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PARENT/STUDENT HANDBOOK

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CCS LEADERSHIP

BOARD MEMBERS

President: Samuel Van Eerden

Vice President: Mark Sorrell

Secretary: Bo Boshers

Treasurer: Jennifer Frey

ADMINISTRATION

PRINCIPAL

Ms. Jennifer Frey jfrey@cc-school.net

VICE PRINCIPAL

Mrs. Kristin Garcia kgarcia@cc-school.net

ADMIN. Support

Mrs. Gayle Pierucci gpierucci@cc-school.net

STAFF

TEACHERS

Kindergarten: Mrs. Tamara tphair@cc-school.net

First Grade: Mrs. Gina garellano@cc-school.net

Second Grade: Mrs. Crystal cmerriman@cc-school.net

Third Grade: Ms. Turner/Mrs. Debra micheledebra@cc-school.net

Fourth Grade: Mrs. Alicia Alicia@cc-school.net

Fifth Grade: Mrs. Chaney/Mrs. Tina teggert@cc-school.net

Sixth, Seventh & Eighth Grade Jr High Rotation:

Mrs. Lopez mlopez@cc-school.net

Mr. Freddy fmarquez@cc-school.net

Mrs. Nikodym snikodym@cc-school.net

Teaching Assistants

Miss. Stacie, Miss. Aimee, Mrs. Liz, Mr. Nick, Ms. Elaine, Mrs. Edith, Mrs. Clark

Chapel

Mrs. Gayle Pierucci

MISSION STATEMENT

To be a community that honors Jesus Christ as Savior while providing an outstanding biblically based education with traditional teaching methods.

HISTORY

Our school was started in 1982 when Mrs. Florence Gause (also known as “Flo”) started a preschool in her home. Prior to this time, she was involved in teaching Sunday School and directing Vacation Bible School at Fruitvale Community Church, which is now Riverlakes Community Church. These experiences drew her to teaching and she desired to provide old-fashioned learning, with up-to-date style.

In 1970, Mrs. Gause began teaching at Carden School where she taught for ten years. During her time there, she had a growing desire to have her own school. In 1982, she started a small preschool in her home for 6 four-year-old children. The following year, she substituted taught at Carden; and in 1983, with help of her daughter, Patty, and daughter-in-law, LeaAnn, The Little Country Christian School was born. The first school had 18 children and by the end of that year, there were 29 students at LCCS.

Flo and her husband, Bob, started plans to build a school on the Gause property when they discovered the property on Dean Avenue was for sale. It seemed to be God’s perfect place to have a loving “country school” to plant seeds of faith, hope and knowledge of Jesus Christ; and we’ve been here ever since.

In 1994, Mrs. Gause incorporated the elementary school to a non-profit organization under the name of Country Christian School, with hopes of expanding the school through sixth grade. With diligent prayers and hard work her vision came true. It was only appropriate that the Lord would end the 20th Century by starting the 1999 school year of Country Christian School with its first sixth grade class of nine students. We were so proud and counted it a blessing as we blasted off the 21st Century with our first graduating sixth grade class in June of 2000. 2011 marked the first graduating 8th grade class.

God is good and we give Him the praise and the glory for the things He has done for His school here at Country Christian School.

STATEMENT OF FAITH

We believe that all scripture is given by inspiration of God. By this we understand that the entire Bible is inspired in the sense that Holy men of God “were moved by the Holy Spirit” to write the very words of scripture. We believe that His divine inspiration extends equally and fully to all parts of the writings (historical, poetical, doctrinal, and prophetic) as appeared in the inerrant, original manuscripts. (John 14:26; I Thess. 2:13; II Tim. 3:16; II Peter 1:20-21)

We believe that the Godhead eternally exists in three persons – the Father, the Son, and the Holy Spirit. (Gen. 1:26; Matt. 3:16-17; 28:19; John 8:58; John 10:36; Acts 2:17-18; Gal. 4:6)

We believe that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, and received a human body and sinless human nature; yet, He retained His absolute deity, being at the same time truly God and truly man. (John 1:1-3; 5:17; Phil. 2:5-11; Col 2:9; Titus 2:13; Heb. 1:8; Matt. 1:18:25; John 10:30)

We believe in the deity and personality of the Holy Spirit, Who indwells every true believer. (John 14:16-17, 26; Rom. 8:26-27; Eph. 4:30; Acts 5:3; 13:2; I Cor. 12:11; I Cor. 2:11)

We believe that the Lord Jesus Christ died for our sins according to the scriptures as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the ground of His shed blood. (Isa. 53; Rom. 5:6-8; II Cor. 5:21; I Peter 2:24; 3:18; Acts 4:12)

We believe in the bodily resurrection and ascension of Jesus Christ and His present intercession in heaven for His saints. (Rom. 1:4; 8:34; I Cor. 15:3-6; Acts 2:24-34; 3:13-15; 10:40 – 41; Heb. 7:25)

We believe that the Church, the Body of Christ, is composed of all those who personally receive Jesus Christ as Savior and Lord. (Rom. 12:4-5; Eph. 1:22-23; 5:29-30; John 1:12)

We believe in the reality and personality of Satan. (Matt. 4:1-11; 25:41; Luke 13:16; John 14:30; II Cor. 2:11; Eph. 2:2; 6:11-12; Heb. 2:14; James 4:7; I Peter 5:8)

We believe in the bodily resurrection of the just and of the unjust; the everlasting blessedness of the saved; and the everlasting conscious punishment of the lost. (Matt. 25:41-46; Mark 9:42-48; I Cor. 15:50-57; Col 3:4; I Thess. 1:10; 4:13-14; 4:16-17; II Thess. 1:8-9; Rev. 20:4-5; 11-15; Titus 2:13; I John 3:1-2; Rev. 1:7; Acts 1:11; Phil 3:20)

We believe that upon salvation, we are divinely reckoned to be related to this world as strangers and pilgrims, ambassadors and witnesses, and that our purpose in life should be to make Christ known to the whole world. (Matt. 28:13-19; John 17:18; Acts 1:8; Heb. 11:12-26; I Peter 1:17: 2:9, 11)

SCHOOL PHILOSOPHY

At Country Christian School, our desire is to provide a meaningful, educational program, designed to encourage the spiritual, mental, physical, social and emotional development of the individual child as well as the entire group, based on Biblical principles. We feel our educational program is successful: If the child maintains a life-long desire to learn; if the child can interact positively with others; and if the child experiences the love of Christ in a personal way so that this world, and his/her place in it, is understandable and meaningful.

