Continuing Eligibility

(1) Minimum Requirements - A CCHS student is scholastically eligible if:

1. The student is currently enrolled in at least 20 semester periods of work;
2. The student passed at least 20 semester periods of work at the completion of the previous regular grading period;
3. The student is maintaining at least minimum progress toward meeting graduation requirements as outlined by CCHS;
4. The student has maintained during the previous grading period a minimum of a 2.0 GPA, on a scale of 4.0, with no more than one F in all enrolled courses.

(2) Probationary Period

If a student does not achieve the educational progress in items (3) or (4) above in the previous grading period thereby remaining eligible to participate in extra curricular/interscholastic athletics, they may be placed on probation and allowed to participate in interscholastic athletics. A student who does not achieve the educational progress in items (3) or (4) above in the probationary grading period shall not be allowed to participate in extra curricular/interscholastic athletics in the subsequent grading period. For purposes of this section, a probationary period is defined as a regular school grading period of one academic quarter. A student will be granted only one probationary period during any one academic year.

(3) Grading Period

The regular school grading period is that time when all students at CCHS are graded. If two grades are given at the end of a grading period, scholastic eligibility shall be established according to the grade issued for credit.

(4) Incomplete Grades

CAPITAL CHRISTIAN HIGH SCHOOL Student Handbook

A grade of “Incomplete” shall not be considered a passing grade for purposes of establishing scholastic eligibility. When an “Incomplete” grade is issued, such “Incomplete” grade shall not satisfy the requirement for establishing scholastic eligibility until the academic deficiency which gave rise to such “Incomplete” grade shall have been satisfied and a passing grade has been substituted for the “Incomplete” grade. Upon such substitution, the substituted grade shall be considered in determining scholastic athletic eligibility as established by evaluation of previous grading period grades and the substituted grade. A scholastically ineligible student may become immediately scholastically eligible upon such evaluation. *Some eligibility requirements by the CIF may be changed without notice. CCHS will differ to the current CIF guidelines for eligibility.*

Athletics

The Athletic Program at Capital Christian High School is considered an extracurricular activity. It is established for the physical, emotional, social, and spiritual advancement of the student. Participation on athletic teams or cheerleading teams is a privilege extended to meet the special needs and interests of students. The right to participate in these teams must be earned by the student through the maintenance of acceptable scholastic standards as well as praise-worthy conduct within the classroom and on the playing field. Participation requirements include a recent physical examination, parental approval, acceptable scholastic standing, and payment of any required fees. If a student becomes academically ineligible, quits or is removed from a team during the course of a season, they may not try-out or participate in the next season of sport until the prior season is completed. Any student being temporarily removed from a team by someone other than the school administration or head coach must first get prior written approval from the coach and Athletic Director. If temporary removal is approved, a return date will be set and must be adhered to in order for the student to be allowed back on the team. Temporary removal shall last no longer than 5 school days and may not be used more than one time per season. A student/athlete may not drop a sport and transfer to another sport or extra-curricular activity in the same season after the “deadline” established by the athletic department. Fall sports: September 2, 2011, Winter sports: December 2, 2011, Spring sports: March 2, 2012.

Please note that any individuals/teams advancing to playoffs must participate in and attend the athletic event. Any conflicting non-academic extra curricular activity does not qualify as excused absence from event.

Student Council

The student body of Capital Christian High School has an active Student Council. The council is comprised of elected officers and committees. The Student Council class meets daily to discuss and resolve issues related to the school's spiritual life, student body projects, recreational and social activities, and many other matters.

Officers

The Student Council includes the following elected positions: Executive President, Vice President, Secretary, Treasurer, and class officers, and committees.

Elections

Prospective candidates can obtain petitions and student government leadership requirement and teacher qualification forms from the Student Council Advisor, or the school administration. Campaign procedures and recommendation forms are predetermined. Elections for the position of Student Council leadership are held in May, and individual middle school class representatives are elected during the first month of school.

