

# CAPITAL CHRISTIAN MIDDLE SCHOOL HANDBOOK 2018-2019

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*Let no one despise you for your youth, but set the believers an example  
in speech, in conduct, in love, in faith, in purity.*

1 Timothy 4:12



***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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## 2018-2019 CCMS – IMPORTANT DATES

**AUGUST**

2	Lockers: 8 <sup>th</sup> Grade
3	Lockers: 7 <sup>th</sup> & 6 <sup>th</sup> Grade
7	New Student Orientation - 6pm MS Quad
9	First Day of School- Early Out-12noon
10	Early Out-12noon
10	CCS All School Welcome Back Event
14	MS Picture Day
23	CCS Back to School Night – 6:30pm MPR
28	Glen Cole Memorial Golf Classic
30	6 <sup>TH</sup> Grade Science Camp Parent Mtg. – 6pm MS Library
31	Rally

**SEPTEMBER**

3	No School (Labor Day)
6	8 <sup>th</sup> Grade Washington D.C. Parent Mtg. - 7pm Fireside
7	Progress Reports
10	Early Out 12noon (Teachers In-Service)
13	6 <sup>th</sup> Grade Science Camp Counselor Mtg. 6pm MS Library
17-21	6 <sup>th</sup> Grade Science Camp
18	7 <sup>th</sup> Gr Retreat Parent Mtg. - 7pm MS Library
21	Students Out Serving (S.O.S.)
26	See You at the Pole – 7:30am MS Quad
28	Rally / Fall Blast

**OCTOBER**

1	No School (Teacher In-Service)
2	MS Picture Make-Ups
9	End of 1 <sup>st</sup> Quarter
12	Early Out 12noon (Teachers In-Service)
16-18	Spiritual Emphasis Week
19	Jr. Cougar Night / Band Spaghetti Feed
24	Early Out-12noon (Teacher In-Service)
25	Early Out-12noon (Parent/Teacher Conferences)
26	No School (Parent/Teacher Conferences)
27	MS Drama Performance – 7pm Activity Center

**NOVEMBER**

8	Progress Reports
12	No School (Veteran's Day)
15	MS Presents – 7pm MPR
19-23	No School (Thanksgiving Vacation)
27	8 <sup>th</sup> Grade Shadow Day at HS

**DECEMBER**

7	Rally
17	End of 2 <sup>nd</sup> Quarter
18	Band to Jesse Baker School
18-20	Early Out -12noon - Finals
21	Early Out 10:10* - Finals/ End of 1 <sup>st</sup> Semester
22-31	No School (Christmas Vacation)

[www.ccscougars.org/academics/middle\\_school/calendar](http://www.ccscougars.org/academics/middle_school/calendar)  
<https://capitalchristian.powerschool.com/public/>

Please check Monthly Newsletter, PowerSchool bulletin, and website calendar regularly for possible date changes and added events.

\*Makeup finals from 10:30 to 12noon.

Updated: 06/05/18

**JANUARY**

1-6	No School (Christmas Vacation)
7	School Resumes
14	Re-Enrollment Begins
21	No School (Martin Luther King Jr Day)
22	5 <sup>th</sup> Grade Parent Mtg. – 7pm Fireside Room
25	Rally
27	Informational Open House
28	8 <sup>th</sup> Grade Parent Mtg. – 7pm HS Atrium

**FEBRUARY**

5	CCMS Science Fair – All day in Activity Center
6	Progress Reports
8	Early Out 12noon (Teachers In-Service)
9	CCMS Crab Feed – 5:30pm
15	5 <sup>th</sup> Grade Shadow Day – 8am-12:30pm
18-22	No School (Winter Break)

**MARCH**

1	ACSI Science Fair AC – All day in Activity Center
7-8	ACSI Musicale
12-14	Spiritual Emphasis Chapels – CCC Auditorium
15	Early Out 12noon (Teachers In-Service)
15	End of 3 <sup>rd</sup> Quarter
21	Celebrate CCS Open House – 6:30pm MPR
22	No School (Teacher In-Service)
22	CCS Band Night of Music
25-29	Spirit Week
28	DC Chaperone Mtg. – 7pm MS Library
29	Rally

**APRIL**

2	DC "Here We Go" Mtg. – 7pm Fireside
3-5	7 <sup>th</sup> Grade Retreat
5	8 <sup>th</sup> grade graduation portraits
6-13	8 <sup>th</sup> Grade Washington DC Trip
15-22	No School (Easter Vacation)
23	School Resumes
24	Progress Reports
25-27	Band Trip
29	ACSI Art Festival
30	Terra Nova 3 Testing

**MAY**

1-2	Terra Nova 3 Testing
3	MS/HS Band and Choir Spring Concert – 7pm MPR
6-10	Teacher Appreciation Week
9	Academic & Character Awards Chapel – Activity Center
10	All Middle School Field Trip
15-16	Davis Testing
16	Student Council Speeches
17	Rally
20	BOLD Field Trip
23	End of 4 <sup>th</sup> Quarter
24	Early Out 12noon - MS Finals
27	No School – Memorial Day
28-29	Early Out 12noon - MS Finals
28	8 <sup>th</sup> Grade Luncheon/Graduation Practice– Noon-2:30pm
30	Last Day of School/Early Out 10:10* - Finals
30	8 <sup>th</sup> Grade Graduation – 7pm CCC Auditorium
31	HS Graduation – 7pm CCC Auditorium

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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, Northwest University, 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, nationality, or ethnic origin in administration of its educational policies, financial aid program, athletic, and other school administered programs. CCS 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.

