

CAPITAL CHRISTIAN MIDDLE SCHOOL HANDBOOK 2009-2010

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*He has showed you, O man, what is good.
And what does the Lord require of you?
To act justly and to love mercy and to walk humbly with your God.
Micah 6:8*

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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2009-2010 CAPITAL CHRISTIAN MIDDLE SCHOOL IMPORTANT DATES**AUGUST**

- 10 Teacher In-Service
- 13 New Student Orientation 6:30PM
- 17 First Day of School
- 21 CCS All School Welcome Back BBQ
- 25 Picture Day
- 27 MS Back to School Night

SEPTEMBER

- 1-3 Cougar Week
- 4 MS Rally
- 7 School Closed (Labor Day)
- 11 Progress Reports
- 15 Early Out-12PM (Teacher In-Service)
- 15 8th Grade Washington DC Parent Meeting
- 17 Hume Lake Parent Meeting
- 22 Hume Lake Counselor Meeting
- 22-24 Spiritual Emphasis Week Chapels
- 23 See You at the Pole – 7:30 AM
- 25 POINTS Dress
- 25 Fall Blast
- 28 Picture Make-up Day
- 29 7th Grade Retreat Parent Meeting

OCTOBER

- 2 MS Rally
- 2 HS Homecoming Football Game
- 5 CCS Golf Tournament
- 5 6th Grade Hume Lake Trip begins
- 9 6th Grade Hume Lake Trip returns
- 9 End of 1st Quarter
- 16 MS S.O.S (Students Out Serving)
- 22 Early Out-12 noon (Parent-Teacher Conferences)
- 23 School Closed (Parent-Teacher Conferences)
- 28 POINTS Dress
- 28 Early Out-12PM (Teacher In-Service)
- 29-30 School Closed (ACSI Teacher Convention)

NOVEMBER

- 6-7 MS Drama Performance
- 10 Progress Reports
- 11 School Closed (Veterans' Day)
- 21 CCS Collage-Fine Arts Concert
- 24 POINTS Dress
- 25-27 School Closed (Thanksgiving Break)

DECEMBER

- 1 8th Grade Shadow Day
- 4 MS Rally
- 11 POINTS Dress
- 14 End of 2nd Quarter
- 15-18 Early Out-MS Finals
- 21-31 School Closed (Christmas Break)

JANUARY

- 1 School Closed (Christmas Break)
- 4 School Resumes
- 11 8th Grade Parent Meeting @ HS
- 12 Re-Enrollment Begins
- 18 School Closed (Martin Luther King Day)
- 22 POINTS Dress
- 26-28 Cougar Week
- 28 5th Grade Parent Meeting
- 29 MS Rally

FEBRUARY

- 5 Progress Reports
- 12-15 School Closed (President's Day Break)
- 26 POINTS Dress
- 26 5th Grade Shadow Day

MARCH

- 2 Washington D.C. Chaperone Meeting
- 9-11 Spiritual Emphasis Week Chapels
- 11 Washington D.C. Parent Meeting
- 12 End of 3rd Quarter
- 15 Cheer Parent Meeting @ HS
- 16 Early Out-12PM (Teacher In-Service)
- 19 POINTS Dress
- 22-29 8th Grade Washington D.C. Trip
- 27-31 School Closed (Easter Break)

APRIL

- 1-5 School Closed (Easter Break)
- 6 School Resumes
- 7-9 7th Grade Retreat
- 9 8th Grade Graduation Pictures
- 12-16 Cheer Try-Outs
- 14-16 SAT Testing
- 21 Progress Reports
- 22 MS Open House
- 23 School Closed (Teacher In-Service)
- 28-29 Davis Math Testing
- 29 Academic Awards Chapel
- 30 POINTS Dress
- 30 CCS Musical

MAY

- 1 CCS Musical
- 3-7 Teacher Appreciation Week
- 7 B.O.L.D. Field Trip
- 13 Character Awards
- 13 Band and Choir Concert
- 14 All Middle School Field Trip
- 20 POINTS Dress
- 21 MS Rally
- 21 End of 4th Quarter
- 24-27 Early Out-MS Finals
- 25 8th Grade Luncheon and Graduation Practice
- 27 8th Grade Graduation-7PM CCC Auditorium
- 28 HS Graduation-7PM CCC Auditorium

Be sure to check monthly mailer and PowerSchool Bulletin for possible date changes and added events.

