



High School Student Handbook

2021 - 2022

9470 Micron Avenue
Sacramento, CA 95827

Main office: (916) 856-5611
Fax: (916) 916-471-0515
www.capitalchristian.school

"Be completely humble and gentle; be patient, bearing with one another in love" Ephesians 4:2

TABLE OF CONTENTS

I. GENERAL INFORMATION	4
A. Office Hours and Office Contacts.....	4
B. School Hours.....	4
C. Non-Discrimination Policy.....	4
D. Mission Statement.....	4
E. Vision Statement.....	4
F. Statement of Faith.....	4
G. Philosophy.....	6
H. Matthew 18 Principle.....	6
I. School-wide Learning Outcomes (SLOs)	6
II. ADMISSIONS POLICY.....	6
A. Procedures.....	6
B. Withdrawal Procedures.....	7
C. Financial Responsibility.....	7
III. ACADEMIC INFORMATION.....	8
A. Progress Reports/Quarter Grades.....	8
B. Semester Grades	8
C. Grading Policy.....	8
D. Academic Probation.....	9
E. Homework.....	10
F. Schedule Changes.....	10
G. Transcripts.....	10
H. MLA.....	10
I. Honor Roll.....	10
J. Valedictorian and Salutatorian.....	11
K. Graduating with Honors.....	11
L. Access to Cumulative Records.....	11
M. Graduation Requirements.....	11
N. College Plans	13
O. Graduation Activities.....	14
IV. ATTENDANCE	14
A. Absence Policy.....	14
B. Excused Absences.....	14
C. Prolonged Absences/Students in Crisis.....	15
D. Unexcused Absences.....	15
E. Early Dismissal Policy.....	15
F. Attendance Requirements for Athletic, Curricular and Co-Curricular Activities.....	15
G. College Visitations.....	16
H. Tardy Policy.....	16
I. Truancy Policy.....	16
J. Attendance and Academic Credit	16
V. STUDENT LIFE.....	17
A. Statement of Conduct.....	17
B. Conduct.....	17
C. Classroom Environment.....	18
D. Extra/Co-Curricular Activities.....	18
E. Attendance Requirements.....	19
F. Citizenship.....	19
G. Scholastic Eligibility.....	19
H. Athletics.....	19

I.	<i>Associated Student Body (ASB)</i>	20
J.	<i>California Scholarship Federation (CSF)</i>	20
K.	<i>Counseling</i>	21
VI.	STUDENT DISCIPLINE	21
A.	<i>Disciplinary Consequences</i>	21
B.	<i>Detention</i>	21
C.	<i>Levels of Discipline</i>	23
D.	<i>Restorative Practices</i>	24
E.	<i>Searches</i>	24
F.	<i>Required Testing for Substance Abuse</i>	25
G.	<i>Social Media Policy</i>	25
H.	<i>Adhere to CCHS Policies and Regulations</i>	25
I.	<i>Eighteen-Year-Old Recognition</i>	26
VII.	STUDENT DRESS	26
A.	<i>Dress Code</i>	26
B.	<i>PERSONAL APPEARANCE</i>	26
VIII.	CAMPUS OPERATION	29
A.	<i>Closed Campus Policy</i>	29
B.	<i>On-campus Visitors</i>	29
C.	<i>Emergency Health Procedures</i>	29
D.	<i>Medication</i>	30
E.	<i>Chapel</i>	30
F.	<i>Fire Drills and Disaster Drills</i>	30
G.	<i>Lockers</i>	31
H.	<i>Lost & Found</i>	31
I.	<i>Personal Property</i>	31
J.	<i>Telephone</i>	31
K.	<i>Photography Release</i>	31
L.	<i>Restrooms/Locker and Showers</i>	31
M.	<i>Curriculum</i>	31
N.	<i>Supplies</i>	32
O.	<i>Student Driving Guidelines</i>	32
P.	<i>Sexual Harassment</i>	32
Q.	<i>Student Harassment</i>	33
R.	<i>Bullying</i>	33
S.	<i>Cyberbullying</i>	33
T.	<i>Racial Discrimination</i>	33
IX.	ACCEPTABLE USE POLICY	34
X.	GENERAL DISCLAIMER	42
XI.	PARENT-STUDENT AGREEMENT FORM	43

I. GENERAL INFORMATION

This publication is designed to familiarize parents, current and prospective students with the vision and goals of Capital Christian School (CCS). We ask that both parent and student **read this handbook carefully** to help in the understanding of our purpose and guidelines. Students will be quizzed on the content of this handbook to ensure they understand and mutually agree with the expectations of the school.

