

Elementary School Parent/Student Handbook 2009-2010 School Year

Capital Christian School

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“Pursuing Excellence in Christ” Phil. 3:14

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.

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INTRODUCTION:

This handbook has been prepared as an informative guide for Capital Christian Elementary School's students and their parents so that they may know and understand the school's policies and regulations. Please read it carefully.

The school wishes to ensure that becoming a part of our "school family" will be profitable and rewarding for you. Therefore, the administration and faculty encourage respect for work, authority and rules, and consider courtesy and Christian behavior primary essentials in the total program of Capital Christian School.

Capital Christian School is, as its name implies, a Christian school with a discipleship emphasis. The school is operated as a department of Capital Christian Center and is governed by its elected Board of Directors. It is our intent to offer students a quality Christian education through the efforts of a dedicated Christian teaching staff. Our teachers and staff must maintain regular attendance and support of a local church. Capital Christian School is a member of the Association of Christian Schools International (ACSI) and has full accreditation from ACSI and Western Association of Schools and Colleges (WASC). This six-year accreditation was granted in 2009.

Our objective is to firmly support and reinforce the Christian training provided by the parents and their church. The Elementary Chapel services, class Bible study, and practical Christian living are intended to be a supplement to weekly church attendance. Please keep in mind that weekly church attendance is necessary for continued enrollment at Capital Christian School.

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 (Luke 2:52).

PHILOSOPHY:

Capital Christian School shall have high spiritual and academic standards, and shall include 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.

STATEMENT OF FAITH:

Capital Christian School subscribes to these statements of faith:

1. We believe the Bible to be the inspired, the only 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 1:34; 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), and His personal return in power and glory (Acts 1:11 and 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).

CHURCH ATTENDANCE:

The Bible is clear that we “should not forsake our assembling together...” and that we should encourage one another in our faith. Church attendance and participation encourages spiritual growth, accountability and strength for times of difficulty. Of greater importance, church attendance promotes family togetherness and provides an opportunity to grow in the teachings of Jesus Christ. For all of these reasons, CCS leadership expects that families in the school make a commitment to attend a Christian Church.

BIBLE VERSES:

Psalm 119:11

I have hidden your word in my heart that I might not sin against you.

Psalm 119:105

Your word is a lamp to my feet and a light for my path.

CONTACTING SCHOOL:

Address: 9470 Micron Ave., Sacramento, CA 95827

Office: (916) 856-5633 ext. 3

Elem. Fax: (916) 856-5609

Visit the CCS Website at ccs.cconline.cc

ACSI MEMBERSHIP:

Capital Christian School is a member of the ACSI (Association of Christian Schools International). Our K-12 school is accredited by both ACSI and WASC (Western Association of Schools and Colleges).

ADMISSIONS

Enrollment Policy:

Each student is enrolled for a period of one year only. Re-enrollment is necessary each year. The previous year's account must be current before student fees are applied to the following year. All forms must be completed and all fees paid before a student is accepted. Kindergarten students must be five years of age by November 1. Admission to Capital Christian Elementary School is determined by the following factors:

1. Completion of a New Student Application and Christian Commitment Form.
2. Successfully passing the kindergarten readiness test or grade-level placement test. An applicable testing fee is due at the time of the test. All kindergarteners take the Search & Teach test each fall.
3. Prepare (provide) all necessary documentation listed on the registration instruction sheet.
4. An interview with the elementary administration or designee will be scheduled after paperwork is completed and submitted. The interview will determine the family's commitment to Capital Christian School's philosophy, as stated in this handbook, and local church commitment. Acceptance and placement will be determined by the administration.
5. The final step of admission is completion of the enrollment contract with signature of the financially responsible party and payment of the non-refundable student fee(s).

Students may attend Capital Christian School on the condition that they comply with the spiritual standards, scholastic standards, rules, regulations and the requirement of courtesy and good citizenship.

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, academic or behavioral standards.

Middle School/High School Admission Policy:

Capital Christian Middle and High School seeks applications from young men and women of good character who have positive attitudes towards spiritual values, and who have demonstrated scholastic achievement. A grade point average of 2.0 in the most recently completed semester and a score of the fiftieth percentile or higher in reading and math on the most recently taken achievement test is necessary for admittance of new students. All new students are required to complete an application and have an interview with the School Administration.

FINANCIAL POLICY AND SCHOLARSHIPS

Scholarships:

Tuition discounts are available for early payment and when multiple children from the same family attend.