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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 junior high and senior high 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.

NONDISCRIMINATORY 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 School-wide 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 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.

Statements of Faith

Capital Christian School subscribes to seven 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) and 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 its environment and his 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 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).
8. To teach the students that it is God's desire for young women to marry (except those with the special gift of singleness), love their husbands, bear children, love them and manage the household (I Timothy 5:14, Titus 2:4-5), using all her skills as the virtuous woman of Proverbs 31 did, teaching these to her children.
9. To teach the students that the young men should marry (except those with the special gift of singleness), love their wives as Christ loved the Church, be the primary spiritual trainer of his wife and children, take the proper oversight of the whole household, and be the primary provider (I Corinthians 7:2, Ephesians 5:25-31).

CHRISTIAN CHARACTER BUILDERS

The administration, faculty and staff endeavor to apply biblical principles in carrying out their responsibilities of leading the students to develop Christian character by doing all of the following:

To Establish Christian Truth as a Guide for Life:

1. 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).
2. 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).
3. Through knowledge that all men are sinners and can have salvation only through personal faith in Jesus Christ as Savior (Titus 3:5-6).
4. Through the development of a consistent Christian life through prayer and daily Bible study (I Peter 2:2).
5. 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:

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

To Instill Pure Morals in the Heart of the Student:

1. Through the development of an appreciation for the values accrued from our past spiritual and cultural heritage (Psalm 61:5).
2. 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:

1. 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).
2. Through recognition that government is God-ordained (Romans 13:1).
3. 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:

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

ADMISSION POLICY

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

1. Christian Testimony
2. Positive Character/Academic References
3. Regular Church Attendance
4. Academic Proficiency (G.P.A. of 2.0 or better and average or better achievement test percentile scores in Total Reading and Mathematics)

CHRISTIAN COMMITMENT

(Church Attendance)

CCMS is a Christian school with a discipleship emphasis for students with a 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 4). 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 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 semester 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.

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.

AWARDS

Honor Roll Awards

Awards will be based upon work completed at CCMS 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 Standard GPA, which includes no Ds or Fs for **any** class during the school year. There are three kinds of Honor Roll Awards, which will be given out at the end of the school year.

1. **Honor Roll:** Middle school students who have earned a GPA of 3.0-3.49 for the first three quarters will receive a certificate.
2. **High Honor Roll:** Middle school students who have earned a GPA of 3.5-3.9 for the first three quarters will receive a certificate.
3. **Academic Superiority:** Middle school students maintaining a 4.0 GPA for the first three quarters will receive a certificate with an embossed school seal.

Administrators' List Awards

These awards are given to the students who demonstrate excellence in both academics and behavior. There are four kinds of Administrators' List Awards, which will be given out at the end of the school year.

1. **Superior List:** GPA: 3.75 and above. Behavior: No detentions, referrals or suspensions. No grades less than a B for class conduct.
2. **Outstanding List:** GPA: 3.5-3.74. Behavior: No detentions, referrals or suspensions. No grades less than a B for class conduct.

3. **Honorable List:** GPA: 3.0-3.49. Behavior: No detentions, referrals or suspensions. No grades less than a B for class conduct.
4. **Commendable 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 middle school will select a student who is the most outstanding in their subject. Each department will decide the criteria for recipients.

Outstanding Eighth Grade Student of the Year

This award is given to the 8th grade student who is voted by the faculty and administration as the Outstanding Student in academics, spirituality, school spirit and citizenship. The recipient must be returning to CCS the following year, and will receive a certificate and a \$250 tuition scholarship. The student's name is added to the plaque that is on display in the school office.

Character Awards

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 chapel through the following procedure:

1. Students will nominate their peers.
2. Teacher and staff vote on the nominees.
3. Administrative approval.

B.O.L.D. Program (Behaving Obediently Living Detention Free)

This award is given to students for each quarter in which they do not receive a detention. Students are given the opportunity, if they go the entire year without receiving a detention, to miss school on a specified day and go to a theme park as a group.