EDUCATIONAL GOALS

1. To teach that the Bible is the inspired and the only infallible authoritative Word of God, thus developing attitudes of love and respect toward it. (Tim. 3:15-17; 2 Pet. 1:20-21)
2. To teach the basic doctrines of the Bible. (Titus 2:1)
3. To provide opportunities for the student to confess Christ as Savior and Lord. (Rom.10:9-10)
4. 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. (Rom. 12:1-2; 2 Tim 2:15; Deut. 26:16-17)
5. To impart an understanding of each Christian's place in the Body of Christ, and its worldwide mission, providing opportunities for student's involvement in this task. (Eph. 4:12; 1 Cor. 12:1-31; Matt. 28:19-20)

SPIRITUAL GOALS

1. To teach Biblical character qualities and provide opportunities for the student to demonstrate these qualities. (1 Sam. 16:7; Gal. 5:22-23)
2. To teach the student how to develop the mind of Christ toward godliness. (Phil. 2:5; Tim. 4:7)
3. To encourage the student to develop self-discipline and responsibility from God's perspective. (1 Tim. 4:7; 1 Cor. 9:24-27)
4. To teach the student the respect for and submission to authority from God's perspective. (Rom. 13:1-7; Heb. 13:17; Eph. 6:1-3)
5. To help the student develop a Christian world view by integrating life, and all studies, with the Bible. (2 Pet. 1:3)
6. To teach the student to hide God's Word in his heart through memorization and meditation. (Psa. 1:3; 119:11)
7. To teach the student how to study God's Word. (2 Tim. 2:15)
8. To help the student develop his self-image as a unique individual created in the image of God and to attain his fullest potential. (Psa. 139:13-16)
9. To teach the student to treat everyone with love and respect as unique individuals created in God's image. (Phil. 2:1-4; Eph. 5:21)
10. To teach the student how to become a contributing member of his society by realizing his need to serve others. (Gal. 5:13; Rom. 12:10)
11. To teach the student Biblical skills for personal and social relationships. (Psa. 119:9; Eph. 4:12)
12. To teach the student the Biblical view of dating, marriage and the family. (1Thess. 4:1-7; 1 Tim. 4:12; Gen. 2:18-25; Eph. 2:22-33)
13. To teach the student physical fitness, good health habits, and wise use of the body as the Temple of God. (1 Cor. 6:19-20)
14. To teach the student Biblical attitudes toward material things and his responsibility for using them to God's glory. (1 Tim. 6:17-19; Matt. 6:19-20; 1 Cor. 10:31)
15. To teach the student an appreciation of the Fine Arts.
16. To teach and encourage the student to use good study skills and habits. (2 Tim. 2:3-7)
17. To teach the student how to research and to reason logically from a Biblical perspective. (Heb. 5:14; Rom. 12:2)
18. To teach the student creative and critical thinking based upon the proper use of Biblical criteria for evaluation. (2 Tim. 3:14-17)

19. To teach the student good citizenship through an understanding and appreciation of our Christian and American heritages (home, church, nation). (1 Cor. 10:11; Rom. 13:1-7)
20. 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, and preserve it properly. (Psa. 8:6; Heb. 2:6-8)

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

1. To bring those whom we find that are not Christians to the saving knowledge of Jesus Christ (2 Pet. 3:9; 1 Tim. 2:4)
2. To aid families in Christian growth and to help them develop Christ-centered homes (Eph. 5:22-33; 2 Pet. 3:18)
3. To cooperate closely as servants to the parents in every phase of the student's development, especially as it relates to the school program. (Mark 10:45)
4. To help the parents to understand the school's purpose and program.
5. To assist parents in keeping up with the changing culture and its effect on the home and the implications for their children.
6. To encourage parents to realize and shoulder their responsibility for the spiritual, moral and social education of their children. (Deut. 6:4-7; Prov. 22:6)
7. To teach the students that it is God's desire for women to marry a man (except those with the special gift of singleness), love their husbands, bear children, love them, watch over her household. (1 Tim. 5:14; Titus 2:4-5),
8. To teach the students that men should marry a woman (except those with the special gift of singleness), love their wives as Christ loved the Church, and take the proper oversight of his household and provide for his family. (1 Cor. 7:2; Eph. 5:25-31; 1 Tim. 5:8)

We believe that man was created in the image of God; that he sinned and thereby incurred not only physical death, which is separation from God; and that all human beings are born with a sinful nature. (Ps. 51:5; Jer. 13:23; 17:9; Mark 7:20-23; Eph. 2:103; Rom. 3:9-18, 23)

ACADEMIC AFFILIATIONS

ACSI

Country Christian School is a member of the Association of Christian Schools International (ACSI).

STATE REGISTRATION

Country Christian School is registered with the State of California's Department of Education and is in compliance with the state approved standard of education.

ADMISSION

NON-DISCRIMINATION POLICY

Country Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs. This policy is held in accordance with the moral conscience of the school board. (Romans 2:11 "There is no preferential treatment with God.")

REGISTRATION

All families (new and continuing) will be required to complete the Admissions and Tuition Agreement Forms. **Registration, book usage and material fees are all due at the time of registration.** The registration fee is **not** refundable.

Kindergarten/First Grade requirements are as follows:

Kindergarten - Must be 4years , 9 months by the first day of school

First Grade - Must be 5years 9 months by the first day school

*****PLEASE NOTIFY THE SCHOOL AT ONCE WHEN THERE ARE CHANGES IN ADDRESS OR TELEPHONE.*****

FINANCIAL INFORMATION

TUITION: Tuition is based on a total annual cost. For your convenience, payments may be spread over a ten month period beginning in August and ending in May. Tuition is not tax deductible.