California Scholarship Federation (CSF)

Capital Christian High School is a member of the California Scholarship Federation, Chapter 1023n. The purpose of the chapter is to foster high standards of scholarship, service, and citizenship on the part of the high school students and to promote appropriate activities among its members. A student must apply for membership during an enrollment period at the beginning of

CAPITAL CHRISTIAN HIGH SCHOOL Student Handbook

each semester, must be a worthy school citizen, must have no grades lower than "C" in the previous semester, and must have a minimum of ten points in designated subjects (A=3, B=1, C=0). Membership is for one semester only and can be renewed each semester the student meets the requirements. Membership does require dues and community service. State colleges and universities give favorable recognition to membership when considering admission and scholarships.

CSF may change the point system and or requirements without notice. CCHS will use the current CSF requirement established by CSF for student membership.

CAMPUS FACILITIES

The neat appearance of the CCHS campus is of great importance. A goal is maintained to have a campus that is clear of litter and vandalism, a campus which will demonstrate pride and respect for the facilities.

Lockers

Students are issued lockers at the beginning of each year for a \$20 locker fee (fees are not prorated at the semester). The locker fee provides for maintenance and repairs. Students are responsible to report locker problems to the office immediately so the student may be issued a new locker. All lockers should be kept locked at all times. It is not recommended that items be kept in lockers over the weekend. Students are to keep appropriate items in the lockers. Items left outside the lockers will be placed in the Lost and Found. The school is not responsible for loss from lockers. Tampering with another student's locker will be considered a serious breach of school rules.

Telephone

Students needing to use a phone to call home may ask at the Attendance Office.

Textbooks

Unless provided by CCHS, all textbooks will be purchased by the student from MBS Direct. A listing of courses to be taken by each student will be made available before the end of each school year. Parents must contact MBS Direct to fill required textbook orders. Further information is available on-line or through the School Office.

Supplies

Some supplies are provided by the school. Specialized classes may require special supplies and/or additional fees. Personal supplies such as paper, pens, pencils, notebooks, etc., must be supplied by the student.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences may be scheduled by parents or the teacher when deemed necessary. Appointments with teachers should be made in advance. It is usually most convenient for teachers to have conferences in the afternoon. If at all possible, both parents are encouraged to attend all conferences. Student records are available for parents to view with the assistance of an administrator. If a problem develops, please follow the Matthew 18 principle and register necessary concerns with a teacher first, then with an administrator. Parent Conferences will be scheduled for all High School parents following the first quarter progress report.

STUDENT DRIVING GUIDELINES

Students driving to school are to park in their assigned parking space. The use of an automobile by students on campus is under the supervision of the administration and may be restricted or forbidden at school. Students and parents are expected to drive safely at all times.

Requirements for Student Drivers:

1. All student drivers must possess a valid California driver's license in order to operate any motor vehicle on the church/school grounds. Sufficient insurance coverage as provided by the laws of the State of California is required on all vehicles. Students assume liability for damage of any property.
2. All laws relating to operating a motor vehicle in the State Vehicle Code are to be obeyed.

CAPITAL CHRISTIAN HIGH SCHOOL Student Handbook

3. Parking permits will be issued through the office upon the completion of a Student Vehicle Application. Permits must be placed on the rear view mirrors.
4. The speed limit on Capital Christian Center grounds is 10 miles per hour at all times.
5. Students may park only in the area designated as student parking.
6. Noise from car audio is to be confined within the vehicle while on school grounds.
7. Once the students have arrived at school, the parking area is off limits. Students must have permission to enter the parking lot any time during school hours prior to their dismissal.
8. Violations of any parking provisions may result in fines, tow away, or revocation of the parking permit.
9. Students are not permitted to drive to classes on other parts of the campus.
10. Students that purchase parking places reserve the right to park in the area.
11. Seniors who drive and who elect to leave campus prior to the end of the school day due to being completed with scheduled classes are expected to proceed to their vehicles and leave campus. The parking lot is not considered a meeting area for students.