A. Office Hours and Office Contacts

School Days: Weekdays 8:00am - 4:00pm

Phone: (916) 856-5611 Fax: (916) 471-0515

www.capitalchristian.school

Our primary means of communication is **via email**. All families are expected to regularly check their email (at least every other day) and have access to the internet to use our web services through FACTS to check on attendance and grades. Students are expected to check their emails (@k12cougars.cc) daily.

B. School Hours

Students are discouraged from being on the school grounds prior to 7:45 a.m. unless they have a zero-period class or lingering after 4:00 p.m. unless they are involved in school-related activities such as an after-school program or extracurricular activities. CCS cannot be responsible for students who remain on-campus during non-business hours if they are not involved with school activities.

C. Non-Discrimination Policy

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

D. Mission Statement

CCS 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.

E. Vision Statement

Inspire and strengthen the hearts and minds of the next generation of leaders to serve, love and impact the world in Christ.

F. Statement of Faith

CCS subscribes to these statements of faith:

- **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 7:4; 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 the 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 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 (CCC). 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. (I 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 CCS and to provide a biblical role model to CCS students and staff, it is imperative that all persons employed by CCS 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 CCC.

- **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)

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 CCS's faith, doctrine, practice policy, and discipline, the CCC Senior Pastor is CCS's final interpretive authority on the Bible's meaning and application.

G. Philosophy

CCS shall have high spiritual and academic standards and shall include the development of the whole person spiritually, mentally, socially, physically, and emotionally. Emphasis is placed on learning about God and the truths of God's Word in relationship to man and his world; recognizing that the way to God comes through the 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 CCC and the General Council of the Assemblies of God and shall also be respectful of the teachings of other evangelical denominations.

H. Matthew 18 Principle

CCS believes in the power of community and the unity that comes from the love of Jesus. Because we are all imperfect and broken and because we are also all very different from diverse backgrounds, issues and conflicts are inevitable. We believe strongly to faithfully follow the principle found in Matthew 18:15-17. If a parent or student has any problems or questions regarding the school, staff, or students, please go directly to the person involved. If you are unsure of how to apply this principle in your situation, please let us know, and we would be happy to assist! Let us avoid unedifying conversations and gossip that does not lead to resolution.

I. School-wide Learning Outcomes (SLOs)

- A CCS graduate will demonstrate an understanding of biblical knowledge and truth with the purpose of developing a Christian worldview resulting in a personal, defensible relationship with Jesus Christ.
- A CCS graduate will develop the interpersonal and organizational skills needed to function effectively in life.
- 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.
- A CCS graduate will be an effective communicator.
- A CCS graduate will be a critical thinker.

II. ADMISSIONS POLICY

A. Procedures

Parents or legal guardians of all prospective students should be aware of the admissions procedure when applying for student enrollment at CCS. This process verifies that students are a good fit for our school to ensure student success.

- Parents or legal guardians must submit an application for approval. All new students must provide an official copy of their transcripts for any high school work already completed

and submit letters of recommendations.

- After reviewing the completed application packet, the school office will schedule an appointment for the prospective student to be interviewed and evaluated for curriculum readiness and placement. Before the interview, students should prepare to answer questions regarding their spiritual background and their reasons for wanting to attend CCS.

B. Withdrawal Procedures

A student that is withdrawing from enrollment must submit a written notification with the effective date by his/her parent 30 days prior to withdrawal. This will help expedite the transfer of appropriate files to the next school and provide a smoother transition. An exit interview is requested by CCS with the student and parents to provide constructive feedback. All items subject to return must be turned in within 30 days of withdrawal notice. **All fees or monies paid to CCS prior to formal withdrawal are non-refundable.**

C. Financial Responsibility

Enrolling your child in a Christian school is an investment in his/her education and character building. With this privilege comes the responsibility for making all payments on time and keeping your account up to date.