## PHILOSOPHY AND OBJECTIVES

### Mission Statement

Capital Christian School prepares students to navigate 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 holds to an orthodox historical Christian faith, as reflected in these basic statements of our beliefs.

**About the Bible:** We believe that the Bible is fully inspired by God, that it is entirely trustworthy and is our guide for faith and life. (2 Timothy 3:16; 2 Peter 1:21)

**About God:** We believe that God is the loving Creator of all that exists, both seen and unseen. God is eternal and completely good, knowing all things, having all power and majesty. God exists eternally as the Trinity, in three persons, yet one God: Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)

**About Jesus:** We believe that God expressed Himself in human form through Jesus Christ. Jesus was born of the virgin Mary and lived a sinless life. We believe He was crucified for the sins of us all, rose again from the dead and ascended to heaven. (John 10:33, 11:25; Isaiah 7:14; Matthew 1:23; Luke 1:35; Mark 16:19; 1 Corinthians 15:3-4; Ephesians 1:7; Hebrews 2:9, 4:15, 7:26)

**About the Holy Spirit:** We believe that the Holy Spirit, sent from God to live in all who believe in Jesus, teaches, comforts, and empowers us, giving each follower of Jesus diverse gifts for serving in the church and serving others in the world. We believe that it is through the Holy Spirit that we change and develop a holy life and Jesus-like character. (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18; Titus 3:5)

**About Salvation:** We believe that all people are created with dignity and great value in the image of God - that people were created to live in a thriving relationship with God. However, through our sin (failing to live by God's moral standards), we break our intended relationship with God and we experience the sad consequences of that broken relationship, both spiritually and socially. Because of God's love for us, He sent His Son, Jesus, to rescue us from those consequences and to restore our broken relationship with God, through Jesus' death on the cross, a perfect act of redemption for each of us. We receive the free gift of forgiveness and are spiritually reborn through repenting (changing our mind and heart) of our sin and placing faith in Jesus alone. (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10)

**About the Church:** We believe that the church is comprised of any person anywhere in the world who puts faith in Jesus. The church itself is made up of people who are empowered by God's Spirit to be part of the mission of Jesus here on earth. The church is one global community but has smaller, local expressions, such as Capital Christian Center. Each local church has a unique personality, and we see beauty in that diversity. We believe that the church does not exist for itself, but it exists as a community of worshipers who are here to serve others, as we bring the love and hope of Jesus to the world around us. (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28)

**About the Afterlife and End Times:** We believe there is a literal heaven and a literal hell and that one day Jesus will return. We approach the topics of the afterlife and end times with great mystery and wonder. (John 5:28-29; Acts 1:1; Revelation 19:11)

**About Marriage, Gender, and Sexuality:** We believe that God wonderfully and immutably creates each person as male and female. These two distinct, complimentary genders together reflect the image and nature of God. (Genesis 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (Including adultery, fornication, homosexual behavior, bisexual behavior, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; I Corinthians 6:9-10)

We believe that in order to preserve the function and integrity of Capital Christian School and to provide a biblical role model to Capital Christian School students and staff, it is imperative that all persons employed by Capital Christian School in any capacity, or who serve as volunteers, agree to and abide by these Statements of Faith. (Matthew 5:16; Philippians 2:14-16; I Thessalonians 5:22)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; I Corinthians 6:9-11)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Capital Christian Center.

**About the Sanctity of Human Life:** We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139)

**Final Authority for Matters of Belief and Conduct**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of capital Christian School's faith, doctrine, practice policy, and discipline, the Capital Christian Center Senior Pastor is Capital Christian School's final interpretive authority on the Bible's meaning and application.