EXTENDED DAY MINISTRIES

CCMS requires students who come early or stay late on campus to be in the Extended Day Ministries program. **High school students may not supervise younger siblings while they are on campus.** As a result, all students who are on campus before or after school hours must report to Extended Day Ministries. Students must report to Extended Day Ministries by 3:15pm if not picked up by parents.

Regular Hours:

1. Morning: 7:00am – 8:00am
2. Afternoon: 3:15pm – 6:00pm (Billing does not start until 3:30pm)

Early Dismissal Hours

Students who remain on campus after the final class of the day must report to Extended Day Ministries no later than fifteen minutes after the final bell.

Athletics

Students involved in sports are required to attend Extended Day Ministries when either of the following applies:

1. Before practices/games: Students involved with the athletic program must report to Extended Day Ministries by 3:15pm on regular schedule days and within 20 minutes after the final bell on early dismissal days if there is a gap in time of more than 30 minutes between the end of school and the start of their practice/game.
2. After practices/games: Students must report to Extended Day Ministries after their practice/game if not picked up by a parent at the conclusion of their practice/game.

Events

Students involved in other events are required to attend Extended Day Ministries when any of the following apply:

1. Staying after school to participate in school-sponsored events: Students must report to Extended Day Ministries if the event they are participating in does not require them to participate within 30 minutes after their final class of the day.
2. After the event: Students must report to Extended Day Ministries if the event they attended or participated in ends before 6:00pm when their parents are not immediately present to pick them up.

Extended Day Ministries Policy

Parents must read and sign the Extended Day Parent Commitment Form. Please check with the Extended Day Ministries office for information or questions about the payment of fees and specific guidelines.

FINANCIAL RESPONSIBILITY

Enrolling your child in a Christian school is an investment in his/her education and character. 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:

1. Tuition is based on an annual amount. Three payment options are available: (A) a twelve month payment plan beginning June 1 and ending May 1; (B) a ten month payment plan beginning August 1 and ending May 1; (C) or the annual tuition amount is paid in full by July 1 at a discounted rate.
2. Statements will be sent out on the 20th of each month for the following month.
3. Payments are due in advance on the 1st and are late after the 10th of the month.
4. A late charge of \$20 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.
5. 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 24th 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.
6. 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.
7. A penalty fee of \$25 will be assessed on all checks returned by the bank for any reason.
8. Re-payment of the returned check must be made by cash, credit card, cashier's check or money order.
9. All payments, including registration fees, will be applied to the oldest balance.
10. Enrollment will not be permitted under any circumstances if the account is not paid in full.

In addition to tuition, some middle 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.

WITHDRAWAL FROM SCHOOL

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

1. For voluntary withdrawals, a two 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 week notice into consideration.
2. For mandatory withdrawals, 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 withdrawal will be held with the school board. Such meeting will be scheduled by school administration and the school board and will be made known to the withdrawing family at least 48 hours prior to the meeting date.
3. A Student Withdrawal Form must be completely filled out and returned to the school office.
4. To avoid being billed for books and school property, all such items must be returned within two weeks of withdrawal notice.
5. Financial obligations must be paid.
6. 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, CCMS and your family, as well as yourself. As a student at CCMS, you are expected to sign an agreement 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 to glorifying God.

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 anything that resembles a weapon or firearm.
6. Profanity, vulgarity and other forms of communication unbecoming of a Christian are not acceptable. Violent language will not be tolerated and may result in expulsion.
7. Visible tattoos/ink drawings (resembling tattoos) are not permitted.
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 are not permitted. 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.
10. The rights and property of others are 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. While side hugs are acceptable, frontal hugs or kissing are not.
13. Pride grows from a clean campus. Students are encouraged to help keep the campus clean.
14. Candy, food or drink are not to be consumed in classrooms without administrative permission.
15. Permission by a faculty/staff member must be given for a student to enter a faculty/staff lounge or restroom.
16. Unless prior approval has been given by faculty or administration, students may not use any electronic devices including, but not limited to, cell phones, I-pods or MP3 players, camera phones or other photographic equipment, pagers, toys, laser pointers or other non-instructional items during school hours (8:30am – 3:00pm). Use of such devices is disruptive to the educational process. Unauthorized use of electronic devices during school hours 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, and the student will be given a detention. Emergency or security contact can be made at all times through the school office.
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 participation.