- Tuition is billed monthly beginning July 1st and ending April 1st for the 10-month billing cycle. Monthly payment due date is the 1st of the month. Tuition and Billing will set up your payment plan as soon as your enrollment is accepted, or your enrollment will not be considered finalized. Payment plan set up invitations are sent out to all parents after students are enrolled. If you have questions, please direct them to a FACTS representative at (866) 441-4637 or our Tuition/Billing Office at 916-856-5615 ext. 2.
- An option of tuition insurance coverage is available for a \$20 annual fee “Peace of Mind Insurance” provided by FACTS to support families in paying tuition in the event of the death of a parent or guardian (please see your FACTS payment plan invitation for more detail).
- Those enrolling after August 15th will have a slightly higher monthly payment enabling tuition billing to be completed by May 1st. Registration and technology fee, plus first month’s tuition is required when enrolling after 8/15.
- After August 31st, new students enrolling from the 1st – 15th of any month must pay the full month’s tuition. Those enrolling after the 15th of any month will have their tuition prorated.
- A 5.0% discount is given to those who pay tuition in full on or before July 1. **There are no refunds for prepaid tuition.**
- A \$50 late fee will be added to any account not paid in full by 10 days after your monthly due date or after 2 rejected attempts of automatic payment.
- A \$25 fee will be charged to your account for each check or bank card payment returned by the bank for any reason.
- Re-payment of returned checks must be made by cash, cashier’s check, money order or credit card.
- Please note that if payment is not received by the 10th of the month, an email will be sent with the following options: (1) bring the account current; or (2) Arrange with the COO or CFO of CCC to execute a payment agreement to bring account current; (3) withdraw child(ren). Failure to comply with one of these options will result in an interruption of your child’s education.
- Please direct all tuition payment inquiries to a FACTS representative at (866) 441-4637 or our Tuition/Billing Office at 916-856-5615 ext. 2.

III. ACADEMIC INFORMATION

A. Progress Reports/Quarter Grades

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

B. 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 up to 10% in both the high school and in the middle school. These grades are issued at the end of the second and fourth quarters. It is based on semester grades that a student earns credit and grade points. Semester grades are emailed to parents in January and June.

C. Grading Policy

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

A - Outstanding - 90 % - 100%

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

B - Above average - 80% - 89%

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

C - Average - 70% - 79%

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

D - Noticeably weak - 60% -69%

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

F - Failure - 59% and below

Below minimum requirement, work is unsatisfactory.

I - Incomplete

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

Late Enrollment

Students who enroll late are responsible for content missed work for that quarter. Arrangements will be made with the teacher for necessary material during the quarter.

Disputed Grades

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

Replacement Grade

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

Make-Up Work

Students have the same number of days as they were absent to make up work. For example, if a student were 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, projects, and tests assigned prior to the student absences must be turned in the day the student returns to class. Special circumstances may be arranged with the teacher. When a student is absent, it is his/her responsibility to arrange to make up missed work. Failure to make up work in the allotted time frame will result in a zero for that assignment.

D. Academic Probation

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

Academic Probation

Capital Christian students are expected to achieve a minimum GPA of at least a 2.00, which is adequate mastery of content. Placement on academic probation is determined each semester. Students who earn less than a 2.00 semester GPA or who receive an “F” (irrespective of GPA) are automatically on academic probation. Students on academic probation for two consecutive semesters may be subject to dismissal from Capital Christian High School.

Ineligibility

Students failing to achieve a non-weighted 2.00 GPA at the quarter report card will automatically be disqualified from participation in co-curricular activities, (i.e., athletics, clubs, drama productions, student government, and other student activities), for the following quarter. Individual activities may have more stringent eligibility requirements.