Families having two or more children may pay full tuition for the oldest child and receive a 10% discount for all other children's tuition.

There is a discount of 5% if the total yearly tuition is paid on or before August 15th.

Monthly tuition and fees are due and payable before the 25th day of each month. Accounts not paid in full by the last day of the month are considered delinquent and will be assessed a late charge in the amount of \$20.00. This charge will be automatically added to the account and a copy of the statement will be mailed to the account holder.

If a delinquent account is not paid in full by the 15th day of the second month, a letter will be sent to the responsible party. If your account falls behind two months you will be notified in writing that your account will have to be put on the automatic deduction program at the FACT Tuition Management Services OR remove student from the school. This program is designed to have the tuition amount automatically deducted from your checking account.

The May tuition payment is due and payable on the last day of school.

SPECIAL CONTRIBUTIONS: All contributions above the cost of tuition and the cost of yearly fees are considered a donation to a non-profit organization and are tax deductible.

RETURNED CHECKS: Checks deposited by the school and returned by the bank for insufficient funds will be re-charged to the parents' account along with the extra bank charges. Payee may request that the check not be submitted for re-deposit and submit another means of payment, such as cash or a money order.

TEST FEE: A testing fee is due for each child enrolling for the first time. This testing fee is for the test placement of new enrolled students. Testing fees are not refundable.

BOOK USAGE FEE: A material fee is due for each child enrolled for the school year. This payment is used for textbooks, consumable and hard-bound, and for special curriculum needs. Lost books must be replaced by the parent for the cost of the book. BOOK FEES ARE NOT REFUNDABLE.

LATE PICK UP CHARGE: CCS daycare is closed at 5:30 sharp. A late fee will be charged at \$1.00 per minute for every minute your child is picked up after 5:30 p.m.

ACADEMIC PROGRAM

WEEKLY SCHEDULE

- School begins at 8:20 a.m. each day of the week.
- Kindergarten-2nd Grade will be dismissed at 2:30 p.m.
- Grades 3rd-8th will be dismissed at 3:00 p.m.

SCHOOL CALENDAR

Our school calendar generally follows the Rosedale School District for major holidays and vacations. Yearly calendar is available online, on Gradelink and in CCS office.

ATTENDANCE

A student enrolled in Country Christian School is expected to be present and on time to school every day school is in session. The actual number of days school is in session will be determined by the yearly school calendar. Students are also expected to attend, and complete all requirements for every class. Attendance records for students are kept by the individual classroom teachers and reported on the student's report card each quarter.

Regular school attendance is required by law and is necessary for good academic progression. A student's success is directly related to his attendance in school.

Absences due to illness or personal emergency (death in the family) are unavoidable at times and for these absences ONLY, students in grades Kindergarten-5th will be given one day for each absence to complete all missing assignments.

Procedure

Please call the school office, to report student absences by 9:00 a.m. each day. If the absence is not cleared by a telephone call or email from the parent, the student needs to bring a note when he/she returns to school. If communication does not happen within 24 hours it is considered an unexcused absence.

Jr. High Absence Policy

All assignments and tests will be due a week after the absences. All incomplete assignments will become zeros. If a student leaves school early on a day of a test or quiz, they will have a week to complete it. If the student leaves in the middle of a test or quiz they **will not** have the opportunity to finish it as they have now viewed the test/quiz. It is the **student's** responsibility to have open communication with their teachers about what tests, quizzes and assignments need to be done. Google tests will need to be prearranged. Teachers **will not** be after students to make sure their work is complete on time. If there are multiple absences in a row Tuesdays work is due the following Tuesday, Wednesdays work is due the following Wednesday, so on and so forth. If the student happens to be absent the day all work is due please have a parent/guardian turn it into the office by 4pm on that day.

If at all possible, we encourage parents to schedule professional appointments (medical, optical, dental, etc.) during after-school hours. All test and quizzes will be taken when student returns from appointment.

Absences for other reasons:

While we discourage parents from excusing their student from school for vacation, celebrations, etc....we will cooperate with families taking their children from school for these occasions.

However, parents MUST notify the school office and student's teacher at least one week prior to the absence explaining the circumstances. A ***Pre-Arranged Absence Request*** form is available and is to be completed by the teacher(s) prior to the absence and sent home with the student. The form will list the work to be completed before returning to school. All assignments and tests will be due the first day back after the absence. All incomplete assignments will become zeros. **A Pre-Arranged Absences is not an excused absence.**

School Drop Off/Dismissal

Students can be dropped off on our campus starting at 8:00am. Please drop them off at the gate near the office. If parents have made previous arrangements to have their child in early morning daycare, they are able to drop off as early as 6:45am. Please enter the back wing gate. Dismissal for grades Kindergarten through 2nd begins at 2:30. Grades 3rd-8th will be dismissed at 3pm. Please wait for your child outside of their classroom door.

Students are not permitted to leave school grounds for any reason unless permission from the parent or guardian has first been obtained by the school. This policy applies to all students. Every student who leaves campus during the school day must be signed out in the office prior to leaving and sign in by parent when they return.

TARDINESS

Students are expected to arrive in class on time regularly. Excessive tardiness generally results in lower achievement. Punctuality is a desired quality not only in schools, but also in the world of work, which awaits students. Students who arrive late to class not only lose the benefit of full instruction, but also disrupt the activities in progress in the class. It is a goal of the school to reduce tardiness to an absolute minimum.

CLASSIFICATION OF TARDIES

Students need to arrive to class on time. In an effort to curb tardiness we have designed a policy which includes consequences. There are two classifications of tardiness:

Excused tardies – Automobile breakdowns, car accident, medical appointments with a Dr.'s note and extreme personal emergencies are considered excused tardies.

Unexcused tardies – Running late, oversleeping and traffic.

School begins at 8:20 AM sharp. Students who arrive after 8:30 AM must go directly to the school office for an admission slip to class.

Consequences of Tardiness

First tardy
Second tardy
Third tardy
Fourth Tardy+

K-8

Warning
Warning
Parents notified verbally or with an email/note home
10 min. detention in office

Tardy tallies will start over each quarter.