**Capital Christian School Goals:**

- 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 3:15,16,17; II Peter 1:20,21, Titus 2:1).
- To provide opportunities for the student to confess Christ as Savior and Lord (Romans 10:9,10).
- To teach the student to know and 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).
- 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).
- To teach Biblical character qualities and provide opportunities for the student to demonstrate these qualities (I Samuel 16:7; Galatians 5:22, 23).
- To teach the student how to develop the mind of Christ towards Godliness (Philippians 2:5; I Timothy 4:7).
- To encourage the student to develop self-discipline and responsibility from God's perspective (I Timothy 4:7; I Corinthians 9:24-27).
- 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).
- To help the student develop a biblical world view by integrating life, and all studies, with the Bible (II Peter 1:3).
- To encourage the student to hide God's Word in his/her heart through memorization and meditation (Psalm 119:11; Psalm 1:1-3).
- To teach the student how to study God's Word (II Timothy 2:15).
- 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 (Ps. 139:13-16).
- 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).
- 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).
- 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).
- 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).
- To teach the student the fundamental academic disciplines such as reading, writing, speaking, listening, math, fine arts, science, and history, equipping them to function effectively in society (II Corinthians 5:20).
- To teach the student creative and critical thinking skills based upon the proper use of Biblical criteria for evaluation (II Timothy 3:14-17).
- To teach the student good citizenship through an understanding and appreciation of our Christian and American heritages, as well as the application of and how current affairs relate to God's plan for man (i.e., home, church, nation) (I Corinthians 10:11; I Chronicles 12:32; Romans 13:1-7).
- To teach the student an understanding of and an appreciation for God's world, developing an awareness of man's role in his 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 families from which the student comes, the school aims:**

- To bring those whom we find that are not Christians to the saving knowledge of Jesus Christ.
- To aid families in Christian growth and to help them develop Christ-centered homes.
- To cooperate closely with the parents/guardians in every phase of the student's development, especially as it relates to the school program, recognizing that parents are the primary educators of their children.
- To assist parents/guardians in keeping up with the changing culture and its effect on the home and the implications for their children.
- To encourage parents/guardians to realize and to shoulder their responsibility for the spiritual, moral and social education of their children.

**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 (2 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 students of good character and demonstrated scholastic achievement who, along with their family, desire an education based on Christian values and teaching. All new students are required to complete the application process and have an interview with school administration. General admission guidelines are as follows:

1. Stated desire for Christian education
2. Positive character/Academic references
3. Academic Proficiency (G.P.A. of 2.0 or better for most recently completed academic period and average or higher achievement test percentile scores in Total Reading and Mathematics.)
4. Transfer students must meet the minimum credits required by CCMS for entrance to the grade level of enrollment.
5. Additional testing may be required to verify student proficiency.

**CHRISTIAN COMMITMENT**

Capital Christian School is a Christian school with an emphasis in developing each student's biblical worldview through their relationship with Jesus Christ. CCS is interested in maintaining a partnership with our parents regarding the standards and criteria of a Christian learning structure that involves the entire family. This is supported by the school philosophy, as stated below:

All individuals are expected to conduct themselves with character consistent with biblical teachings. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, conduct, and moral behavior. In order to establish a common frame of spiritual reference, CCS encourages families to be faithfully connected to a local church that supports Christian teaching and lifestyle. In the application of the biblical standard of moral conduct, CCS believes that biblical marriage is limited to a covenant relationship between one man and one woman (*Genesis 2: 18-25*).

The decisions made by CCS, on behalf of its employees and students, will be made within the framework of the Bible and our understanding of its application to our lives. It is the goal of Capital Christian School that each employee and student will have a lifestyle where "...He might have the preeminence" (*Colossians 1:18*).

**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. Each CCS campus will hold a chapel service for students weekly for the purpose of spiritual development of staff and students. All full-time students are expected to attend all chapels and special assemblies sponsored by the school. Parents are welcome to attend chapel with their student.

**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 D’s or F’s 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 maintained a GPA of 3.0-3.49 during the first three quarters will receive a certificate.
2. **High Honor Roll:** Middle school students who have maintained a GPA of 3.5-3.9 for the first three quarters will receive a certificate.
3. **Academic Superiority:** Students maintaining a 4.0 GPA for the first three quarters will receive a certificate.

*\*Grades for Semester 1 and Quarter 3 are averaged for the GPA eligibility.*

**Highest Academic Achievement Award**

This award is given to 8<sup>th</sup> grade student(s) who have earned an Academic Superiority Certificate for all three years of middle school. This is determined by a student obtaining a 4.0 GPA from the compilation of first semester and third quarter grades for each year of middle school.

**Administrators’ List Awards**

These awards are given to the students who demonstrate excellence in both behavior and academics. *Behavior:* No detentions, referrals or suspensions. No grades less than a Satisfactory for class conduct. There are four kinds of Administrators’ List Awards, which will be given out at the end of the school year. *Academic* requirements are as follows:

1. **Superior List:** GPA: 3.75 and above.
2. **Outstanding List:** GPA: 3.5 - 3.74.
3. **Honorable List:** GPA: 3.0 - 3.49.
4. **Commendable List:** GPA: 2.75 - 2.99.

**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 \$750 tuition scholarship. The student’s name is added to the plaque that is on display in the school office.

**Athlete of the Year**

1. Student must have a consistent testimony on the field of play and in the classroom.
2. Must play on a minimum of two athletic teams (Cheerleading may count as one athletic team.)
3. Must be eligible for the entire season of every sport involved in.
4. Must have a minimum of a 2.5 GPA (during the current year).
5. Must have a minimum of a “Satisfactory” in conduct (during the current year).

**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 or suspension. Students are given the opportunity, if they go the entire year without receiving a detention or suspension, to miss school on a specified day and go on a special outing as a group.