Scholarships are granted through The Gift of a Lifetime Financial Aid Fund. Applicants must complete the information application that is processed through FACTS. Amounts are awarded, based on need, from monies that are available.

Individuals or businesses interested in contributing financially to The Gift of a Lifetime Financial Aid Fund for CCS families in need should contact the school administration.

Tuition:

The school operates primarily on a tuition basis. All tuition fees are due on the first of each month and incur an automatic late fee if not paid by the tenth of the month.

A processing fee will be charged for all returned checks.

From time to time, there are special financial needs that tuition costs don't cover. Because CCS is a non-profit organization, it may receive tax-deductible offerings and donations.

All late payments made after May 10 must be made in cash, cashier's check or money order. All accounts must be paid in full by May 15.

Past Due Accounts:

Accounts which become thirty days delinquent will result in the suspension of the student(s) until the account is current. Please see the back of the Enrollment Contract for further details.

Withdrawal from Capital Christian School:

If it becomes necessary to withdraw a student from Capital Christian School, the parent or person responsible for the account must complete a withdrawal form (available in the school offices). A two week notification is required for withdrawal of a student. Tuition will be calculated on a PER DIEM basis for days enrolled, taking the two week notice into consideration.

Checks:

All checks must be made payable to CCS or a specific company.

PARENT INVOLVEMENT AND FUNDRAISING

Parent Visits:

We encourage parents to visit our school. We require that all visitors sign in at the Elementary Office and secure a visitor's badge. If you have any interest in a particular subject area, please contact the teacher and arrange your visit to coincide with the time that particular subject is being taught. Parents are always welcome at Chapel or parties without calling in advance or signing in.

Parent-Teacher Conferences:

Our teachers are always happy to meet with you when you need a conference. It is usually most convenient for the teacher to have these conferences after school. We ask that you not interrupt teachers in the morning before school as they are busy preparing for the day. Under no circumstances should you try to talk to a teacher while class is in session or a teacher has students in their care.

Parent Participation:

Parents bless our school in many ways, as they help throughout the year (i.e., drive for field trips, bake for special events, help in the office, assist with fundraisers or help in the classroom). Parental involvement is vital for the emotional, social and academic development of the students. The POINTS program rewards parents/students for school involvement with monthly free dress days.

Parent Conduct:

As an advocate and role model for your student, it is most profitable for parents to be respectful and courteous at all times to school personnel. If needs arise, we follow the Matthew 18 Principle. Our goal is to encourage and to build (Proverbs 18:21).

Fundraising:

School-sponsored fundraising events are necessary in order to provide the quality academic and extra-curricular programs that CCS offers. It is also important to the goal of keeping tuition cost low. Fundraising projects must be approved by administration. All families are encouraged to participate.

ATTENDANCE

School Hours:

The school campus is open Monday through Friday, from 7:00am - 6:00pm. Class is in session from 8:20am - 3:00pm.

Before and after school care is available before 8:00am and after 3:30pm. Parents may drop off student beginning at 8:00am and pick up students by 3:30pm without charges.

Tardiness:

School starts promptly at 8:20am. Students arriving after the start time are considered tardy. Our tardy policy is as follows: The parent or guardian must go to the office to sign in and to receive an admit slip. The student must be taken to the classroom by the parent or guardian. Excessive tardiness will result in administrative action.

Reporting Student Absence:

Regular school attendance is vital to the goal of academic success. Parents should notify the school office by 9:00am if their child will be absent from school. Messages may be left on voice mail. Once the child returns to school, parents must bring a note to the teacher indicating the date(s) and reason for absent day(s).

Appointments and Early Dismissal:

It is best that appointments take place at times outside of regular school hours. Realizing that this may not always be possible, parents should bring a note to the school office and notify the teacher of anticipated dates/times of absenteeism and reason. When picking up their child, parents should first sign their child out in the school office prior to picking up their child in the classroom.

Family Vacations/Pre-Arranged Absences/Making Up Missed School Assignments:

Parents should provide prior notification to the school and teacher indicating the reason and date(s) of anticipated absence. When possible, assignments will be given in advance and students are encouraged to have their work completed upon returning to school. Students have the same number of days to complete their missed assignments as were absent. It is the parent's responsibility to communicate with teachers regarding assignments missed and completion due dates. It is encouraged that families take vacations at times other than regular school days. Students are to make up required assignments. If requesting homework by phone (when you call before 9:00am to report your child out ill), the teacher will need until 3:00pm to compile the assignments. The parent/guardian needs to make arrangements to pick up the homework after 3:00pm.