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 a 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 a 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 send a student to the office, the teacher will call or e-mail 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.

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, CCMS 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 all adult direction, and by demonstrating honesty and 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.

Incident Report

An Incident Report is an official record of behavior or events regarding a student. The report is kept and made part of the student's school file. Teachers or staff members use them to make the administration aware of the behavior or events of the student. These reports may result in further disciplinary action at the discretion of the administration.

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 Vice Principal. 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, failure to complete work, being unprepared for class, having a poor attitude, disturbing class, disrespect, excessive tardiness, causing a major class disturbance and dress code violation.

Please note all of the following information regarding detentions:

1. A one day notice will be given so that the student who has been assigned detention may have the opportunity to make arrangements for transportation needs.
2. Parents will be contacted prior to a detention being served.
3. Generally, detentions are scheduled for Tuesdays and Thursdays only.
4. Students will sign in punctually at 3:05pm.
5. Detention will end at 3:50pm.
6. Failure to serve an assigned detention will result in additional detentions.
7. Four detentions in one semester will result in a one-on-one detention.
8. Subsequent detentions in a semester will result in a referral and progressive disciplinary action.

One-on-One Detention

One-on-one detention occurs as needed on regular school days from 3:05pm – 5:00pm. Students will do school work and community service around the campus with school personnel. Infractions which may result in a one-on-one detention include, but are not limited to, excessive detentions.

Please note all of the following information regarding one-on-one detentions:

1. Students will sign in punctually at the MS office at 3:05pm.
2. One-on-one detention will end at 5:00pm.
3. Students will remain in and adhere to all aspects of the school dress code.
4. Students will do homework and assigned school community service.
5. An infraction during this detention will result in a referral and the assignment of another one-on-one detention.
6. Failure for a student to attend an assigned one-on-one detention will result in an in-house suspension.

Referral

A referral is a written report of a student's misbehavior. A referral is followed by a phone call from an administrator 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, profanity or vulgarity. Based on the number of referrals, the following steps will be taken:

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

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

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 to take the necessary steps to correct his/her behavior and attitude.

Please note the following information regarding In-House Suspensions:

1. Students will report to the office punctually at 8:30am.
2. Students will adhere to all aspects of the school dress code.
3. Students will follow a special schedule for the day, which includes a break and lunch.
4. Students will not be permitted to have contact with other students.
5. Failure to adhere to any of the expectations will result in a two-day suspension.
6. 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. Failure to attend an assigned One-on-One Detention.
3. Unable to correct dress code infraction.

Suspension

A Suspension is a measure of discipline in which the student is not permitted to attend school or school functions, either on or off campus, including, but not limited to, athletic practice or games, or be on the school grounds during or after school hours for one to ten days. 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 to 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 are as follows:

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 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)
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 are as follows:

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.

Mandatory Withdrawal

A Mandatory Withdrawal is a request by the administration for the parent(s)/guardian(s) to withdraw the student from the school. 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 meeting to appeal the Mandatory Withdrawal will be held with the school board. Such meetings will be scheduled by the school administration and the school board and will be made known to the withdrawing family at least 48 hours prior to the meeting date.

Expulsion

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

Offenses which may result in expulsion are as follows:

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 4800 (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 CCMS.

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 CCMS have the primary responsibility for implementing appropriate standards of dress and grooming in their home. In partnering with parents or guardians, CCMS acknowledges the responsibility to establish and maintain a standard of dress and grooming which facilitates a positive, successful learning and teaching environment. Clothing that is immodest, distracting, dangerous, profane or offensive to individuals or groups are considered inappropriate for a school setting. 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 abide by the following guidelines will be referred to the MS office, issued a detention and required to obtain clothing consistent with the dress code before returning to class.

Pants/Shorts:

1. Navy blue or khaki pants/shorts/capris with straight leg or mild flair, appropriately sized.
2. Shorts must extend 2" or more below the fingertips while not extending below the knee.
3. Pants/shorts are not to be of jean/Levi type material.

Skirts/Skorts/Jumpers:

Plain navy blue or khaki, extending 2" or more below the fingertips.