Parking Violations:

1. In Red/Yellow Zone
2. Without Permit
3. Outside Parking Area or designated parking space
4. In Disabled Area if not qualified
5. Parking in a reserved numbered spot during the school day.

Consequences: For all Parking Violations

First - Detention (possible tow away at the owner's expense).

Second - \$10 fine (further disciplinary action up to a referral)

Third - Permit revoked for three months

Driving Violations:

1. Speeding
2. Reckless

Consequences: For all Moving Violations

First - Detention

Second - \$25 fine and a detention

Third - Referral and permit revoked for 3 months

General Violations:

1. Loud Music
2. At or in vehicle during school

Consequences: For all General Violations

First - Detention

Second - Referral

Third - Permit Revoked for 3 months

Failure to follow through with consequences: The student's permit will be revoked for 3 months and all consequences must be fulfilled before the permit will be reinstated. Any other situation not identified will be dealt with by the administration.

STUDENT SEXUAL HARASSMENT

Policy

Capital Christian High School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Definition of Sexual Harassment

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other

CAPITAL CHRISTIAN HIGH SCHOOL Student Handbook

verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Examples of Sexual Harassment

Unwelcome sexual conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual nature. Among the types of conduct which would violate this policy are the following:

1. Unwanted sexual advances or propositions.
2. Offering academic benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters.
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, or jokes.
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
7. Physical conduct such as touching, assaulting, impeding, or blocking movements.

What to Do If You Experience or Observe Sexual Harassment

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the Deans in the school office. Students who observe conduct of a sexual harassing nature are also encouraged to report the matter to one of the Deans in the school office. All complaints will be promptly investigated.

Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

Protection Against Retaliation

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

Procedure and Action

When one of the school officials designated in this policy receives a complaint, he/she shall immediately inform the Principal. The Principal will direct an investigation to be made of the complaint. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

CAPITAL CHRISTIAN HIGH SCHOOL Student Handbook

MISCELLANEOUS

Insurance

Claims should be submitted to your primary carrier. All accidents must be immediately reported to the school office. An accident form will be filled out by the person in charge. Please note, the School does not provide Student insurance as a secondary carrier to your primary family insurance.

Car Pool Suggestions

Two important elements of a successful car pool are communication and cooperation. Some helpful hints:

1. Each student should be punctual.
2. Students should be courteous and respectful while riding.
3. Parents should call the driver ahead of time when a student will not be riding.

Prospective Student Visitation

Capital Christian High School provides shadow day opportunities for potential students.

Arrangements should be made with a dean at least one day in advance of the visit.

Outside students may visit with administrative approval.

Lost & Found

All articles found on the school grounds should be turned into the "Lost & Found" in the school office. Unclaimed items will be donated to a charitable organization at Christmas break and end of the year.

Personal Property

Capital Christian High School and/or Capital Christian Center will not replace lost/stolen articles or make reimbursement for lost/stolen articles. Students and their parents are responsible for damaged property (personal, school, or church), whether damage was willful or accidental.

Interquest

Capital Christian High School is routinely inspected by detection canines for prohibited items in order to provide a safe learning environment for all students.

Café Pre-pay

The Cougar Café uses a cashless system. Students wishing to make purchases must have a prepaid balance in his or her account. There are two payment options: Payments can be made at the attendance office or on-line at cafeprepay.com.

Medications

Capital Christian School requires parents to make arrangements with the school office to administer ALL medications (including those sold over the counter) that are brought to the school. A PARENT MUST COMPLETE A MEDICATION RELEASE FORM BEFORE THE MEDICINE CAN BE ADMINISTERED. Medicine may be given by the school nurse or other designated personnel. Medications are NOT to be kept with the student (e.g., in lunch box, backpack, etc.)