Daily Pickup:

When a parent/guardian arrives at school to pick up their student at the end of the day, they are to meet students at the classroom. Parents are to wait outside the classroom and not enter while students are preparing for dismissal.

Students may only be picked up by authorized adults. It is the custodial parent's responsibility to keep the school informed of the legal status of guardianship of students.

The name must be listed on the emergency card for pickup, including parents. Those listed on the emergency card must be eighteen years of age and be able to show picture identification.

Only the parents or guardians can pick up a student from school early (before school dismissal) unless a note or phone call giving verbal authorization is received from the parent/guardian authorizing the early pickup.

Leaving School Campus without Permission:

At no time are students allowed to leave school grounds unless previous arrangements have been made with the school.

PARENT/SCHOOL COMMUNICATION

Appointments with Teachers or Administrators:

Parents having concerns, suggestions or ideas about their child's education should first make an appointment with the student's teacher. If a satisfactory result is not obtained, parents should contact the Administration.

School and Classroom Newsletters:

Teachers will send home a weekly newsletter outlining curriculum focus, special events, field trips, classroom needs and projects. A monthly elementary school newsletter discusses school programs, projects, events and newsworthy items. Both are distributed through the student

folders/backpacks.

Visiting and Contacting Students in the Classroom:

Parents are welcome to assist, observe and participate in their child's classroom; however, it is best that visits to the classroom are pre-arranged with the teacher. Parents needing to get messages to their child during school hours must call the office before 2:00pm. The message will be forwarded to the classroom.

Parent-Teacher Conferences:

Formal parent-teacher conferences are mandatory at the end of the first quarter to receive the report card. This is an opportunity for parents and teacher to discuss a student's progress and educational needs. Open communication is encouraged between parents and teachers throughout the school year.

Dispute Resolution-Binding 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 injunction of 1 Corinthians 6:1. 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.

These 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 dispute, 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/its 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.)

STUDENT LIFE

Curriculum:

It is the goal of Capital Christian School to bring academic excellence into the classroom. Therefore, curriculum is selected that is challenging both in scope and sequence. Faculty and administration evaluate curriculum annually to review its effectiveness. It is the intention of

administration and teachers that all subject areas are integrated with biblical truth including the Christian world view.

Report Cards, Testing and Grading:

Report cards are issued each quarter. They are given to parents at the Parent-Teacher Conference scheduled at the end of the first quarter. Report cards are given directly to the students at the end of the second, third and fourth quarters.

The following is an explanation of Kindergarten and 1st academic grades used on most class work and on report cards:

E	Exceeds standards
S	Satisfactory/meets standards
N	Needs improvement
U	Unsatisfactory

The following is an explanation of 2nd through 5th academic grades used on most class work and on report cards:

A	90%-100%	Outstanding
B	80%-89%	Above average
C	70%-79%	Average
D	60%-69%	Noticeably weak
F	below 59%	Failure
INC	Incomplete	Work must be made up within two weeks after report cards are distributed or the mark automatically becomes an "F." No incomplete grade will be given the final semester.

Homework:

It is important to begin to train students to study at home. Parents should keep in mind that the elementary years pave the way for high school and college study habits and form the basic subject information backgrounds which will be needed in the future. Homework assignments are a training ground for students to prepare for independent study. For elementary students, nightly homework assignments should range from 10 to 60 minutes, three to four nights a week.

Wednesday night is set aside as family night in most churches. Students are to be strongly encouraged to attend services with their parents. Therefore, it is school policy that no homework is to be assigned on Wednesday. (If your church's midweek service is on another evening, please adjust the homework schedule accordingly with the classroom teacher.)

Parents are encouraged to have a supportive attitude toward homework to ensure the student's academic success. In order for parents to help their children make the best use of time, we list the following suggestions:

1. Check student backpacks (K-5th grades) and planners (2nd-5th grades) every night.
2. Set a definite time and place for study.
3. Take an active interest in what the child is doing.
4. Give encouragement, but do not do the work for the child.
5. Give personal supervision when it is needed.
6. Follow teaching methods used in the school, if possible.
7. Discuss ideas presented in the classroom.

8. Confer with the teacher for specific help when needed, or when the child is spending excessive time on homework or not completing the homework.

Progress Reports:

Progress Reports are sent home approximately three to four weeks prior to the end of each grading period for each student for the first two quarters. Progress reports will be sent home in the last two quarters when there are concerns or there is a danger of a significant drop in grades.