Shirts/Blouses/Sweaters:

1. Red, white, hunter green or navy blue polo/turtleneck/mock turtleneck/oxford dress shirts/cardigan sweaters, appropriately sized.
2. No writing or objectionable images/logos anywhere on shirt/blouse/sweater.
3. Shirt/blouse to be buttoned.
4. Shirts worn underneath polos or blouses must be regular, standard, t-shirts (they cannot be tank tops, for example). All shirts being worn underneath polos or blouses must be red, white, hunter green, gray or black, short or long sleeve.
5. Midriffs must be covered at all times (too short if skin shows with arms raised overhead).
6. Shirts may not be altered and should be worn as intended.

Cougar Wear:

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

Athletic Team Wear:

CCMS athletes may wear game jerseys or Athletic Department approved team wear on game days and must be within the framework of the CCMS dress code. Any exceptions must be pre-approved by the Athletic Director and Vice Principal.

Shoes:

Shoes or sandals must be worn at all times.

Hats/Visors/Hair Apparel:

Head coverings are not to be worn on campus during school hours. Weather-related head coverings are to be removed while indoors.

Sweatshirts:

1. Sweatshirts, either hooded or non-hooded, pullover or zipped, are considered outerwear. Any color and appropriate designs are acceptable. Sweatshirts are to be taken off in class, except for Cougar Wear sweatshirts.
2. CCMS dress code tops must be worn underneath at all times.
3. Cougar Wear sweatshirts are acceptable for wearing in the classroom.

Coats:

1. Oversized or coats with objectionable words or pictures are not acceptable.
2. Coats are to be removed while inside the classroom.
3. Warm-up style jackets are considered "coats."

Hair:

1. Hair is to be neat and moderate in length.
2. No shaved heads or designs shaved into hair.
3. "Punk" style hair is not appropriate.
4. Colors and styles may not be extreme (hair colors must be from spectrum of natural colors).
5. No facial hair.

Accessories:

1. Boys: No earrings or "punk" style accessories. No visible body piercings or tattoos.
2. Girls: No "extreme" jewelry or "punk" style accessories. No visible body piercings (other than ears) or tattoos.

Special Days:

1. Special dress days will be announced by administration. Dress code may vary on these days and will be announced with the schedule.
2. On rally days, students may wear class T-shirts. If wearing class T-shirts, students may wear blue or black jeans, jean shorts or capris. In season, athletic teams may wear game jerseys.
3. Appropriate hats/visors/hair apparel are acceptable during rallies and special dress days, as scheduled.
4. School sponsored events, both on and off campus, require that both boys and girls wear modestly designed and fitting clothing. No halter, backless or low cut tops or dresses. Tank tops or short tops are not appropriate.

5. Jeans must be neat, modest and appropriately sized.
6. For girls, one piece bathing suits are encouraged; or, if a two-piece, a T-shirt must be worn over it.

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 are not cleared by a parent within two days after the return of a student to school will be counted as truancies and shall be treated as such.
2. A total of 10 consecutive days absent may result in a student being dropped from the school roll. A total of 10 days absent during any grading period may result in a failing grade or an incomplete grade if administratively approved.
3. A total of 20 days absent 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 will only be released to parents and/or adults listed on their Emergency Cards.

Student Absence Procedures:

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 the home room teacher or attendance office stating the date(s) and specific reason for the absence. The attendance office will be open daily from 8:00am - 10:30am.
2. **Anticipated absences** will be considered excused when proper notification is given.
 - a. *Medical 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.
 - b. *Parental Permission:* While absence from school is generally discouraged, there are limited occasions where a parent may request a student be excused from class. 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 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 home room teacher or 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 specific 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).

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 two weeks or more prior to their due date must be turned in on the day they are due. 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

CCMS operates under a closed campus policy. All students must sign in or out at the school office.

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. The student must be signed out for lunch and signed back in at the MS office. 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, identity will be verified from information on the student's emergency card. Students must be signed out and signed back in at the MS office.
3. **Extended Day Ministry:** Unless attending the Extended Day Ministry program or participating in an after-school extracurricular activity, students are expected to leave at the end of their school day by 3:15pm, or within fifteen minutes of dismissal. Any student 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. Any student participating in an after-school activity or event which does not start immediately after school must report to the Extended Day Ministry program prior to attending their activity or event. Students are not allowed to leave campus after school and return for practices, games or other activities without parental or approved adult supervision.
4. **Miscellaneous:**
 - a. 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.
 - b. Only adults listed on the emergency card may grant permission for an early release and pick up of a student.
 - c. 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.