**EXTENDED DAY MINISTRIES (EDM)**

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 ten (10) minutes after the final bell. We are a closed campus. Students may not leave, and then return to EDM, without being accompanied and signed back in by a parent, or other individuals listed on the student's emergency form.

**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 fifteen (10) 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 Ministry 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 (12) month payment plan beginning June 1 and ending May 1; (B) a ten (10) 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 \$50 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 (2) week notice is required. If less than two weeks notice is given, tuition charges may be levied. Tuition will be calculated on a per diem basis for the days enrolled, taking the two (2) week notice into consideration.
2. For mandatory withdrawals, a meeting may take place between parent(s) and the designated administrator. At the option of the withdrawing family an appeal may be made. If an appeal is being made, it must be made in writing within 48 hours of notice of withdrawal to the superintendent's office. Such meeting will be scheduled by the superintendent's office and will be made known to the withdrawing family at least 48 hours prior to the meeting date.
4. To avoid being billed for books and school property, all items must be returned within 2 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, 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 glorifying God.

**General Behavior:**

1. The use, simulated use, or possession of illegal drugs, tobacco, paraphernalia, or alcoholic beverages is not permitted.
2. Students should not remain at an activity where drugs or alcohol are being consumed.
3. In regard to sexual behavior, students are expected to live by the behavior identified in the Statements of Faith. Students are expected to dress in conformance with their biological sex and all Capital Christian School students will use restrooms, locker rooms, and changing facilities conforming with their biological sex.
4. Fireworks, firecrackers, lighters, 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, dirty jokes 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 is 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. Bullying or Cyber-Bullying of any type will not be tolerated. 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, damaging lockers, abuse / 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. Backpacks are not to be left around campus.
14. Candy, food, or drink is not to be consumed in classrooms without administrative or teacher permission.
15. Permission by a faculty/staff member must be given for a student to enter a faculty/staff lounge or rest room.
16. Unless prior approval has been given by faculty or administration, students may not use any electronic devices including, but not limited to, cell phones, iPods, smart watches, tablets, photographic equipment, pagers, toys, laser pointers or other non-instructional items during school hours (8:20AM – 3:05PM). 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. All devices are to remain off and in backpacks or lockers throughout the day. 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 on campus.
20. "Cut" days, school "pranks" and horse-play are not acceptable activities. Students may be subject to discipline for their participation.
21. School maintains a Hands-off Policy in regard to physical displays, such as shoving, kicking, punching, horse-play, and/or fighting.
22. Backpacks are not to be worn in class.

**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, computer, 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 incident reports, 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.

**Peer Conflict**

Peer conflict refers to mutual disagreement or hostility between peers or peer groups. It is characterized as conflict between people of equal or similar power, it occurs occasionally, and it is typically unplanned. Perpetrators of peer conflict do not seek power or attention, and in most cases it does not involve violence or result in serious harm.

**BULLYING****Definition of Bullying**

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying deploys aggressive behavior with negative intent from a more powerful child to a lesser. It is superior power wielded by an individual or group for unjust reasons and in unjust ways.

**Definition of Cyberbullying**

Cyberbullying (also called online bullying) is willful, recurrent harm inflicted through the medium of electronic text; it's using the cyber world to harass through personal attacks or other means. Examples of cyberbullying include, but are not limited to, malicious text messages or emails, rumors sent by email or posted on social networking sites, embarrassing pictures, videos, websites, or fake profiles.

**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, God's or man.

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).

Specifics regarding student discipline will only be discussed with the child at fault and his or her parents/guardians.

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, courtesy to all and 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, which 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 50 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, poor attitude, disturbing class, disrespect, excessive tardiness, major class disturbance, and dress code violations.

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, Wednesdays, and Thursdays only.
4. Student will sign in punctually at 3:10PM.
5. Detention will end at 4:00PM.
6. Failure to serve an assigned detention will result in additional detentions.
7. Four detentions in one semester will result in a suspension.
8. Subsequent detentions in a semester will result in a referral and progressive disciplinary action.
9. Students receiving detention will be assigned community service around the CCS campus with school personnel.

**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 suspension and a strong warning of consequences to follow, and instruction of what is expected will be given at this time.
2. The second 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.

- The third 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:

- Continued violation of CCMS standards.
- Poor attitude demonstrated by a slowness to cooperate with faculty/staff, lack of participation in class work, or negative attitudes towards school policy.