Academic Action Plan (AAP)

Students may be placed on an “Academic Action Plan” or AAP at any time during the school year. The goal of the AAP is to establish the necessary habits to build and maintain academic success at Capital Christian High School. The counselor and or administration create the AAP, which includes weekly submission of the verification form signed by designated teachers. The AAP may also include the following:

1. Mandatory after school study hall attendance—Monday through Thursday
2. Peer tutoring
3. Parent conference with Assistant Principal

Failure to turn in the weekly verification form with signatures from each of the designated teachers, or failure to attend mandatory study hall could result in one AAP infraction. After the third infraction, students will be required to attend Saturday Detention.

E. Homework

Homework may be assigned at the discretion of the teacher.

F. Schedule Changes

During the first 10 school days of the semester in which a year-long course begins, a student may drop or add courses without academic penalty. Requests for a schedule change can be made through email to CCHS Administration. Changes will be made if scheduling allows, the class is not full, and it does not negatively impact the student's graduation credits. Only in exceptional cases with duly qualifying circumstances will approval be granted for the dropping of courses after the official deadline. All exceptional cases of changes must be approved by an administrator.

G. 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. This includes transcripts and any withdrawal grades at the time of the withdrawal.

Unofficial transcripts for any student can be requested by emailing the Registrar (registrar@capitalchristian.school). All financial obligations must be met with CCS before a final transcript will be released to the student and/or parents/guardians.

Official transcripts for Seniors who will be attending college will be required to request transcripts through our online system. We have partnered with Parchment Exchange to provide secure online transcript ordering available 24/7. The link is parchment.com/register. Seniors will have free access to Parchment through the summer of their graduating year. After that, there is a fee for requests made.

H. MLA

The Modern Language Association (MLA) is the used format for writing papers and documenting sources here at CCHS. Students should be made aware of this format and should use this format in all their classes.

I. Honor Roll

At the completion of each semester, a list of students who have achieved academic distinction will be recognized.

Honor Roll – 3.0 to 3.49

High Honor Roll – 3.5 to 3.9

Academic Superiority – 4.0+

Honor Roll Awards

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

- **Honor Roll**
High school students who have earned a GPA of 3.0-3.49 during Semester 1 and/or Semester 2 will receive recognition.
- **High Honor Roll**
High school students who have earned a GPA of 3.5-3.9 during Semester 1 and/or 2 will receive recognition, including an Academic Letter. After a high school student has

received an Academic Letter, a pin will be given for each additional qualifying year upon request.

- **Academic Superiority**

High school students maintaining a 4.0+ GPA with no grade lower than 4.0 during Semester 1 and/or 2 will receive recognition, including an Academic Letter. After a high school student has received an Academic Letter, a pin will be given for each additional qualifying year upon request.

J. Valedictorian and Salutatorian

Awarded to the graduating senior with the highest and second highest GPA for the first seven semesters at CCHS.

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

K. Graduating with Honors

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

- Summa Cum Laude: 4.0-Above
- Magna Cum Laude: 3.5-3.9
- Cum Laude: 3.25-3.49

L. Access to Cumulative Records

Parents may review individual records of their student/s by making a request to the CCHS Registrar and/or the administration. Parents may also receive a copy of any information in the records at a reasonable cost per page. If a student moves to a new school, records will be forwarded upon the request of the new school with written authorization of the parents.

M. Graduation Requirements

BIBLE LITERATURE.....	40 credits
ENGLISH (including Speech).....	45 credits
SOCIAL SCIENCES (including Psychology).....	35 credits
WORLD LANGUAGE.....	20 credits
VISUAL AND PERFORMING ARTS.....	10/20 credits
MATHEMATICS	30/40 credits
SCIENCE (3 years recommended for college)	20/30 credits
PHYSICAL EDUCATION (including Health).....	10/20 credits
ELECTIVES (including 10 credits of Technology).....	40 credits
TOTAL CREDITS NEEDED TO GRADUATE	270 credits

- Mathematics/Science credits must equal a total of 60 credits with a minimum of 30 credits in math.
- Students may earn a maximum of 20 PE credits through participation on CCHS athletics teams. An additional 10 credits must be earned through PE/Health classes. For each semester of school athletics participation, a student will earn 2.5 PE credits

with a maximum of 5 credits per academic year.