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.

Consequences for Truancy:

1. 1st violation: referral, parent conference or possible suspension
2. 2nd violation: three day suspension with possible reduction following a parent conference
3. 3rd violation: five-day suspension not subject to reduction
4. Subsequent violations 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.

Tardies

These five 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.

Consequences for Tardies on a Quarter Basis:

1. On the first three unexcused tardies to class, homeroom or school, the student will receive a tardy notice.
2. On the fourth and subsequent unexcused tardies the student will be assigned a detention.
3. When a student receives four detentions as a result of tardies, there will be a parent conference.
4. Subsequent tardies will result in progressive disciplinary action.

GRADUATION ACTIVITIES

Eighth Grade

Standards of dress and conduct will be in effect for all graduation activities. Students will be informed of dress expectations during the school year. Students will not participate in the 8th Grade Graduation Ceremony if they have received three or more semester Fs during the 8th grade year. Diplomas will be mailed home with the second semester grades.

MIDDLE SCHOOL SCHEDULING AND COURSE REQUIREMENTS

Required Courses: *(core classes that require a final exam are indicated in bold for the appropriate grade levels)*

1. Bible (grades 6, 7 & 8)
2. Science (grade 6), Life Science (grade 7), Earth Science (grade 8)
3. English (grades **6, 7 & 8**)
4. Mathematics (grades **6, 7 & 8**)
5. Physical Education (grades 6, 7 & 8)
6. Social Studies World History (grade 6), Geography (grade 7), U.S. History (grade 8)

English Requirement

Any student in 7th or 8th grade failing to earn a passing semester grade (A - D) in English will be required to take summer school through a CCMS approved equivalent to promote to the next level of English. Failure to meet this requirement will place the student's enrollment at CCMS in jeopardy. Eighth grade students must pass the Writing Proficiency Exam to have a clear graduation diploma.

Electives: *(electives are offered as enrollment allows)*

- | | |
|--|--|
| 1. Home/Life skills – semester offering | 7. Choir |
| 2. Cooking – semester offering | 8. Band |
| 3. Keyboarding – semester offering | 9. Yearbook/Journalism |
| 4. Introduction to Computers – semester offering | 10. French I – 8 th grade only |
| 5. Art – semester offering | 11. Spanish I – 8 th grade only |
| 6. Drama – semester offering | 12. Office Aid – semester offering |

Schedule Change

During the first two weeks 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.

Middle School Promotion

In order for a student to be promoted from 7th/8th grade, he/she must show proficiency in the required classes: Bible, English, Science, Math, Social Studies and Physical Education. The student will not be promoted to the next grade if either of the following occurs:

1. He/she receives an "F" grade for both semesters in any one of the required classes.
2. He/she fails the last semester of two or more required classes.

Sixth grade students will be promoted based on teacher recommendation, test scores and class performance. A student may be placed on academic probation or be asked to repeat the grade. Seventh and eighth grade students must make up required classes in summer school before being promoted to the next grade.

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

PowerSchool

PowerSchool is an on-line resource that empowers parents and students to access real-time information about the students' grades, attendance, assignments and more. Pre-assigned passwords will be given to both parents and students. With the passwords, access to valuable information and actions are made possible. PowerSchool gives parents and students the ability to do all of the following:

1. Look at current grades and attendance.
2. Look at grade history.
3. Look at attendance history.

4. Request daily or weekly email notifications regarding student progress.
5. Email teachers.
6. Read daily bulletins.

Report Cards

At the end of every quarter, a printed or electronically generated report card 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 "C-" or below. The first report card 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 Middle School parents following the first quarter progress report.

Progress Reports

Interim progress reports will be sent home at the midpoint of the quarter to students receiving a letter grade of a "C-" or below.

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%. 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.

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, always completes work on time and exhibits mastery of discipline concepts.
- **B** - Above average - 80% - 89%; usually completes assignments accurately and on time, and works effectively without assistance and supervision.
- **C** - Average - 70% - 79%; usually completes assignments, understands concepts, generally has materials ready for class and 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 and 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 weeks after grade cards are distributed or the mark automatically becomes an "F."