CURRICULUM

Our curriculum at Country Christian School is chosen to give each student the strongest possible background in the basic skills they will need to succeed in school. A variety of tests is used within our curriculum. A core of our materials comes from the Abeka Book Company. Curriculum from Abeka is developed and written by Christian educators for use in Christian schools. We are not mandated to use any certain textbook, but are free to choose publications and texts which present the subject matter in the most interesting and effective ways, while corresponding with our school philosophy. Other curriculum used are ACSI, Shurley Method, Saxon Math, and Simply Phonics. Our curriculum is always available for parents to review.

BIBLE: Our Bible material is designed to meet the spiritual needs of all students presenting the main truth of the gospel at whatever content level is best understood. Prayer is incorporated into class time daily to introduce the students to the personal nature of God and His concern with our individual daily lives.

READING: High-intensity phonics, decoding, vocabulary, comprehension, and study skills are emphasized with the curriculum from Simply Phonics. Pupils are taught to integrate and apply the skills they learn to a variety of contexts that are geared to overall reading comprehension. Our overall goal is to give students confidence in their reading ability and a love for reading.

SPELLING: Spelling is used to apply phonics rules, learned sight words, practice sentence structure, and improve handwriting skills. Spelling workbooks are a part of the spelling curriculum.

MATHEMATICS: Manipulatives, math workbooks, and textbooks are used to develop skills in mathematics. Word problems and application skills are of equal importance.

ENGLISH: English and Language tests emphasize grammar, writing proficiency and listening skills.

HISTORY: Our primary geography and history courses give students an introduction to the greatness of America, some of the great Americans from the past and Introduction to World History.

SCIENCE: God is shown as the Master Designer through a study of plants, animals, insects, energy, health, and the five senses.

TEXTBOOKS

All textbooks are the property of the school; however, they are the responsibility of the student during the course of study. At the end of the year when the books are returned, the teacher will again assess the condition of the books. **Students will be charged a damage fee for excessive wear.**

HOMEWORK

Philosophy:

Country Christian School teachers may assign homework to their students at any given time. Below are the primary reasons or causes for homework being assigned:

1. Students often need extra practice in new concepts, skills, or facts. In certain subjects (e.g. math or languages), there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice.
2. Repeated, short periods of practice or study of new information is often a better way to learn than one long period study.
3. Since Country Christian School recognizes that parental involvement is critical to a child's education, homework can be used as an opportunity for parents to actively assist their child in his studies. This will also keep the parents informed as to the current topics of study in the class.
4. Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely.

HOMEWORK POLICY

Homework is a tool to help children develop self-discipline and a sense of responsibility, and to provide skills practice. Homework becomes structured beginning in grade 1, so that by grade 2, the student is expected to assume a major part of the responsibility for knowing what the assignments are and to complete them on time. At the Elementary level twenty-five minutes to an hour should be set aside each night. This may vary with each student, but represents a good guideline to follow. The individual teachers can answer further questions regarding homework.

The amount of student homework at CCS varies from grade to grade. At the K-8 level, daily assignments are usually given in reading, mathematics, language arts and others, with class time allowed for student to begin their assignments under teacher direction. In general, whatever is not completed at school is homework. In addition, there are a number of instances when students need to bring work home. For example, quizzes and tests are administered regularly and this requires study time at home. Reports and special projects normally require time outside of the classroom, and these are also designated as homework.

MAXIMUM Homework Time Allotted by Grade:

Kindergarten 10 Minutes Homework – and – 15 Minutes of Parent Reading to Student

First Grade 15 Minutes Homework – and – 15 Minutes of Student Reading to Parent

Second Grade 20 Minutes Homework – and – 20 Minutes of Student Reading

Third Grade 30 Minutes Homework – and – 20 Minutes of Student Reading

Fourth-Fifth Grades 45-60 Minutes Homework – and – 20 min. studying time

Sixth– Eighth Grades 60-90 Minutes Homework –and 30 min. studying time

www.gradelink.com and Google Classroom should be checked for information on grades and assignments

A Homework Assignment Sheet OR agenda will be used.

SCHEDULED TESTING: 1st – 8th Standard Achievement Testing (SAT) administered in the spring of each school year. Please DO NOT schedule your student to be away from school during this week!!!

GRADING, EVALUATION AND REPORT CARDS

Evaluating student performance is an important part of the educational process. Teachers keep record of grades and record assignment grades regularly. While grading is at best subjective, the teacher must try to be fair and reasonable in the assignments given and in the grading of those assignments. In the grading system tests, quizzes, and special projects are given greater weight than daily work.

Each teacher is able to support a grade for a student with an objective grading system. A point system is used for this as it allows weighing of assignments and examinations and also provides more meaning than letter grades.

The marks a student earns are determined by the teacher's assessment of the student's work and progress. Teachers at Country Christian School are committed to being honest and fair in the assessment of each child. We hope to work together as a team in the education of your child, presenting a complete picture of your child's achievement.

KINDERGARTEN– EIGHTH GRADES:

Report cards are put online every nine weeks during the school year. Parents will receive a hard copy of their students report the 1st quarter as well as the last quarter. We also realize that there is a certain degree of subjectivity based on the individual personalities and teaching methods of our staff. Grades given to students are based on their test scores and class assignments, and will reflect their progress based on the following standard:

The following letters will be used for evaluating academic/behavior grades for Kindergarten.

- O Outstanding
- S Satisfactory
- NI Needs Improvement

1st-8th will receive Letter Grades.

Grading Scale

	<u>Grade</u>	<u>Grade Point</u>	<u>Academic Grades</u>
90 – 100%	A	4.0	A Superior work
80 – 89%	B	3.0	B Exceeds acceptable standards
70 – 79%	C	2.0	C Meets acceptable standards
60 – 69%	D	1.0	D Falls below acceptable standard
0 – 59%	F	0.0	F Fail

To view grades between report cards **please** use Gradelink.

Graduation Expectations

In order to receive a certificate and participate in commencement day activities, the following criteria need to be met:

1. Cumulative 8th grade GPA of 1.0
2. Passing (60% or greater) semester grade in all classes for both 8th grade semesters.
3. All bills/fees paid, books and other items returned.