- All students are required to take 7 courses per semester during freshman, sophomore, and junior year. With the approval of the administration, seniors may take a minimum of 5 classes per day. To qualify, a senior must have a 2.0 GPA with all graduation requirements scheduled to be met. A college-bound student should not consider taking less than a full academic load during the entire 4-year program at CCHS.
- Students can take up to three AP® courses in a year with administrative approval.
- If a student lacks a required course for a specific college or university, not offered at CCHS, that student may request a waiver to take courses at another local high school, college, or other approved programs. Courses where curriculum requires taking a final, students are required to take that final. Courses completed outside of CCHS must be approved by CCHS Administration and official transcripts must be sent to the CCHS Registrar at the completion of the course.
- Incoming 9th graders may have transferable credits from courses taken in middle school for high school credit in math (Algebra 1 or higher) and world language of a grade of “B” or better, so long as the course rigor is reviewed and approved as a considered high school level course.

CCHS is designed as a traditional four-year high school program, academically, spiritually, and socially. In the event, that a student-athlete needs to graduate midway through their Senior year to fulfill college athletic recruitment, the student and parents must meet the following requirements:

- 1) An approved plan must be designed with the CCHS administration to meet all graduation requirements.
- 2) All graduation requirements must be complete by the end of the first semester of Senior year,
- 3) Tuition for Senior year must be paid IN FULL by the end of October of the Senior year.
- 4) Written documentation of college acceptance and early entrance requirement must be received and verified by CCHS administration prior to the end of the first semester of Senior year.

English Requirement

Any Freshman, Sophomore or Junior failing to earn a passing semester grade (A - D) in English will be required to take summer school through CCHS or a CCHS equivalent to promote to the next level of English. Failure to meet this requirement will place the student's enrollment at CCHS in jeopardy.

**CCHS GRADUATION REQUIREMENTS
UC/CSU PATHWAYS**

TRADITIONAL PATHWAYS Graduation Requirements	
Subject	Credits
Bible	40
English (Including Speech)	45
*Math	30-40
*Science	20-30
World Language	20
Social Science (Including Psychology)	35
**Physical Education Health	10-20
**Fine Arts	10-20
Electives (Including 10 credits of Technology)	40
Total Credits	270
*Math/Science equal a total of 60 credits combined with 30 min. in math. **PE/Fine Arts equal a total of 30 combined credits. Students can earn PE credits with CCHS athletic team participation up to a max. of 5 credits each year. All students must take 10 credits of PE/Health.	

STEM PATHWAYS Graduation Requirements	
Subject	Credits
Bible	40
English (Including Speech)	45
*Math	30-40
*Science	20-30
World Language	20
Social Science (Including Psychology)	35
**Physical Education Health	10-20
**Fine Arts	10
**STEM Electives (Including 10 credits of Technology)	40-50
Total Credits	270
*Math/Science equal a total of 60 credits combined with 30 min. in math. **PE/STEM equal a total of 60 combined credits. Students can earn PE credits with CCHS athletic team participation up to a max. of 5 credits each year. All students must take 10 credits of PE/Health.	

VAPA PATHWAYS Graduation Requirements	
Subject	Credits
Bible	40
English (Including Speech)	45
*Math	30-40
*Science	20-30
World Language	20
Social Science (Including Psychology)	35
**Physical Education Health	10-20
**Fine Arts	30-40
Electives (Including 10 credits of Technology)	20
Total Credits	270
*Math/Science equal a total of 60 credits combined with 30 min. in math. **PE/Fine Arts equal a total of 50 combined credits. Students can earn PE credits with CCHS athletic team participation up to a max. of 5 credits each year. All students must take 10 credits of PE/Health.	

N. College Plans

Prospective college students are encouraged to consult with the College and Career Center. Students are encouraged to plan for college early. The choice of appropriate classes in high school will establish preparation for college. Several college planning services are available.