Medication must be brought to school in its original container.

Prescription medication that will be given longer than TWO WEEKS requires a physician's signature on the MEDICATION RELEASE FORM.

Illness:

For health and safety reasons, parents are required to pick up their ill child from the school office within ONE HOUR from the time they are notified of such illness. It is routine policy to require parents to pick up their child when their temperature reaches/exceeds 100 degrees or when the child is vomiting and/or is unable to function normally at school. **The child cannot return to school until a 24-hour period has passed without recurrence of a fever, vomiting or diarrhea.**

EMERGENCY SCHOOL CLOSURE OR DISMISSAL

An emergency could occur that would warrant an emergency school closure (outside of regular

CAPITAL CHRISTIAN HIGH SCHOOL Student Handbook

school hours) or dismissal (during regular school hours). Every effort will be made to notify parents by use of the telephone and/or EMERGENCY BROADCAST SYSTEM (E.B.S.). A NEWS BULLETIN will be broadcast on the following media stations:

TELEVISION RADIO

KOVR 13 KFBK 1530A.M. KFIA 710 A.M.

Students Will Only Be Released to Parents and/or Adults Listed on Their Emergency Cards.

MEDIATION/ARBITRATION AGREEMENT

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-34, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the school relationship, including statutory claims, shall be settled by biblically-based mediation. If resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to a panel of three independent and objective arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator (unless the parties mutually agree to the use of only one arbitrator). The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. If there is an impasse in the selection of the third arbitrator, the Institute for Christian Conciliation division of Peacemaker Ministries of Billings, Montana [(406) 256-1583] shall be asked to provide the name of a qualified person who will serve in that capacity. The mediation and arbitration process shall be conducted in accordance with the "Rules of Procedure for Christian Conciliation," contained in the Peacemaker Ministries booklet, *Guidelines for Christian Conciliation*. The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the school relationship or this agreement and expressly waive their right to file lawsuits against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her own arbitrator and one-half of the fees and costs of the neutral arbitrator and any other arbitration expenses. (If the parties mutually agree to use only one arbitrator, each party shall bear the cost of one-half of the fees, costs, and any other arbitration expenses.)

The Administration reserves the right to interpret or modify the discipline procedures outlined in this handbook when deemed appropriate.

NETWORK/INTERNET ACCEPTABLE USE POLICY

Capital Christian School believes that the Internet has much to offer the education process through its wide variety of resources. Access to the Internet provides a wealth of information resources, research opportunities, communication services and international exposure in ways that would be otherwise unavailable. Because there is such a wealth of information available on the Internet, some material may contain items that are inaccurate, offensive, or illegal. We have taken many precautions to limit access to such materials through the use of Internet filters. It is, however, impossible to control all access to such information and a user may find such material either deliberately or by accident. We believe, however, the benefits to students from on-line access outweigh the possibility that a user may obtain material inappropriate for an educational setting. We desire that this resource be used in manner that ensures the continued smooth operation of our computer network and that it will fit into our overall goals and objectives for students at CCS. The Internet user is held responsible for his/her actions when on-line. All users, therefore, must abide by the guidelines that are outlined here. If a user violates these guidelines, further access to the Internet and/or use of the computers at CCS may be denied. These guidelines are adapted from Capital Christian Center's Administrative Manual – "Facility Use #7-607, Computer Use, Configuration, and Software Policy." This also applies to individuals using personal devices that may gain access to the internet with a wireless connection.