Parent/Teacher Conferences

Fall: **Mandatory** parent/teacher conference

Parent teacher conferences will be held following the 1st quarter. Report cards may be picked up by the parent at this time. Report cards not picked will be placed in students file. 2nd, thru 4th quarter grade reports will be picked up by parent in classroom or may be sent home with a request in writing by parent.

LEARNING DISABILITIES

Severe Learning Disability: Any condition in a potential student which would require a separate classroom, program, or staff in order to provide the educational services desired by the parents, e.g., Down's syndrome with moderate/severe mental retardation.

Learning Disability: Any condition in a potential student or current student which does not require a separate classroom, program, or staff in order to provide the educational services desired by the parents, e.g. Hyperactivity, Attention Deficit Disorder, Dyslexia etc.

1. Due to the lack of adequate staff, funding and facilities, children with a severe learning disability will not be admitted to Country Christian School.
2. Children who have been diagnosed as having a learning disability will be required to meet the same standards as all other children in their grade level.
3. Children who have been diagnosed as having a learning disability will be given an equal amount of instruction and encouragement as their classmates.
4. Children with physical motor limitations do not necessarily have learning disabilities but because of the possible need for special provisions, these children will be considered on a case-by-case basis.

CHAPEL

Chapel will normally be held weekly on Friday mornings in the multipurpose room (K-4th is at 8:30 and 5th-8th is at 9:05am) or **altogether** on the back playground at 8:30. Chapel time is an important part of our educational program and spiritual growth. Pastors, parents, teachers, and children's workers will be invited to come and share something from God's Word that will be of inspiration and encouragement to them. Parents/family members are welcome to sign up ahead of time via reservations list in the CCS office to reserve a space to attend indoor chapels.

STUDENT HEALTH REQUIREMENTS

1. All students attending Country Christian School must have on record with the school office a current immunization record **before** entering school in August. Standard immunization record forms may be obtained from the family doctor and a copy given to the school office.
2. **Before the school will issue any medication to a student, we must receive written parental permission via a signed Medicine Slip (available in the school office).** In order to facilitate the general dispensing of non-prescription medicine (e.g. Tylenol) we have a form available for parents to grant a year's general permission to the school to issue non-prescription medicines to their student(s). This form will be kept in the student's file. No prescription medicines will be dispensed without written parental permission.
ALL MEDICATIONS MUST BE ADMINISTERED BY A SCHOOL STAFF MEMBER AND RECORDED ON THE APPROPRIATE FORM.
3. A Medical Release Card signed by the parents must be on file in the office for each student. (Permission for Emergency Medical Treatment, Physician information, whom to contact, etc.)

MEDICAL GUIDELINES

In instances where a student needs medical attention, the school will call the parents or the family (in that order) or will follow instructions given on the student application. All medicines must be kept and administered at the school office.

In order to comply with California State school regulations students who require medications while at school must have both a letter from the doctor instructing the school to administer the medication, and a letter from the parents granting to do so. The doctors' letter should state the students name, the medication name, specific amount to be given, the time, frequency and duration of administration and possible side effects. The parents' letter should also give the students' name and medication name. **The medication must be brought to the school office in the original pharmacy container, with the pharmacy label stating the students name, medication name, doctors' instructions and medication expiration date.** The regulation covers both prescription and non-prescription medications. We apologize for any inconvenience this may cause, but trust that the added safety of this will provide your students appropriate compensation.

COMMUNICABLE DISEASES

The following procedure will generally be followed when there is good reason to believe that a student has a contagious and/or communicable disease:

1. Student will be sent to office.
2. Parent will be contacted and required to take the student home.
3. For some communicable diseases (such as tuberculosis and hepatitis), a doctor's release may be required for the student to return to school.
4. In the case of head lice, the student will not be allowed to return to school until all nits have been removed from the hair. Students must check with office on return to school.
5. We follow CDC guidelines for COVID protocols.

IF A STUDENT GOES HOME WITH A FEVER

If a student goes home with a fever or after vomiting, the student must be symptom free without medication for at least 24 hours before returning to school.

Example: If a student goes home at 11:00 a.m. on Tuesday with a fever he/she may not return to school until Thursday of that week assuming the fever returned to normal and remained at a normal temperature during that 24 hour period prior to returning to school.

STUDENT TRANSFER PROCEDURE

If it becomes necessary for you to withdraw your child from school, please notify the office as soon as you know what the child's last day will be.

Upon receipt by CCS of a signed "Records Release Form" provided by the school the pupil is transferring to, all student records will be forwarded by CCS.

ACADEMIC HONESTY

It is our desire for the students of CCS to conduct their lives with integrity. Honesty is an expectation for all students at CCS. It is our intention to create an ethical academic atmosphere.

Specific types of academic dishonesty, which will result in disciplinary action, are defined below:

1. **Cheating on tests** – Any giving of or use of external assistance relating to an examination, test, or quiz without explicit permission of the teacher. This includes looking on another student's paper, sharing answers, copying another student's paper, or using answers written on a cheat sheet, parts of the body, the desk, etc.
2. **Plagiarism** – any representation of another's ideas, words, or work as one's own. Plagiarism includes the misuse of published material, electronic material, and/or the work of other students. The original writer who intentionally shares his/her paper for another to copy, without the permission of the teacher, is also engaged in plagiarism.
3. **Forgery** – Any unauthorized signing of another person's name to school related documents.
4. **Theft** – Any theft of materials.

Consequence of Academic Dishonesty

- **First Offense** – student receives zero on work with no make-up permitted; parent will be notified.
- **Second Offense** – student receives zero on work with no make-up permitted; parent will be notified, in house suspended.
- **Third Offense** – student will be suspended; parent meeting.

All incidences of academic dishonesty will be reported to the administrator and recorded in the student's cumulative file.

CONFLICT RESOLUTION GUIDELINES

It is inevitable that conflict sometimes arises between people. That is why God gave us principles in the Bible for conflict resolution. It is the intention of Country Christian School to help our students and community to learn Biblical ways of making peace with one another and to incorporate those ways in our lives. Please review:” Romans 12:18, James 1:19, Ephesians 4:26, Matthew 5: 21-24

If a student comes home with an unresolved conflict:

1. Ask your student if he or she has talked to or would like to talk with the teacher or student peer that the conflict is with.
2. Ask your student if he or she would like you to go along to meet with the teacher; if yes, make an appointment.