Suggestions to follow in preparation for college:

- Freshmen will be informed of the college planning process.
- Freshmen, Sophomores and Juniors will take the PSAT.
- Sophomores will continue to work through the college planning process through an investigative career search. *

- Juniors will work through the Junior College Search Project and should begin taking the college entrance exams: SAT or ACT. *
- Seniors should use the following information to assist in their college plans. *
 - Submit applications in a timely manner.
 - Research scholarships, many can be found in the College & Career Center.
 - Submit the FAFSA as early as October 1 to obtain financial assistance as well as submit the GPA verification form for Cal Grant consideration by March 1.
 - Plan a course load that will continue to foster college readiness to finish with a strong Senior year.

* It is recommended that prospective college athletes register through both the NCAA Eligibility Center and the NAIA Eligibility Center to become certified for academic and athletic eligibility at the collegiate level.

O. Graduation Activities

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

IV. ATTENDANCE

Attendance

All students are to be present at school daily and to be prompt in arriving for each class.

A. Absence Policy

When a student is absent from school, **parents are required to call the Attendance Office (916-856-5611) before 9:00 a.m. on each day the student is absent.** If a parent does not contact the school, the absence is considered unexcused until a parent contacts the Attendance Office to clear the absence. Upon returning to school, the student is required to obtain a re-admit slip from the Attendance Office before returning to class.

Students returning from appointments must also report to the Attendance Office, present verification and receive a re-admit slip.

B. Excused Absences

Absences are excused for the following reasons :

- 1) Illness, medical/dental appointments
- 2) Religious obligations, funerals etc.
- 3) CCHS related activities (see section on school-related absences, page 13) Students who have missed coursework due to excused absences are to follow the guidelines established and published by their teachers.
- 4) Pre-planned personal absences when paperwork is filed with CCHS Administration.

If a student knows that he/she will not be in school for personal reasons, he/she must complete the Pre-Planned Absence form at least **3 school days** prior to the absence. The form requires the signatures of the student's teachers, a parent/guardian, and a CCHS Administrator. The form also highlights the school absence policy and establishes a timeline for all make up work to be completed with each teacher. Please note that if a student does not adhere to the agreed upon makeup work schedule, the teacher's late work policy will be enforced. Parents are encouraged to avoid pre-planned absences, especially for students with struggling or failing grades. Classes missed for pre-planned absences count as non-school related absences. (See Attendance and Academic Credit, pg 13)

C. Prolonged Absences/Students in Crisis

If a student is expected to be absent for a prolonged period due to illness, surgery, etc. the parent/guardian must contact school administration as well as the Attendance Office.

D. Unexcused Absences

Absences which do not meet the above requirements (items 1-4) are considered unexcused absences. Full credit for make up work is given only for excused absences.

Any missed coursework due to an unexcused absence is considered late. Late coursework due to an unexcused absence will be reduced by a minimum of 15% of the graded score earned on that work (in-class activity, tests, quizzes, projects, assignments, homework, etc.).

If students are suspended from school for disciplinary reasons, their absences are unexcused and subject to the above academic consequences.

E. Early Dismissal Policy

Every effort should be made to make appointments **outside** of the school day. If an appointment must be made during school time the student is to present a note to the Attendance Office at the start of the school day requesting dismissal for the appointment. The note should contain all of the following :

- 1) Student First and Last Name
- 2) Reason for absences(s)
- 3) Current date
- 4) Parent Signature
- 5) Date(s) of absence(s)
- 6) Contact telephone number

Students may not leave campus without written parental permission. All requests for early dismissal for a student driver must be made in writing or by emailing hsattendance@capitalchristian.school . This request must include the student's name, parent's name and must include consent for the student to drive off campus.

F. Attendance Requirements for Athletic, Curricular and Co-Curricular Activities

To be eligible to participate in interscholastic athletic practices and contests, and/or co-curricular activities on school days, a student must have attended *at least one-half of the class periods* for that day, unless approved by the CCHS Administration.

G. College Visitations

Seniors and juniors are permitted two school days each year to visit colleges. These two college visit days are not considered absences if the student clears these visits **prior to their absence** with CCHS Administration. Upon returning to school, a completed “College Visit Evaluation” form must also be filed with the College Counselor. This procedure applies to each campus visit.