### **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 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:

- Forging or using forged notes or excuses.
- Smoking or possession of tobacco or paraphernalia. Ed Code 48900 (h)
- Using inappropriate language (vulgarity/profanity). Ed Code 48900
- Horse-play or Fighting - may result in an automatic suspension for all parties involved. Ed Code 48900 (a)
- Threatening a teacher, school personnel, or another student. Ed Code 48900
- Stealing or gambling. Ed Code 48900 (g)
- 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)
- Inappropriate clothing or appearance.
- Lying, cheating, or plagiarism. Ed Code 48900 (k)
- Committing an act of defiance, either in language or action, in or out of the classroom. Ed Code 48900 (k)
- Refusing to comply with any reasonable request of a teacher or staff person in or out of the classroom. Ed Code 48900 (k)
- Cutting class and/or leaving campus without permission (see page 13). Ed Code 48260
- Physical or continued emotional abuse (by words, making fun, etc.) of another student. Ed Code 48900 (a)
- Continued misbehavior. Ed. Code 48900 (k).
- Engaged in an act of bullying. Ed. Code 48900 (r).
- Video/Audio recording on campus without permission of administration. Ed. Code 51512

Results of Suspension are as follows:

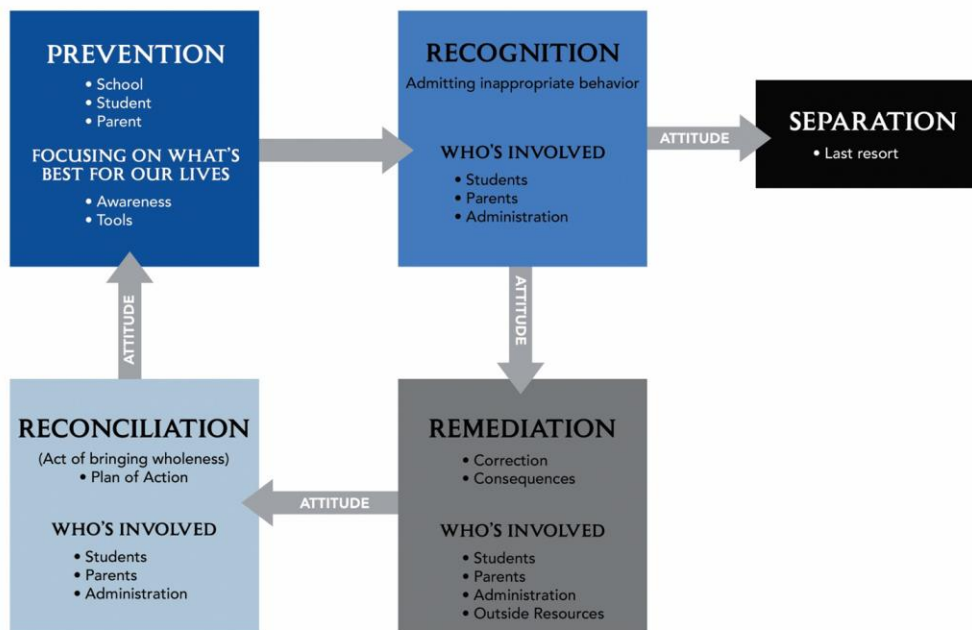
- All regular class work is expected to be completed.
- Major tests or projects missed during suspension must be made up on the day of return with full credit.

### **CCS Restoration Process**

We believe restoration is God's desire for our lives. An environment of God's restoration requires complete honesty, true repentance, open communication and God's plan. Our commitment at CCS is to work with students and their families to see God's redemption and complete restoration take place. The following graphic is designed to communicate our approach to this process and to commit to its use in all situations.



## CCS RESTORATION PROCESS



### Mandatory Withdrawal

After three suspensions within one year, a student may be subject to mandatory withdrawal. Mandatory withdrawal results from extensive misbehavior when means of correction have not been effective, demonstration of poor attitude with failure to change, or a lack of cooperation on the part of the parent or guardian to adhere to the obligations, policies, or agreements with the school. It is also understood that if current factual information of the student is not given by the parents at the time of the original admissions interview, the administration reserves the right to dismiss the student. Mandatory withdrawal is at the discretion of the administration. If an appeal is being made, it must be made in writing within 48 hours of notice of withdrawal to the superintendent's office. Such meeting will be scheduled by the superintendent's office 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, paraphernalia, or alcohol both on campus and off campus. Drug testing and/or school approved counseling may be required upon suspicion of or reasonable question of drug use or involvement. Failure to be tested at an assigned time or failure to have official results sent to the school will result in dismissal. Ed Code 48900
2. Possession of illegal drug paraphernalia. Ed Code 48900 (j)
3. Carrying weapons or using instruments to do bodily harm. Ed Code 48900 (b)
4. Sexual immorality.
5. Striking a teacher or other school personnel. Ed Code 48900 (a) (2)
6. Involvement in gang activity. Ed Code 48900 (a-1)
7. Conviction of/or known involvement in criminal activity.
8. Extreme vandalism. Ed Code 48900 (f)
9. Sexual harassment (see page 19). Ed Code 489002
10. Continued poor behavior/discipline record. Ed Code 48900
11. Establishing personal web sites or participation in "blogs" containing material or connections to material contrary to the mission and philosophy of 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.**

**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 Middle School office, issued a violation and required to obtain clothing consistent with the dress code before returning to class. Continual violations will result in a detention.