Standardized Testing:

The following tests are administered in elementary (these tests are administered during a week in April, and test results are available toward the end of the school year):

- SAT 10 Stanford Achievement Test (Grades 2-5)
- Otis Lennon Mental Ability Test (Grades 3 and 5)

Chapel:

CCS offers an enthusiastic student chapel program each Thursday afternoon. Students participate in lively worship followed by a student-centered talk by a variety of CCS and CCC staff, or other guest speakers. Parents are welcome to attend.

Field Trips:

Field trips are planned at each grade level throughout the year. If parents determine that they do not want their students to attend a field trip, then they will be responsible for the care of the student for that day or time of trip. The teacher or administrator may also choose to have a student not attend a field trip and the parent may be asked to be responsible for the student during that time. All required paperwork must be completed before a student can attend a field trip. No phone permission will be allowed. Without written permission, a student will remain at school with another classroom and teacher.

Parents or other family members who wish to drive or volunteer on field trips must submit a copy of their insurance card and driver's license to the teacher prior to driving on a field trip. The teacher will provide all other information and directions. Generally, drivers are also responsible for supervision of those same-assigned passengers/children. All seatbelt and child safety seat laws must be obeyed at all times.

School Supplies:

A complete list of required school supplies will be given to each student prior to the beginning of the new school year. These need to be purchased and brought to the classroom by Back-to-School night.

Textbooks:

Textbooks are loaned to the pupil and are property of CCS. Students are expected to take care of all books, including covering them when required. There will be a replacement charge for damaged or lost books.

Parties and Celebrations:

All parties/celebrations (i.e., birthdays or holidays) are to be scheduled with the classroom teacher, preferably one week prior to the event. Please limit balloon bouquets to three balloons. At school, private party invitations and Valentine's Day cards may only be distributed to the entire class. No Valentine's Day gifts may be exchanged at school.

Dress Code:

Capital Christian School students in grades Kindergarten through twelve are required to wear school uniforms. The standards of dress and appearance for students at CCS are based upon good taste, modesty, cleanliness, comfort, safety and practicality. They are intended to encourage reverence towards the house of God, to show respect to the school and its faculty, to build school spirit and to give priority to the development of the inner self over outward appearance. 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 are expected to arrive at school in dress code and to stay in dress code until they are released from school supervision.

Basic Uniform Items:

Boys: Polo Shirt, Oxford Shirt, Turtleneck/Mock Turtleneck Shirt, Pants, Shorts

Girls: Polo Shirt, Blouse, Turtleneck/Mock Turtleneck Shirt, Pants, Skirt, Jumper, Shorts, Skorts

Shirts:

Red, white, hunter green and navy blue polo/turtleneck/mock turtleneck shirts may be purchased where desired. The shirts are to have a plain collar, and have no logos, ribbing or other designs (free of all decorations). The CCS logo may be available on some shirts at Dennis Uniforms.

White oxford/dress shirts and white blouses may be purchased where desired. Shirts may be long- or short-sleeved and may have one or two plain pockets. They may not have logos or other designs (free of all decorations).

Shirts and blouses are to be appropriately sized, buttoned and "tucked in."

Pants/Shorts:

Navy blue and khaki cotton or cord pants/shorts may be purchased where desired as long as they meet the uniform standard described below:

- Pants/shorts must be appropriately sized and worn appropriately around the waist. Cargo pants are allowed (no tight legs, no drawstrings, or no baggy pants). Elastic sides are acceptable.
- Shorts are to be "walking shorts". Shorts length must extend 2" below the fingertips when arms are brought to the side.

Skirts/Skorts/Jumpers/Capris:

Plaid, navy blue, and khaki skirts/skorts/jumpers/capris length must extend 2" below the fingertips when arms are brought to the side. Skirts/skorts/jumpers/capris are to be worn appropriately around the waist. Plaid (Macbeth) must be purchased through Dennis Uniform Company.

Sweatshirts:

Only CCS or solid colored (red, hunter green, navy blue or white) sweatshirts (pullover or zip-up hooded) are allowed (no logos or designs). A uniform shirt or blouse must be worn underneath sweatshirts. Oversized sweatshirts are not acceptable.

Cardigan Sweaters:

Only white, red, hunter green and navy blue cardigan sweaters (with sleeves or sleeveless) may be worn, and purchased where desired.

Coats (Outerwear):

Coats (outerwear) may be purchased where desired. Oversized coats or coats with objectionable words or pictures are not permitted. Coats are not to be worn in class. Sweatshirts (hooded or otherwise) are not considered outerwear. All outerwear is to open completely down the front (cardigan style).