H. Tardy Policy

Students are expected to be in their **classroom** when the bell rings. Students who are less than fifteen (15) minutes late **to the first period of the day** should report directly to class. Students who are more than fifteen (15) minutes late to the first period of the day, should report to the Attendance Office before going to class. For all other periods, once attendance is taken, students may be sent to the Attendance Office to be admitted into class (attendance should be taken within the first 5 minutes of class). If a student has missed half of any given set, the tardy may be considered an absence for that class. Students are still required to go to that class ; if they fail to do so they will be considered truant and consequences will apply.

Students will be allowed three (3) tardies per quarter; any tardy after that will result in detention. Students who reach 6 tardies to their first set class and/or 10 tardies total in one semester may be assigned multiple detention days or serve a 3-hour Saturday detention. Students who reach 15 tardies in one semester may be assigned one day of in-house suspension for their 15th tardy. If the reason for a tardy is due to a verified medical condition, the student will not be disciplined.

I. Truancy Policy

Capital Christian High School will not incur the liability associated with truancy. Truancy is defined as leaving school grounds and/or cutting one or more classes without permission even if the student does not leave campus. **Once students arrive on campus property they may not leave.** Truancy is an unexcused absence and will result in the notification of parents and possible detention, suspension, or dismissal. A typical consequence for truancy is three days of after school detention for every class missed.

J. Attendance and Academic Credit

Capital Christian High School views the daily classroom activities, lectures, and discussions as necessary and invaluable components of the education process. Attendance at each class session is required. In the absence of this direct instruction, the student’s lack of interaction with instructors and classmates substantially compromises the quality of the education the student is receiving. Therefore, regular attendance is crucial to a CCHS education.

If a student is absent more than 10 times per semester (due to any non-school-related absence) from any class, he/she may receive **NO CREDIT** for that class for that semester. Students must retake, in a timely manner, all courses for which they receive “No Credit” in order to graduate. If a student has missed half of any given set, the tardy may be considered an absence for the class. This rule includes all absences (**excused or unexcused**) with the exception of those that are “school-related”.

School-related absences include :

- Retreats
- Field Trips and approved athletic events
- On-campus interviews with college representatives up to a maximum of 5
- Juniors and seniors are permitted 2 school days to visit colleges per school year
- Activities/functions associated with a student’s elected office or a course
- Counseling sessions

- Summons from administrative or attendance staff

Students who have exceeded 10 non-school related absences due to extraordinary circumstances may submit a written petition requesting credit. These students are invited to document these circumstances to the Principal. The petition will be evaluated by the CCHS administration team, teachers, and counselor. Credit may only be awarded one semester in any given school year and may not be awarded for consecutive semesters.

Students 18 years of age or older will follow the same attendance procedures as other students

V. STUDENT LIFE

A. Statement of Conduct

CCHS provides an environment conducive to the spiritual growth and development of young people. Therefore, it is necessary to have a campus that encourages spiritual and intellectual curiosity. A campus where students feel comfortable to step out of their “comfort zone” and do their best and not have the fear of failing.

B. Conduct

Because we believe that “everything should be done in a fitting and orderly way” (1 Cor. 14:40), CCHS has established expectations for behavior. The violation of these requirements will not be tolerated by the school. Appropriate disciplinary action will be taken immediately. The following conduct is not permitted:

- Disobedience or disrespect to authority.
- Disrespecting, bullying or intimidating others.
- Abusive language, either in verbal or non-verbal form including (but not limited to) gossip, cursing, swearing, and obscenities.
- Wholesome friendships are encouraged between boys and girls. Students should demonstrate modesty regarding personal affection on campus and at school functions. No PDA (Public Display of Affection).
- Regarding 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 CCHS students will use restrooms, locker rooms, and changing facilities conforming with their biological sex.
- Vandalism; destruction of school or personal property or any form of graffiti.
- Tampering with lockers, their contents, or anyone’s property.
- Fighting or causing injury to others.
- Any conduct which is not in keeping with the philosophy of the school.
- Any involvement **on or off-campus** with alcohol consumption, with sexual activity, with pornography, with smoking/vaping, with illegal drug use, or with bullying (personally, messaging, or on social media). CCHS may utilize drug dogs throughout the year, CCHS may utilize on site drug testing
- Disruptive behavior.
- Chewing gum or eating sunflower seeds (cleaning issues).
- Fireworks, firecrackers, matches, and other flammable/explosive materials are prohibited by law and are not permitted on campus.
- Students will not bring on campus any weapon (including pocketknives), firearm, or anything that resembles a weapon or firearm.
- Profanity, vulgarity, and other forms of communication unbecoming of a Christian are