If you as a parent have a conflict with a teacher:

1. Make arrangements ASAP to meet with teacher to resolve the problem
2. If this does not solve the problem, set an appointment with the school’s principal for a meeting between you and the teacher and the principal.
3. If this does not solve the problem, a written appeal may be submitted to the CCS board regarding any policies, procedures, or guidelines. A board member will respond.

If you as a parent have a conflict with the principal:

1. Ask for an appointment with the principal to discuss your concerns.
2. Set an appointment with the principal for a meeting that includes a board member.
3. Write an appeal that addresses any related policy, procedure, or guideline. The CCS board will respond to your request.

If you have a conflict with the board:

- Write an appeal that addresses policy, procedure, or guideline. The President of the board will respond to your request.

Suggestions to remember before you proceed with the above guidelines:

1. Review the biblical principals.
2. Speak the truth in love.
3. Be respectful.
4. Treat others as you would like to be treated.
5. **Don’t gossip or involve other parents in these conflicts!!!**

DRESS CODE

Appropriate clothing can help reflect Biblical concepts of consideration and modesty. Country Christian School wants to create an environment that will promote learning and discipline. To help achieve these important goals, school uniforms are mandatory.

A prescribed uniform serves to externally equalize all students. Uniforms provide accepted standards of modesty thus eliminating conflicting interpretations of a dress code. Uniforms can create a team spirit and foster a spirit of cooperation and participation. In brief, uniforms provide neatness, remove “label competition”, and can reduce behavioral problems.

All students are required to wear CCS uniforms beginning the first day of school. Students who do not wear the appropriate uniform will:

- Be sent to the office
- Parents will be notified and/or given a *Dress Check (to be signed by the parent & returned the following day, thank you)
- Be allowed to look for appropriate uniform in our Clothes Corner and/or have parents bring appropriate clothing. Student will miss out on recess, special event, mixing, etc. until appropriate uniform is worn. (PE clothing is not uniform). Time/work missed from class will need to be made up as a homework assignment. Best Decision: wear appropriate uniform.
- The last Thursday of each month will be designated a free dress day as well as other special days such as picture days and Reading Round-up day. Free dress privileges will be revoked from any student who cannot dress modestly or behave appropriately. Uniforms are required on all Chapel days.

A limited supply of clothing will be kept on campus in our Clothes Corner for students who need to change in case of an accident. If a student borrows a garment, it needs to be laundered and returned to the school within 3 days of borrowing it or purchase the item for \$1.

Outerwear: sweatshirts, sweaters, jackets, coats (no ponchos please) must be SOLID/plain red, white, navy, black or gray. Pullover, buttons and zip up is fine as long as strings, buttons, and zippers are like color. Please note: **NO logos** or insignias, except for school logo, are allowed. A uniform shirt must ALWAYS be worn under student’s uniformed outer wear. Length of dresses, skirts and shorts must be mid thigh or longer.

Uniforms and outerwear may be purchased anywhere as long as there is no emblem or insignias (this means NO Adidas, Nike, etc. logo) and follow school dress code as specified.

Shoes must be worn at all times. Closed toed shoes are suggested for safety, but must have a closed or strapped heel. No heels over 1inch and flip flops are never allowed for students.

Hair styles and length need to be kept clean and neat. Hair that appears unkept will not be allowed. Boys hair length must be kept above the collar and all students hair must be kept out of their eyes. Natural color highlights are allowed in moderation. **No** unnatural/different color ‘add ons’(pink, purple, blue, etc.) feathers or extensions are allowed.

Jewelry is to be moderate. Earrings of any type are not allowed by male students. Girls may wear one or two earrings in each ear, studs only for safety purposes. Please do not allow your child to wear valuable items to school.

Moderate-age appropriate make up for Junior High Girls is allowed if permitted by parent. **NO** tattoos (temporary or permanent), no body piercings or no fake fingernails are allowed.

(Note: The CCS Administration reserves the right of final interpretation regarding the above items)

*For the school year: After three Dress Checks (for whatever infractions) the student will lose recess, special event and/or Free Dress privileges.

Girls

- Polo collard shirts – red, white, navy (Polo collard shirts can be short or long sleeve)
- Turtlenecks – red, white, navy
- Pants – navy, khaki
- Leggings– red, white, navy, black or gray **ONLY** (may be worn under skirts, shorts and dresses)
- Shorts – navy, khaki (mid thigh or longer)
- Skirts – navy, khaki (shorts or bike shorts **must** be worn underneath)
- Dresses/Jumpers – red, white, navy, khaki (shorts or bike shorts **must** be worn underneath)
- Turtlenecks – red, white, navy
- Sweater or pull-overs (Cardigan or V-Neck) – red, white, navy, black or gray (solid)

Boys

- Polo collard shirts – red, white, navy (polo collard shirts can be short or long sleeve)
- Turtlenecks- red, white, navy
- Pants – navy, khaki
- Shorts – navy, khaki
- Sweater- red, white, navy, black, gray (solid)

Both Boys and Girls

- CCS T-shirts are allowed for uniform wear (If wear a long sleeve under must be solid red, white or navy.)
- Proper undergarments are to be worn at all times
- Baseball hats, beanies, and hoods need to be taken off in class and **are not** to be worn indoors
- Excessive tightness, bagginess or sloppiness in clothing is not allowed
- No PJ pants or sweatpants

JR. High PE

- PE uniform is for PE
- Tennis shoes must be worn for PE

Free Dress Days-

The last Thursday of each month will be designated as a free dress day as well as other special days such as picture days and Reading Round-up day. Free dress privileges will be revoked from any student who cannot dress modestly or behave appropriately.

- Length of skirts, dresses, and shorts must be mid thigh or longer
- Leggings are not pants. If worn, they must be worn under appropriate length skirt or dress OR shirt must be long enough to fully cover ones bathing suit area.
- No holes in any article of clothing will be allowed. No holes, rip, tears in jeans.
- No low cut, mid drift bearing items are to be worn.
- No PJ pants

THANK YOU!