**Pants/Shorts/Skirts/Skorts:**

1. Tan khaki pants/shorts/capris with straight leg or mild flair, appropriately sized.
2. Shorts/skirts/skorts must extend 2" or more below the fingertips (No cut-offs).
3. Pants/shorts are not to be of jean/Levi type material.
4. Pants/Capris are not to be legging-style fitted material.
5. Skirts/Skorts must be plain, khaki, extending 2" or more below the fingertips.
6. If leggings/yoga pants are worn with shorts/skirts/skorts they must be in school colors (black, white, gray, or royal/navy blue).

**Shirts/Blouses/Sweaters:**

1. White, black, gray, or navy/royal 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 (not tank tops, for example). All shirts being worn underneath polos or blouses must be black, white, gray, or royal/navy blue 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.
7. Flannel shirts are only to be worn as outerwear.

**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 Class t-shirts and non-game uniform items distributed by coaches and approved by the MS Athletic Director. Cougar Wear colors are royal blue, white, black, and grey.

**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.

**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.
4. Flannel shirts are outerwear and are to be removed while in the classroom.

**Hats/Visors/Hair Apparel:**

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

**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."

**General Appearance:**

1. Students are expected to maintain a well-groomed appearance.
2. Hair should be kept neat, without any extreme designs or coloring.
3. Students should not have any visible body piercings (except earrings) 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 and free of holes or tearing, 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.
7. Leggings/yoga pants may only be worn under shorts/skirts of appropriate length.

**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 trancies 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 window 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/guardian to the attendance window stating the date(s) and specific reason for the absence, unless parent has already called or e-mailed. The attendance window will be open daily from 8:00AM to 9:00AM. Failure to do so will result in an unexcused absence (See Truancy).
2. **Anticipated absences** will be considered excused when proper notification is given.
  - a. *Medical appointment:* Notes from parents must be given to the attendance window 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 window 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 window 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/guardian to the attendance window stating the date(s) and specific reason for the absence, unless parent has already called or e-mailed. The attendance window will be open daily from 8:00AM to 9:00AM. 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 may 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 ten 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 parent 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 administrative assistant 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. Developing the habit of promptness is not only of great value in school but also for 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 an unexcused absence from that class.

### 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. After the first three unexcused tardies to class, homeroom or school, the parent/guardian will receive a notification
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, which may include suspension.

## 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 8<sup>th</sup> Grade Graduation Ceremony if they have received three or more semester F's during the 8<sup>th</sup> grade year. Diplomas will be mailed home with the second semester grades. Students attending CCS under the Homeschool Partnership program are not eligible to participate in the graduation ceremony.

## 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) Bible Worship Class (grades 7 & 8)
2. Science (grade 6), Life Science (grade 7), Physical Science (**grade 8**)
3. English (**grades 6, 7 & 8**) Advanced English 8 (**grade 8**)
4. Mathematics (**grades 6, 7 & 8**).
5. Physical Education (grades 6, 7 & 8).
6. History 6 (grade 6), Geography/World History (**grade 7**), American History/Social Studies (**grade 8**).

### English Requirement

Any student in 7<sup>th</sup> or 8<sup>th</sup> 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 that pass the Writing Proficiency Exam will have it noted on their diploma.

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

- |                                    |   |
|------------------------------------|---|
| 1. Art                             | 8. Choir                                    |
| 2. Drama                           | 9. Band                                     |
| 3. Keyboarding                     | 10. Digital Photography                     |
| 4. Introduction to Computers       | 11. Yearbook                                |
| 5. App Creators / Computer Science | 12. Intro to Spanish                        |
| 6. Design & Modeling               | 13. Spanish I – 8 <sup>th</sup> grade only  |
| 7. Automation & Robotics           | 14. Office Aid – 8 <sup>th</sup> grade only |

### Schedule Change

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 parent 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.

### Middle School Promotion

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

1. He/she receives an "F" grade for both semesters in the same required class.
2. He/she fails the last semester of one 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

#### Power School

Power School 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 report cards.

#### Progress Reports

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** - Notice-ably 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 (2) 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 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 an entire quarter. The student will be reevaluated at the end of that particular quarter. 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. A student who is on Academic Probation cannot participate in a sport or other extra-curricular activity.

### 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 may 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. Potentially, the study hall program may not be offered, or it may be in lieu of an elective period during the school day. Students will be assigned to the class at the discretion of the administration.
3. Detentions will be given as a result of continued misbehavior.
4. Any misconduct including un-excused absences may result in dismissal of the Study Hall Program. If a student is dismissed, parents will be encouraged to seek outside tutoring.

5. 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 Middle School office on the day they are going to miss.
6. Parents may seek outside tutoring in lieu of Study Hall. Parents must contact the Middle School office if this is the case. Otherwise, it will be assumed they are going to be in Study Hall.
7. Students will not be allowed to go to their lockers; they must come prepared to work for the entire time provided.
8. Students involved in extra-curricular activities will be excused from Study Hall Program for participation in extra-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 with the respective teacher(s) via Power School, if a student is expected to be absent.
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 (see Student Absence Procedure).