CAPITAL CHRISTIAN HIGH SCHOOL Student Handbook

Guidelines:

- A. **Access is a privilege, not a right.** This privilege requires consideration and responsibility on the part of the user. Inappropriate use will result in the suspension or cancellation of computer privileges or the possession of a wireless device that may gain access to the internet. **The school administration and the director of information technologies will determine what inappropriate use is.**
- B. Internet access will be permitted only for those who are authorized to use the system and only for an authorized purpose.
- C. Students are expected to use good behavior, proper etiquette and act responsibly, politely and ethically as they use the Internet.
- D. Users are not permitted to use the school computer resources for commercial purposes, product advertising, political campaigning or lobbying.
- E. Network users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, offensive or illegal material.
- F. Physical or electronic tampering with computer equipment is not permitted. This includes, but is not limited to, deliberate changing of settings, activating screen savers, installation of unauthorized software, vandalism, hacking or other disruption in the operation of the computer or network. Users shall be responsible for damages to equipment, systems and software from deliberate acts. Any and all costs incurred by CCS for repairs, and/or replacement of software, hardware, and data files shall be the responsibility of the user who created the problem.
- G. Users must not violate copyright laws in the use, installation, distribution, duplication or modification of copyrighted material. Plagiarism will not be tolerated.
- H. Internet users will in no way use the network for financial gain nor carry out financial transactions of any kind.
- I. If a user discovers a security problem in the school's computer network, they will notify the network manager. They will not demonstrate the problem to others. Users shall not attempt to "hack" the computer system.
- J. Users must not use another's account or password nor reveal passwords to others. A user must not attempt to impersonate another person nor use the network to disrupt the work of others or use others folders, work, data or files.
- K. Students shall not use a computer logged in under another student's name. Users are not to use a computer logged in under a teacher's name.
- L. Users are not to post notes to newsgroups or bulletin boards nor enter any chat rooms. Internet users shall not reveal addresses, phone numbers or other personal information to others on the Internet.
- M. Information retrieved by a user is that person's responsibility and at his/her own risk. Capital Christian School assumes no liability for the accuracy of any information from the Internet. CCS is not responsible for the loss of data, delays, lack of delivery of information or service interruptions. Although every effort will be made to insure a reliable connection, there may be times when the Internet service is "down" or unavailable.
- N. Students may not access a proxy service or download files from the Internet nor upload to/through the school network unless granted permission from a faculty member. Any such files must be checked by a virus scan.
- O. Users shall realize the communications over the network are not guaranteed to be private. Network managers may review files, messages, or data to insure that the system is being used responsibly. Messages supporting illegal activities may be reported to the authorities.
- P. Users shall not load unauthorized games, programs, files or any other media on any school computer system. The computers at CCS are educational tool and are not to be used for one's personal recreation. Any violations of the above guidelines may result in loss of computer access, as well as other disciplinary or legal action that is consistent with and in accordance with the discipline system as outlined in the Parent/Student Handbook.

CAPITAL CHRISTIAN HIGH SCHOOL Student Handbook

**CAPITAL CHRISTIAN HIGH SCHOOL
Parent and Student Acknowledgment Form**

Student Name: _____ Grade _____
(Please Print)

Parent/Guardian Name: _____
(Please Print)

The Student Handbook describes important information about Capital Christian High School. The administration should be consulted regarding any questions not answered in the handbook. I understand that Capital Christian High School is a department of Capital Christian Center and that all school policies and procedures are administered by the school administration under the direction of the Board of Directors of Capital Christian Center.

I acknowledge that revisions to the handbook may occur, and that the information and policies described here are subject to change. All changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Revisions to this handbook are subject to the approval of the Board of Directors of Capital Christian Center.

As a student, I have read the Capital Christian High School Student Handbook revised as of June 2011, and I understand that it is my responsibility to comply with the provisions contained therein as well as any revisions made to them.

Student Signature Date

As a parent, I have read the Capital Christian High School Student Handbook revised as of June 2011, and I understand that it is my responsibility to assist my student to comply with the provisions contained therein as well as any revisions made to them.

Parent/Guardian Signature Date

I release Capital Christian School to photograph and/or videotape my child while participating in daily activities, and to use the photographs and/or videos on photograph displays or other publications showing these daily activities.

Parent/Guardian Signature Date