These dress code 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. Please see your administrator if you have questions as to whether or not an item is acceptable.

Hats:

Boys and Girls: Not to be worn on campus during school hours (7:00am - 6:00pm). During cold weather, only stocking caps and CCS caps may be worn outside but must be removed when entering a building.

Hair:

Boys: Neat. No shaved portions of the head or designs dyed or cut in. Short to moderate length. Not extended over the ears and eyes or below the collar. No dyed/bleached/highlighted hair allowed in K-5.

Girls: Neat. No shaved portions of the head or designs cut/dyed in. No dyed/bleached/highlighted hair allowed in K-5.

Hair Infractions:

The parent(s) will be notified and the student will be sent home and may not return until he/she is able to meet the school's standard.

Jewelry:

Boys: Earrings are not to be worn on campus.

Girls: No more than two pair (two in each ear) of earrings are permitted. No extreme lengths or extreme hoops are permitted.

Makeup:

Girls: Girls are not allowed to wear makeup during school hours. Nail polish should be light, natural colors. No fake nails are allowed.

Boys and Girls: Tattoos are not allowed.

Shoes:

Boys and Girls: All shoes must have a closed toe and a closed heel. Sandals and jellies are not permitted. Athletic shoes are recommended. Socks or stockings must be worn at all times. Leggings, long socks or leotards are allowed in school colors only.

Special Days:

- "Cougar and P.O.I.N.T.S. Dress Days" are announced from time-to-time. Students are encouraged to wear CCS shirts or Cougar Wear tops. Jeans may be worn and must fit appropriately (not baggie, saggy or tight-fitting).
- "Pray for America" Wednesdays - students may wear red, white and/or blue solid color or striped tops, no tanks or sleeveless tops. Tops that have a patriotic picture or saying on them are also acceptable. All tops must fall into these categories: well-fitted (not baggy), nice jean pants/overalls/capris/shorts/ skirts/skorts, uniform pants, uniform shorts or uniform skirts only may be worn.
- Cougar Wear tops (available in office) may be worn on any day with uniform pants, shorts, skirts, skorts or capris.

Implementation:

Students whose dress and/or appearance do not meet these guidelines will be referred to an administrator with a "dress check" form. If the dress or appearance is inappropriate, the consequences listed under the "Uniform Infractions" section below will be applied.

Uniform Infractions:

ONLY STUDENTS DRESSED IN UNIFORM WILL BE PERMITTED TO ATTEND CLASS.

- A. First infraction: If a student is unable to correct the uniform infraction, his/her parent will be notified by a dress code violation.
- B. Second infraction: If a student is unable to correct the uniform infraction, his/her parent will be notified. The parent will need to bring proper uniform attire to school or take the student home.
- C. Next infraction: A parent conference will be held with the teacher.
- D. Repeated offenses: A parent conference will be held with administration to discuss the value of cooperation with school standards.

Extended Day Ministries:

We offer Extended Day Ministries for CCS students. The hours are 7:00am - 8:00am and 3:30pm - 6:00pm. Supervision is provided by trained Extended Day Ministries staff. Our program offers many opportunities for students (i.e., playing outdoors, doing homework, arts and crafts, free play with friends, etc.).

Parents are required to sign their student in and out with an assigned code/complete signature and the time. This enables us to keep accurate records of students for both security and billing purposes.

Extended Day Ministries services are pre-billed with tuition. Any changes in status must first be submitted to the Extended Day Ministries Office by the fifteenth of the previous month. Forms are available at the Extended Day Ministries Office.

Snacks are not provided as a regular part of the Extended Day Ministries program (except on special occasions). PLEASE provide a snack or send snack money if students are staying past 3:00pm.

Late Fees: Students must be picked up by 6:00pm or an additional \$1.00 per minute will be charged, according to the posted schedule, and must be paid at the time the child is picked up. Extended Day Ministries staff should be able to lock doors to go home at 6:00pm.

Note to All Parents: Any student dropped off before 8:00am without being signed in will be signed in and billed an additional fee identified on the Extended Day Ministries Parent Commitment form. Any student not picked up from school by 3:15pm will automatically be sent to Extended Day Ministries. Students that are picked up AND signed out before 3:30pm will not be charged. Students must be signed out or the parent will be billed. Failure to sign your student in or out of the Extended Day Ministries program may result in dismissal from the program.

PARENTS MUST READ AND SIGN THE EXTENDED DAY MINISTRIES PARENT COMMITMENT FORM prior to their student attending the Extended Day Ministries program.