### EXTRA-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 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. A student cannot be on Academic Probation.
  - d. If a student is deemed ineligible, he/she is ineligible to compete in scheduled games.
  - e. Students with "incompletes," whether passing or failing, may be placed on probation, and will be unable to participate 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 (2) 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 (5) school days and may not be used more than one time per season. A student/athlete may not drop a sport and transfer to another sport in the same season after the "deadline" established by the athletic department.

#### 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 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, Grade Representatives, individual Class Representatives, and Spiritual 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 twelve 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. Any student who is otherwise eligible but who in the judgement of the adviser and principal is an unworthy citizen, may be debarred from semester membership. This may affect honor membership.

**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. 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.

**Use of Facilities**

Student restrooms, locker rooms, and showers that are designated for one biological sex shall only be used by members of that biological sex. In any other school facilities or settings where a student may be in a state of undress in the presence of other students (that is, changing costumes during school theatrical productions and so on), school personnel shall provide separate, private areas designated for use by students according to their biological sex.

**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 Middle School office.

**Supplies**

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

**PARENT/TEACHER CONFERENCES**

Parent/teacher conferences may be scheduled by parents or the teacher when deemed necessary. Appointments with teachers should be made in advance. It is usually most convenient for teachers to have conferences in the afternoon. If at all possible, both parents are encouraged to attend all conferences. 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 a teacher first. If unable to resolve the matter with the teacher, then address the issue with an administrator.

**STUDENT SEXUAL HARASSMENT POLICY****Policy**

Capital Christian School is committed to maintaining an academic environment in which all individuals, student-to-student, teacher-to-student, and student-to-teacher, 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:

<u>TELEVISION</u>	<u>RADIO</u>			
KOVR 13	KFBK	1530 AM	KFIA	710 AM

**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.*

**ACCEPTABLE USE POLICY**

We, at Capital Christian School are pleased to offer our students, staff, and guests access to computer technology, including Wi-Fi. We are dedicated to access and support of educational technologies to enhance our program and develop Disciples of Christ by connecting us locally and globally.

We have taken many precautions to limit access to objectionable materials through the use of Internet filters. It is 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.

The school information technology services are available for educational purposes only. Access is a privilege and not a right. This privilege requires consideration and responsibility on the part of the user. Inappropriate use will result in the suspension or cancellation of computer privileges or the temporary loss of a wireless device.

These policies and guidelines are adapted from Capital Christian Center's Administrative Manual – "Facility Use #7-607, Computer Use, Configuration, and Software Policy." This also applies to individuals using personal devices that may gain access to the Internet with a wireless connection.

#### **Ownership of Systems and Contents**

Unless personally provided, all systems are the property of Capital Christian Center and are provided to enable students and staff the ability to carry out their responsibilities. All content that is stored on the systems at Capital Christian Center are the exclusive property of Capital Christian Center. To ensure the integrity of our system, Capital Christian Center maintains the right to monitor all computer systems and their use on the Ethernet or Wi-Fi networks. Those using the systems at Capital Christian Center should not have any expectation of privacy in their use or in anything which is created or maintained on them. This applies to local and cloud based systems.

#### **Computer Use**

Only those who have read and signed the campus student handbooks, which include the "Capital Christian School Acceptable Use Policy" will be approved and granted access to the network.

#### **Users must respect and protect the privacy of others by:**

1. Using only assigned accounts. A user must respect others by not impersonating another person or using the network to disrupt the work of others. Gaining access through another person's account or files is against school policy.
2. Refraining from disclosing private information about others or themselves online.
3. Refraining from newsgroups, bulletin boards, or chat rooms while on campus unless instructed by a teacher.
4. Disclosing to faculty any communication received that is inappropriate or uncomfortable.
5. Realizing that information retrieved is that person's responsibility and at his/her own risk. CCS assumes no liability for the accuracy of any information from the Internet. CCS is not responsible for the loss of data, delays, lack of delivery of information or service interruptions. Although every effort will be made to ensure a reliable connection, there may be times when the Internet service is "down" or unavailable.

#### **Users must respect and protect the integrity and availability of electronic resources by:**

1. Using the network for educational purposes only.
2. Refraining from using the resources for commercial purposes, product advertising, political campaigning or lobbying.
3. Not transmitting, receiving, submitting, or publishing any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, offensive, or illegal material.
4. Responsibly using the computer equipment and network. This includes not tampering with computer equipment, including screen savers, changing of settings/configuration, installation of unauthorized software, vandalism, hacking, or other disruption in the operation of the equipment or network.
5. Logging out of the network and off the computer when finished with use.
6. Seeking permission first to download a file from the Internet or to upload to/through the school network from a faculty member.
7. Notifying a staff member or administrator of computer or network malfunctions.
8. The use of personal 'hot spots' for Internet access is not allowed. Users must use available Wi-Fi while on school grounds.

**Not adhering to these guidelines may result in the removal of access to the Internet and/or network resources.**

#### **Users must respect and protect the intellectual property of others by:**

1. Following all copyright laws in the use, installation, distribution, duplication or modification of copyrighted material.
2. Citing sources when using other's work (not plagiarizing).