Replacement Grade

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

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. All financial obligations must be met with CCMS before a final transcript will be released to the student and/or family.

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.

STUDY HALL PROGRAM

The pursuit of academic excellence is a vital part of Capital Christian School's program. CCMS maintains as one of its major goals that students reach the highest levels of academic achievement. Any CCMS student with a failing grade on a quarter or semester report card will be required to participate in the Study Hall Program until the end of the next quarter, unless improvement is not achieved.

1. All regular school rules apply.
2. Study Hall days are Tuesday, Wednesday and Thursday from 3:05pm - 3:50pm.
3. Students sign in punctually at 3:05pm. Any unexcused tardy will follow the consequences outlined in this handbook.

4. Detentions will be given as a result of continued misbehavior.
5. Any misconduct including unexcused absences may result in dismissal from the Study Hall Program. If a student is dismissed, parents will be encouraged to seek outside tutoring.
6. If a student is going to be absent from Study Hall on any given day, and they are present in school, parents must send a note to the MS office on the day they are going to miss.
7. Parents may seek outside tutoring in lieu of Study Hall. Parents must contact the MS office if this is the case. Otherwise, it will be assumed they are going to be in Study Hall.
8. Students will not be allowed to go to their lockers; they must come prepared to work for the entire 45 minutes provided.
9. Students involved in extra/co-curricular activities will be excused from the Study Hall Program for participation in extra/co-curricular events with parental permission.

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.

1. Whenever a student is absent or misses class work, he/she is responsible to find out which assignments were missed.
2. Homework requests may be made through the office if a student is expected to be absent three consecutive days.
3. School work missed due to truancy absences cannot be made up and results in a zero.
4. Whenever a lengthy period of absences is planned, all work to be missed should be obtained in advance and turned in to the teacher as agreed upon with teacher in advance (see Student Absence Procedure).

EXTRA/CO-CURRICULAR ACTIVITIES

CCMS offers a variety of activities for any student who wishes to get involved. All major team sports for both boys and girls are offered, along with drama, student government, cheerleading and the California Junior Scholarship Federation Chapter. **There are many opportunities to get involved in your school. See a teacher or administrator for further information.**

Eligibility for Interscholastic 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. Three areas will be examined for determining eligibility for all interscholastic activities.

1. **Attendance:** A student shall be present in school ALL DAY on the day that he/she is to represent the school. In the event that a medical appointment is made, the student will notify the coach one week in advance of the appointment. The student will be permitted to miss classes only for the time allotted for the appointment. 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.
2. **Citizenship:** A satisfactory citizenship record shall be maintained.
3. **Athletic Academic Eligibility Determination:** Academic achievement is of the utmost importance; therefore, the following standards will determine eligibility for student participation in sports:
 - a. Academic eligibility is determined from the previous quarter grades and semester grades; semester grade will always override quarter grade.
 - b. A student must have a grade point average of 2.0 or above with no more than one "F" on his/her most current report card.
 - c. If a student is deemed ineligible, he/she is ineligible to compete in scheduled games.
 - d. Students with "incompletes," whether passing or failing, may be placed on probation which will remain in effect until the "incomplete" is cleared and the grade point average is verified by the Vice Principal; the incomplete work must be made up within two weeks after grade cards are distributed as noted in the "Grading Policy" provision included in this handbook.

Athletics

The athletic program at CCMS 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 fee. 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 five 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 in the same season after the “deadline” established by the Athletic Department (Fall sports: the end of the third week of September; Winter sports: the Wednesday prior to Thanksgiving; Spring sports: the end of the third week of February).

Student Council

The student body of CCMS has an active Student Council. The council is comprised of elected officers and class representatives. The council holds regular meetings to discuss and to resolve issues related to the school’s spiritual life, student body projects, recreational and social activities, and many other matters.

1. **Officers:** Student Council includes the following elected positions: President, Vice President, Secretary and individual Class Representatives.
2. **Elections:** Prospective candidates can obtain petitions and student government leadership requirement and qualification forms from the Student Council Advisor or the school administration. Campaign procedures are predetermined. Elections for the position of Student Council leadership are held during May, and individual middle school class representatives are elected during the first month of school.