DISCIPLINE PHILOSOPHY

Discipline is the necessary process of training. The outcome can bring about positive change in one's heart and behavior; influencing the direction of one's life and their community.

"At the moment discipline seems painful rather than pleasant, but later it brings about the peaceful fruit of righteousness~ to those who have been trained by it." Hebrews 12:11

Hebrews 12:6~ reminds us that, "the Lord disciplines those whom He loves..." And at CCS we do not take lightly the responsibility and privilege of coming alongside our parents to the same...

Parents have the ultimate authority and responsibility for the training of their children. CCS views itself as a tool chosen by parents to used to help in this valuable process.

In choosing CCS as a training tool for your child, parents need to agree to be active and supportive elements in enforcing our community standards and guidelines for acceptable behavior.

Any student whose actions are not consistent with the direction of our school may have his/her privilege of attending CCS withdrawn by the Administration. Additionally, a student who consistently shares and/or presents a negative attitude toward the Lord, His Word, faculty or fellow students may forfeit his/her privilege of attending CCS.

Discipline Goals

It is the goal of CCS to create/be a safe environment that facilitates maximum learning opportunities for each student.

Therefore, the goal of discipline on campus is for the correction of immediate problems, guidance toward acceptable behavior and the development of good character in the individual.

Discipline Policy and Procedures

In the process of training~ discipline problems will first be dealt with by the teacher at the classroom level, with Administrative involvement when deemed necessary. We desire to keep parents apprised of problems... and if/when problems are reoccurring, we will require parental involvement.

Verbal affirmation and correction, as well as rewards and levels of consequences will be used as we consider what is best for the student, their classroom and the CCS community.

Therefore, if a student chooses to be disrespectful or is unable to follow classroom/school rules... a warning will be given and then the following consequences may be used:

- Sentences of Affirmation/Apology
- Contract or Behavioral Chart Made to Follow
- Privilege of Recess/Special Event/Mixing Classes Removed
- Assigned Cleaning Duties on Campus
- Parent Conference/Note/Phone Call to parents

Alternative plan of correction devised between teacher, Administration and parent.

If these Methods are not successful, the student will:

1st– Be given a Detention slip (to be signed by parent and returned to office the next day) and sent to the office to do school work. *Note: if Detention slip is not returned, signed by parent the following day– a phone call to parent will be made.*

2nd– Be given a Detention slip, sent to the office where he/she will do school work, (other consequence may be given in addition) and a phone call to parents will be made requesting a conference to plan on a course of corrective action.

3rd– Suspension (In house or at home to be determined by CCS Board and Administration)

Grounds for immediate suspension are:

- Active defiance of authority
- Fighting
- Use of foul language
- Destroying personal/school property
- Stealing
- Possession of drug, alcohol or weapons

EXPULSION POLICY: We reserve the right to refuse service to any child if we determine that we cannot meet the needs of the child. We further reserve the right to refuse service to any child that threatens, strikes, or in any way harms staff or other children in our care. An expulsion for violent behavior may be made without prior notice. Furthermore, if, at anytime, any parent or guardian of a child enrolled at CCS behaves in a verbally, physically, aggressive or violent way while on campus, it can be cause for immediate expulsion of the student.

General Information

SCHOOL RULES

Attendance at Country Christian School is a privilege, not a right; and each student is expected to behave in an orderly and respectful manner, maintaining Christian standards in courtesy, language, morality and honesty. The following general rules must be observed at all times:

1. Prompt and respectful obedience to all school personnel, including office, custodial, and support staff.
2. Students should **ONLY** be in authorized areas unless accompanied by a teacher or with special permission.
3. No student is allowed in any classroom without the teacher being present.
4. Restrooms may not be used for hanging out, playing in and out, or eating.
5. No rough play is allowed. The “hands-to-yourself” policy is enforced at all times.

Speech

The language we use on campus should be consistent with the Word of God. In Ephesians 4:29 we are instructed: “Do not let any unwholesome talk come out of your mouths only what is helpful for building others up according to their needs, that it may benefit those who listen.” As a student at Country Christian School, please give your attention to these instructions in all that you say.

PERSONAL PROPERTY

The school does not assume any responsibility for lost or stolen property belonging to students or staff unless on loan to the school. For this reason, students **are not** allowed to bring such things as toys, collectibles, sports equipment or other valuables to school. These items will be confiscated and held in the office. Students are allowed to bring cell phones and Apple watches but they **MUST** be checked into the office when they arrive to school and picked up at the end of the day.

SCHOOL CLOSURE

Country Christian School will follow the Rosedale School District closure announcements on local radio stations (i.e. KAXL) during inclement weather conditions. This includes FOG Delays!

LUNCH

You are responsible for providing morning snack and lunch for your child or children. We do not have cafeteria facilities at Country Christian School. However, we do offer a variety of food services catered in during the week as an option for lunch. Order forms are available in the office. Nutritious lunches and snacks are encouraged. We do not allow students to share food and NO gum on campus.

FIELD TRIPS

Field trips are scheduled throughout the school year. Although such off-campus learning experiences are of real enjoyment for the students, it is to be realized that these experiences are also designed to enrich learning, participation is required as it is a part of their grade. Siblings are not allowed. Parents are asked to help supervise the students on field trips. There is a minimal charge for some of these trips.

VISITORS

Parents and prospective students are welcome to visit the school. It is necessary, however, to make arrangements prior to the visit. We want to be sure the experience is not disruptive to the class and is pleasant for the visitor.

All visitors and non-students must check in at the main office where they will receive a visitors sticker. For the protection of the school community, persons who cannot demonstrate a legitimate reason for their presence on school property will not be allowed to remain.

Visitors should comply with the following guidelines:

1. Friends/relatives are not normally allowed to attend school with CCS students without advanced permission from the administration.

Sign/In & Sign/Out Procedure

Parents picking up students during the school day are required to sign/in - sign/out at the main office. We will only release students to go home with their parents, other individuals authorized to pick up your children as identified on the emergency release card or if you authorize their release in a written note or verbal phone call.