#### **Users must respect and protect the principles of community by:**

1. Using good behavior, proper etiquette, and acting responsibly, politely, and ethically as they use the Internet.
2. Reporting threatening or inappropriate content to staff or administrators.
3. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, meant to harass).
4. Not downloading games, audio files, or video streaming unless instructed by faculty for educational use.

#### **Users may, in accordance with the above:**

1. Design and post web pages under the guidance of a teacher for educational purposes.
2. Communicate electronically with others such as email, text, or video conference under the guidance of a teacher for educational purposes.
3. Have the right to free speech, under existing and accepted school policy. Since this is a school network, your speech may be restricted to that which is acceptable to our biblical guidelines.
4. May have personal devices inspected for information and material transmitted or received with the aid of the network. This may occur with or without prior notice to anyone, before, during or after such events take place. Do not assume any privacy right in any information that is uploaded or downloaded temporarily or permanently stored in the system.
5. Use personal devices at the high school during passing period, lunch, and as specified by teachers.
6. Be restricted on material accessed or posted through the network.

**Personal Devices:**

Students in grades K-5 are not allowed to use personal, portable, electronic devices during school hours, as stated in the Elementary Parent/Student Handbook with the exception of a teacher directed in-class activity. Students in grades 6-8 are not allowed to use personal, portable, electronic devices during school hours unless prior approval has been given by faculty or administration; but students are allowed use before and after school, as stated in the Middle School Student Handbook. Students in grades 9-12 may bring and use personal, portable, electronic devices. Devices such as, but not limited to, electronic readers, small laptop computers, cell phones, or any other portable equipment can access the CCS filtered Wi-Fi network.

Students using a personally owned electronic device at school must adhere to the following guidelines.

1. Internet access is filtered by CCS on personal devices in the same manner as CCS owned equipment. If Internet access is needed, connection to the filtered, wireless network provided by CCS is required.
2. Students are expected to follow the above Acceptable Use Guidelines.
3. The devices are the sole responsibility of the student owner. The school assumes no responsibility for personal devices if they are lost, loaned, damaged, or stolen. Only limited time or resources will be spent trying to locate stolen or lost items.
4. These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on CCS property, including off campus events.
5. Each student is responsible for his/her own device: set up, maintenance, and charging. Teachers will not store student devices at any time, nor will any CCS employee diagnose, repair, or work on a student's personal device.
6. Electronic devices are only to be used in the classroom for educational purposes at the discretion of the teacher.
7. Campus administrators and teachers have the right to prohibit use of devices at certain times and during designated activities that occur during the school day.
8. An administrator may examine a student's personal device and search its contents, in accordance with the law, if there is a reason to believe that the Acceptable Use Guidelines have been violated.

**STUDENT PICKUP PROCEDURES**

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

- CCS does not accept the responsibility of deciding which parent has legal custody where there is no court document.
- Accept the information given by the enrolling parent unless we are presented with a court document from the custodial parent that shows otherwise.
- Not subvert the law.

**The following criteria is to be followed:**

- Any person picking up a child must be listed on the emergency card for pickup, this includes parents. Those listed on the emergency card must be 18 years of age and be able to show picture identification.
- Only the parents or guardians can pick up a student from school early (before school dismissal) unless a note or phone call giving verbal authorization is received from the parent/guardian authorizing the early pickup.
- If a student becomes ill at school, parents/guardians will be contacted. If the parent/guardian cannot be reached, the student can be released to other authorized adults listed on the emergency card.

**Verbal Authorization Guidelines:**

- Only authorized *school employees* can verify verbal authorization.
- Unless the caller can be identified by the employee without question, the employee must verify the phone call by asking the caller to give their social security number.

**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 *Cougar Den* in Building “D.” Unclaimed items will be donated to a charitable organization at the end of each semester.

**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 middle school office. Only prescription medications will be administered unless a doctor recommends otherwise. School personnel will not administer over-the-counter pain medications without the proper authorization form. Medication will only be administered if it is in its original, sealed 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.

**My School Bucks**

The cafeteria uses a prepay system for purchasing food. Parents may preload their students’ accounts on-line or through the Middle School office. Money must be preloaded before 10:30AM in order to be available for use by lunch that same day. Students may not make purchases that will result in a negative balance.

**Please adhere to the following Capital Christian School Illness policy:**

**Illness Defined**

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

**Illness at School**

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

**I hereby affirm that I have read the Student Handbook and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.**

**I understand that the policies of the school do not tolerate profanity, obscenity in word or action, dishonor to God and/or His Word, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.**

**I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any and all services at any time. I understand that this Handbook does not contractually bind Capital Christian School and is subject to change without notice by decision of Capital Christian School’s governing body. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.**

**The signed Capital Christian School Enrollment Contract for the 2018-2019 school year serves as verification that you, as parent or guardian, agree to comply with the policies and procedures contained in the Capital Christian Middle School Student Handbook.**