HEALTH

Illness Defined:

An ill child should not attend school. Parents must make other arrangements for their child if they are ill. Children are considered ill for reasons such as: fever of 100 degrees or above, persistent cough or nasal discharge, rashes, vomiting, diarrhea, conjunctivitis (pink eye), sore or strep throat, lice, pinworms, Hepatitis, childhood diseases such as chicken pox and certain injuries. All open sores must be covered. Children may not return to school until they are able to participate in class and are free and not contagious of the above illnesses for 24-48 hours, this includes being fever free without medication for at least 24 hours.

Illness at School:

Parents will be notified immediately should their child present any of the above symptoms at school. Parents or an appointed adult/guardian must pick up the student within the hour. It is vital that parents keep their guardian/emergency list current in the school office in the event that they or someone else need to be contacted.

Excuse from Physical Education:

In general, if a child comes to school, he/she should be well enough to participate in the total school program, including physical education. Children excused from physical education will also not be allowed to participate in active play during recess and after-school programs.

Emergency First Aid:

First Aid for most injuries occurring at school will consist of cleansing wounds with antibacterial soap and water and covering with bandages. Parents should advise the office if their child is allergic to antibacterial soap. Swelling will be treated with ice packs. The school will contact the parent if the injury appears serious. Parents must transport their child unless an emergency transport vehicle is considered necessary. CCS cannot apply ointments or medicines without parental approval. A written report explaining the injury/incident and treatment will be sent home with the student. CCS employs a registered nurse half time.

Medication Policy:

It is a goal of CCS to assist in a student's well-being and health. According to state law, the following criteria must be met in the process of providing medication, prescription and non-

prescription, during the school day.

When bringing prescription medications to school, parents should note the following information:

- Parents must bring all medications to the main office.
- Medications must be brought in their original container.
- Prescription medications must contain a doctor's statement indicating the name of the medication, patient's (student's) name and correct dosages, and time to be given.
- Medicine will not be shared with other students.
- Daily medications are administered in the nurse's office. Students should be sent to the office when it is time for their medication.
- Students must not have possession of prescription or non-prescription (over-the-counter) medications at school. This rule pertains to throat lozenges, cough drops, sunscreen, inhalers, pain reliever and allergy medicines.
- Over-the-counter medication may be administered only after a signed Parental Release is on file in the nurse's office.

Medication and Immunization Verification:

State law requires that parents submit their child's current medical and immunization forms prior to admittance to CCS. Students without current immunization records will be excluded from school until all required forms are submitted. All first graders must have a health exam on file or a signed waiver indicating they do not wish to have their child examined. Parents should alert the office if their children have special medical needs.

Screening:

Students may be screened for vision, dental, hearing and/or height/weight needs. Results will be documented in the student's health file. Parents have the right to refuse any screening.

DISCIPLINE/BEHAVIOR

Discipline:

Romans 13:1-2 says, "Let every soul be subject to the governing authorities. For there is no authority except from God, and the authorities that exist are appointed by God. Therefore, whoever resists the authority resists the ordinance of God, and those who resist will bring judgment on themselves" (New King James). Hebrews 13:17 says, "Obey those who rule over you, and be submissive, for they watch out for your souls, as those who must give account. Let them do so with joy and not with grief, for that would be unprofitable for you" (New King James).

Each student is accepted as an individual with individual needs. Every effort is made to develop those attitudes and habits of behavior that will be conducive to compatible relationships with teachers, parents and fellow students. Teachers use various forms of positive reinforcement to recognize and to encourage students in the growth of Christian character. All discipline is for the purpose of instilling, within an individual, the acceptance of personal responsibility for actions and self-control, and to bring the individual back into a proper relationship with peers and authority according to the principle of Galatians 6:1, "Brethren, if a man is overtaken in any trespass, you who are spiritual restore such a one in a spirit of gentleness, considering yourself lest you also be tempted" (New King James). If a student continually chooses to resist the school's efforts to teach him/her to follow certain expected behavior patterns, or chooses to participate in activities that would eventually hurt the testimony of Christ within the life of that individual and/or the school, that student will be dismissed.

Our school is dedicated to the training of children in a program of student activity and living that is Christ-centered. We believe that all things should be done decently and in order, and that our students should be taught to accept the responsibility to walk honorably before all men.