California Junior Scholarship Federation (CJSF Middle School)

CCMS is a member of the California Junior Scholarship Federation, Chapter 401JN. The purpose of the chapter is to foster high standards of leadership, scholarship, service and citizenship on the part of the middle school students and to promote appropriate activities among its members as they use their skills to help others.

A student must apply for membership during an enrollment period at the beginning of 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 in CJSF provides qualifying points for membership in CSF.

CAMPUS FACILITIES

The neat appearance of the CCMS 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

MS 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 repairs may be made without delay. 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. Personal items may not be left outside of the lockers. Items left outside 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

In cases of emergency, there is a student phone in the MS office.

Textbooks

Unless provided by CCMS, 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 MS 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. Students' records are available for parents to view with the assistance of an administrator.

Please do not call a teacher, office staff member or administrator at home unless that person has indicated to do so. Home telephone numbers will not be given by the office staff.

If a problem develops, please follow the Matthew 18 principle and register necessary concerns with the teacher first. If unable to resolve the matter with the teacher, then address the issue with an administrator.

STUDENT SEXUAL HARASSMENT**Policy**

CCMS 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 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. The following examples constitute a violation of this policy:

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:

1. Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to the Vice Principal.
2. Students who observe conduct of a sexual harassing nature are also encouraged to report the matter to the Vice Principal.
3. 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 or 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.

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 EMERGENCY BROADCAST SYSTEM (E.B.S.). A NEWS BULLETIN will be broadcast on the following media stations:

TELEVISION
KOVV 13

RADIO
KFBK 1530 A.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/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.)

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 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 a 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:

1. 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 constitutes inappropriate use.
2. Internet access will be permitted only for those who are authorized to use the system and only for an authorized purpose.
3. Students are expected to use good behavior, proper etiquette and act responsibly, politely and ethically as they use the Internet.
4. Users are not permitted to use the school computer resources for commercial purposes, product advertising, political campaigning or lobbying.
5. Network users are not permitted to transmit, receive, submit or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, offensive or illegal material.
6. 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.
7. Users must not violate copyright laws in the use, installation, distribution, duplication or modification of copyrighted material. Plagiarism will not be tolerated.
8. Internet users will in no way use the network for financial gain nor carry out financial transactions of any kind.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. Users shall not load unauthorized games, programs, files or any other media on any school computer system. The computers at CCS are an 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.

MISCELLANEOUS**Insurance**

Student insurance is provided by the school as a secondary carrier. Claims should be submitted first to your primary carrier. All accidents must be immediately reported to the nurse whose office is in building "B." An accident form will be filled out by the person in charge.

Car Pool Suggestions

Two important elements of a successful car pool are communication and cooperation. The following suggestions are helpful for car pool situations:

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.

Visitors to Campus

CCMS welcomes visitors who have had an interview to become a student and are interested in seeing the school in operation. Arrangements should be made with the Vice Principal at least one day in advance of the visit.

Because of the inconvenience to teachers to provide for the needs of visitors who are friends, relatives, etc., outside student visitation is not permitted. Exceptions may be made during morning break or lunch with administrative approval.

Lost & Found

All articles found on the school grounds should be turned into the "Lost & Found" in the small cafeteria in Building "C." Unclaimed items will be donated to a charitable organization after 90 days.

Personal Property

CCMS 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. Parents should monitor personal property of high value that their children bring to school.

Medications

Parents must complete a form authorizing the school to administer prescription medications during the school day. The authorization form is to be completed through the nurse's office. Only prescription medications will be administered unless a doctor recommends otherwise. School personnel will not administer over-the-counter pain medications (e.g., Tylenol or Aspirin). Medication will only be administered if it is in its original container. If a prescription medication is to be given to a student for longer than two weeks, a doctor's signature is required on the authorization form.

Café Prepay

The cafeteria uses a prepay system for purchasing food. Parents may preload their students' accounts on-line or through the MS office. Money must be preloaded before 10:30am in order to be available for use by lunch that same day.

CAPITAL CHRISTIAN

MIDDLE 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 Middle School. The administration should be consulted regarding any questions not answered in the handbook. I understand that Capital Christian Middle 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 school board 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 Capital Christian Center School Board.

As a student, I have read the Capital Christian Middle 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 Middle 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.

 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