Student Insurance

Student Accident Insurance is provided for all Country Christian School students during regular school hours. This insurance is **supplemental** to insurance carried by the family.

PHOTO EXCLUSIONS

Throughout the year, appropriate pictures and videos will be taken to be used in school presentations, the yearbook, on the school's website, etc. If you do not wish for your families' pictures to be used, there is a form in the office that will exclude photographs of your family. It is your responsibility to come to the office to sign the exclusion form.

Non – Harassment Policy

Country Christian School is committed to providing an academic environment that is free of all form of intimidation, exploitation, and harassment, including sexual harassment, and keeping with that commitment, the school maintains a strict policy prohibiting harassment based upon race, color, national origin, ancestry, physical handicap, medical condition, gender, disability, or age. This policy prohibits harassment, including verbal, physical, and visual harassment. Employee – Employee, Employee - student, or Student – Student harassment is prohibited.

Any student who believes that he/she has been the victim to unlawful harassment should immediately report the matter to a teacher or the administrator. Complaints of harassment will be promptly investigated and appropriate corrective action will be taken. Anyone who violates this policy will be subject to discipline, up to and including expulsion.

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.

TELEPHONE USE

The school phone is reserved for official school business and emergencies only. Cell phones and all other electronic devices are prohibited on the CCS campus. These devices will be confiscated and held for parent pick-up on the first offense only, Second offense warrants in house suspension. Third offense device must be picked up by parent at next CCS board meeting.

PARENTAL INVOLVEMENT

Parent Orientation and conferences promote a good understanding between parents or guardians and the staff/administration of this school. Every parent is encouraged to participate in these informative and helpful opportunities.

Parents may help the school through fund raisers, Golf Tournament, Spring Auction, Scrip and getting involved with parent club.

Financial gifts to the school for capital improvements, curriculum development, and expansion help keep tuition from being prohibitive to families desirous of Christian education for their children. Gifts and scholarships are tax deductible. In order for you to take advantage of the tax deduction, your gifts should be made out to "Country Christian School" and designated "Christian School donation". You may wish to give toward a specific purpose or to the school general fund.

EMERGENCIES

FIRST AID

All first aid kits will be stocked with the necessary supplies needed to treat a variety of injuries. One kit will be located in the main office.

ACCIDENTS

Treatment:

First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection. School personnel are required to wear protective latex gloves (provided by the school) whenever in contact with others during first aid procedures.

If it is a “minor” accident, the student will be treated in the school office, evaluated and released back to class.

Parents will be notified of any accident involving the head, neck, or back areas and/or any “major” injury. A representative of the school will stay with the child until the parent/guardian assumes responsibility of the student.

Accident Report:

An accident report must be completed by the observing staff member for any accident involving a fall, injury to head, neck or back areas, or injuries caused by another object or person, or if an ice pack is given. Minor scrapes and bumps do not require an accident report to be filed.

MEDICAL EMERGENCY

In case of emergency, a parent/guardian will be contacted by phone and be requested to come to school to pick up the student. If a parent/guardian cannot be reached (and it is not a life threatening situation) the student must remain in the school office until parental contact is made.

If the situation may be life threatening, staff members are to call 911 services and then contact the parents immediately.

FIRE DRILL

EVACUATION PROCEDURE:

1. In the event of a fire, students should walk quickly, quietly, and orderly. Running and talking are prohibited.
2. Teachers should turn off lights and close the classroom door. Class roll books must be taken in order to verify attendance.
3. There are two routes of escape from any area of the building. From each classroom there will be a primary route, which is assigned, and a secondary route if the primary one is blocked. The teacher will instruct the students as to which exit to use.
4. After exiting the building it is the teacher's responsibility to take a head count to make sure all students are present. The teacher should keep the students calm and wait for instructions

DRILL:

1. Every fire drill is an exercise in group control and fire drill organization for staff, teachers and students. The purpose of fire drills is to thoroughly instill in the minds of the students the correct procedure for clearing buildings so that in case of emergency, it may be done with little or no confusion. Great emphasis should be placed upon the execution of each drill.
2. Fire drills will be held every 3rd month in a rotation with Earthquake and Lockdown Drills. Teachers should follow the procedure given above.
3. When the all-clear signal is given, teachers and students may return to class.

EARTHQUAKE DRILL

PROCEDURE:

1. Teacher will tell the class it is an earthquake and what to do.
 - a. Drop: Everyone should drop to a crouched position with head down and take cover next to a desk or table.
 - b. Cover: Everyone should cover his or her head with a book or notebook.
 - c. Hold: Everyone should hold on to a table or desk to ensure maximum protection from falling debris.
2. Teachers should evaluate the situation and cautiously follow evacuation procedures to a pre-assigned safe assembly area.
3. Teachers should verify, by taking role, that all students are assembled in the designated safe area.
4. Teachers should maintain control of assigned students until school administration determines subsequent action and provides further instruction.

DRILL:

1. Earthquake drills will take place every 3rd month in a rotation with Fire and Lockdown drills.
2. Teachers will provide students with information about what to expect during an earthquake and prepare them for such an emergency.

LOCKDOWN DRILL

PROCEDURE:

1. Teachers will tell students what to do during a lockdown drill
 - a. lock doors
 - b. cover windows
 - c. take cover behind tables

DRILL:

1. Lockdown drills will take place every 3rd month in a rotation with Fire and Earthquake drills.
2. Teachers will provide students with information about what to expect during an lockdown drill and prepare them for such an emergency.

Country Christian School Weapons Policy

Country Christian's School Weapons policy with respect to the use and possession of firearms on any school Location (hereafter: Firearm Policy) is the same as that which is currently mandated by California state law concerning the use and possession of firearms on any school property(see, eg: California Penal Code Section 626.9.) Country Christian School does not authorize any exception to this Firearm Policy or make any additional prohibitions other than what are explicitly set forth in the current California state law.

Now~ May you, dear parent,
be directed by God's Word
and guided and
comforted by His Spirit as
you seek the right school, at
the right time, for your
child(ren) -Amen