Being responsible and self-controlled are learned behaviors that we believe are necessary in order to maintain a strong, Christ-centered approach to Christian education. It is the teacher's responsibility to form a comfortable environment and to maintain order in the classroom conducive to a student's education. The student's responsibility is to follow the directions of the teacher, to be courteous to peers, and to exercise Christ-like attitudes and conduct in all areas of relationships and actions. If a student does not follow the direction of the teachers, disciplinary action will be taken, including loss of privilege (i.e., field trips, parties and special activities).

General School Rules:

Capital Christian School is dedicated to the development of student conduct which will exemplify all the Christian virtues. Students, by virtue of their enrollment, agree to live within the framework of the school's standards of conduct. While some may not have personal convictions in accordance with these standards, agreeing to them obligates the students to assume responsibility for honorable adherence to them at all times.

It should be understood that any behavior, either on or off campus, which indicates that the student/parent has little desire to live a life honoring God or whose conduct gives evidence of disregard for the spirit of the school's standards, would be sufficient reason for dismissal.

The purpose of rules and regulations is to make it possible for a large number of people to engage in activity without confusion, to protect the rights and property of individuals and to aid in providing an atmosphere for mutual respect and dignity.

Our school exists to help parents in their responsibility to educate their children. The school will team with parents to provide a solid, Christ-centered education that supports the principles taught at home. When a disproportionate amount of time is spent on disciplining students during the school day, consequences will result. Rules and regulations promote effective working and learning conditions. Students will be expected to obey general school rules and individual classroom rules.

Code of Conduct (including co-curricular & extra-curricular activities):

The student shall:

1. Exhibit proper reverence during flag salutes, devotions, chapel services and prayer times.
2. Always speak courteously.
3. Not disturb a teacher for any reason while he/she is conducting a class, except in an emergency.
4. Not disrupt or disrespect other students.
5. Show respect for other people, their rights, ethnicity and property.
6. Pick up after themselves and help keep the school rooms and grounds clean and neat.
7. Not lie or steal.

8. Return school materials, books, assignments and requested information.
9. Exit and enter the building quickly and quietly, while carefully following teachers' or supervisors' instructions during emergency drills.
10. Walk in an orderly manner according to the teachers' or supervisors' instructions when relocating to or from the classroom.
11. Line up immediately and quietly when the whistle blows or the bell rings.
12. Obey all teachers or supervisors promptly and cheerfully at all times.
13. Consult the teacher or supervisor on duty when having trouble or difficulties on the playground.
14. Consider all games "OPEN" to anyone who wants to play at the start of the game.
15. Follow a "HANDS-OFF" policy; no hitting or slapping. Games involving wild running, pushing, shoving or other forms of rough play and behavior are not allowed.
16. Observe the school boundaries, playing only in designated areas. All other areas are "off-limits" (i.e., church foyer and sanctuary).
17. Use all playground equipment carefully and according to its intended use. Our playgrounds are intended for students ages 5-9 ONLY.
18. Not bring backpacks, school supplies, lunch pails, games, toys or similar items which display objectionable or inappropriate subject matter. Phil. 4:8, Psalm 119:37 and Col. 2:8
19. Help keep restrooms clean and throw paper towels and other trash in trash containers only.
20. Not loiter, play or visit in the restrooms or hallways.
21. Not willfully deface or damage property belonging to others or Capital Christian Center property.
22. Exhibit self-control and not be involved in fighting, arguing, use of profanity or name calling.
23. Not throw any objects such as rocks, spit balls, sticks or other objects, including P.E. equipment, in a manner with an intent to injure or hurt anyone.
24. Not bring to school:
 - Toys, handheld games, playground/sports equipment (Teacher's option: special activities/occasions requested and supervised by teacher)
 - Gum
 - Ipods, radios, walkmans, or CD players
 - Expensive jewelry
 - Knives or "weapons" of any kind (Replica weapons may be used for classroom reports with teacher approval. Parents need to deliver the replica weapons to the teacher.)

- Matches, lighters or fireworks

Discipline Procedure:

Each teacher has a classroom management plan consisting of class rules, incentives and consequences. This system spells out the behaviors we expect from students and what they can expect from us in return (for the entire day, 7:00am - 6:00pm). Each classroom’s plan may differ but the consequences are standardized, so our students will always know what to expect. The teacher is the custodian of ALL behavior reports (i.e., P.E., music, cafeteria, recess and Extended Day Ministries).

Our discipline procedure includes two tracks, a probationary process and a loss of privileges. Track I refers to daily predictable inappropriate behavior and Track II refers to unpredictable inappropriate behavior when major infractions occur. The Track steps are based on the accumulation of incidents vs. individual incidents. The probationary process is an option for teachers or administrators concerned about behavioral or academic difficulties. Special activities may be withheld as a disciplinary action.

It may become necessary for a student to be picked up as part of the discipline process. Parents are required to pick up students when they are called. Students may be required to spend time in the office as part of their discipline. Teachers will notify parents when a child has spent time in the office.

Respect for school personnel and authority should be maintained at all times. We treat others as we want to be treated.

Our goal is to have a fair and consistent way to establish a safe, orderly, positive environment in which we can teach and students can learn.

Vandalism:

Vandalism is viewed as a serious offense against another’s property. This includes damage to classrooms, bathrooms, equipment or another student’s property. Students implicated or caught in a vandalism offense will be handled on an individual basis by the school administration. Punishment for vandalism may include the cost of repair, the work of the repair or additional consequences.

SECURITY MEASURES

Release of Children from School:

These procedures will be followed when students are picked up from school:

- Students will only be released to pre-approved adults designated on school enrollment forms (emergency card).
- Students will not be released to adults without written authorization.
- Students will not be released to anyone suspected of being under the influence of drugs or alcohol.
- If there is any concern or question of the safety of a child at the time of release, the school will act in the best interest of the student, and may decline release.
- Adults picking up student(s) from school who are unfamiliar to the office staff or teacher may be asked to present their photo I.D.
- In the case of divorce, it is the responsibility of custodial parents to notify CCS of legal custody/guardianship status of their child. CCS will not subvert the law and must have court

documentation stating custody status.

Visitors on Campus:

Campus visitors are required to sign in at the school office and must wear nametags while on campus. This includes parents helping with classroom activities.

Emergency Card Information:

Parents/Guardians must keep emergency contact information current in their students' file. Any changes in a name, address, job and/or phone should be put in writing and given to the school secretary.

Photos of Students:

Periodically, photos may be taken of students during the school year that may be used in school newsletters, web page or yearbook. Student class pictures will be in the school yearbook.

Cell Phones and Pagers:

Students are not allowed to use cell phones or pagers during school hours. They may carry them in their backpacks, but must have them turned off during school hours. If a student needs to use a phone during school hours they must use the phone in the front office. If a cell phone or pager is out during school hours it will be taken away and the parent may pick it up in the front office.

Emergency School Closure Or Dismissal:

An emergency could occur that would warrant an emergency school closure (outside of regular school hours) or dismissal (during regular school hours). Every effort will be made to notify parents by use of the telephone and/or the Emergency Broadcast System (E.B.S.). Students will only be released to parents and/or adults listed on emergency cards.

A news bulletin will be broadcast on the following media stations:

<u>TELEVISION</u>	<u>RADIO</u>
KCRA 3	KFBK 1530AM
KXTV 10	KFIA 710 AM
KOVR 13	

Text Message Alert:

A new system is in place where parents, students and staff can sign up their cell phone number to be notified in case of an emergency at CCC and/or CCS campus. In the event of such an emergency or lockdown situation, a text message will be sent with vital details of the emergency. These messages can only be initiated by the Superintendent, Senior Pastor or a Vision Team member in their absence. These text messages cannot be responded to and are not meant for communication purposes, but solely notification and updates.

Capital Christian Schools (K-12) Network/Internet Acceptable Use Policy:

Capital Christian School believes that the Internet has much to offer with 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, material considered to be of educational value is also available. 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 we are outlining 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."

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. 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 and proper etiquette, and to 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 ensure a reliable connection, there may be times when the Internet service is "down" or unavailable.
- N. Students may not 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 that 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 tools 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 School

9470 Micron Ave. ♦ Sacramento, CA 95827 ♦ (916) 856-5633 ext. 3 ♦ ccs.cconline.cc

Elementary Office

PLEASE TEAR OUT THIS PAGE & RETURN TO STUDENT'S TEACHER BY SEPTEMBER 15, 2009

CAPITAL CHRISTIAN ELEMENTARY Parent and Student Acknowledgment Form
--

Student's Name: _____
Please Print

Grade: _____

Parent/Guardian's Name: _____
Please Print

Parent/Guardian's Name: _____
Please Print

The Student Handbook, Back to School packet and Technology/Internet Acceptable Use Policy describes important information about Capital Christian Elementary School. The administration should be consulted regarding any questions not answered in the handbook. I understand that Capital Christian 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 Elementary School Student Handbook revised as of August 2009 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 Elementary School Student Handbook revised as of August 2009, 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.

Photographs/Videotapes Release: By signing below, 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

Parent/Guardian Signature

Date