not acceptable.

- Visible tattoos/ink drawings (resembling tattoos) are not encouraged. Students may be asked to have tattoos covered.
- Gambling is not permitted.
- Unauthorized visitors are not permitted.
- Cut days and school pranks are not acceptable activities. Students may be subject to discipline for their involvement.
- Cheating includes, but not limited, to the following:
 - Copying some other student's work to submit as one's own (including class work, homework, or other written assignments).
 - Giving or receiving answers or stealing tests or answer keys.
 - Plagiarizing, i.e. copying other people's material and not attributing it to them. A further example would be copying words from a magazine article and replacing the author's name with your own and handing it in as though you wrote the article.
 - Having another student do work for you.
 - Forgery of any signature will result in immediate suspension.

All work must be your own unless you have the teacher's permission as in the case of group assignments.

C. Classroom Environment

To maintain a classroom environment which allows for maximum learning, teachers establish those standards (i.e., classroom rules) they deem necessary. However, the following standards are for all classes:

- Students must always demonstrate respect for and cooperation with teachers.
- Students will be on time to each class and prepared with the necessary materials and mental attitude which indicates a readiness to learn.
- Communication of any kind between students which is disruptive to the teacher or classmates is unacceptable. (Including but not limited to text messaging, email, etc.)
- Personal grooming is inappropriate during class sessions and is not permitted.
- Students leaving class for any reason must first be granted permission by the instructor and will be issued a pass which will remain in the student's possession while the student is out of class.
- Food and beverages will not be brought in the classrooms. Some teachers may allow students to have bottled water in class.
- Students may not be in classrooms or offices unless a teacher or staff member is present. Students must respect instructor's area (desk, work area) and belongings (briefcase, grade book, computer, etc.)

D. Extra/Co-Curricular Activities

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

Eligibility For Co-Curricular Activities

Participation in any activity or program must be earned by the student through the maintenance of acceptable scholastic standards and consistent punctuality, as well as praise-worthy conduct both in the classroom and as a representative of the school to the community.

E. Attendance Requirements

In order to participate in extracurricular activities, students must be at school for at least half of the school day which is defined as at least 2 blocks on a block day or 4 periods on a unified day. This requirement may be waived in very special circumstances by administrative review.

F. Citizenship

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

G. Scholastic Eligibility

To be eligible, all students entering CCHS must have achieved 2.0 GPA on a 4.0 scale with no more than one F in enrolled courses at the conclusion of the previous grading period. Students entering CCHS below a 2.0 may enter on academic probation.

Continuing Eligibility

Minimum Requirements - A CCHS student is scholastically eligible if:

- 1) Student is currently enrolled in 7 semester course (Freshman – Junior years) or at least 5 semester courses (Senior year upon approval only) at CCHS.
- 2) The student passed at least 20 semester periods of work at the completion of the previous regular grading period.
- 3) Student passed at least 5 semester courses of work at the completion of the previous regular grading period.

Probationary Period

If a student does not meet the definition of scholastic eligibility listed above, they may be placed on probation and allowed to participate in interscholastic athletics. A student who does not achieve the educational progress in the probationary grading period shall not be allowed to participate in extra-curricular/interscholastic athletics in the subsequent grading period. For purposes of this section, a probationary period is defined as a regular school grading period of one academic quarter. A student will be granted only one probationary period during any one academic year.

Grading Period

CCHS currently grades on a semester basis. Semester grades are determined from Quarter grades and Final grades earned for each course. Semester 1 grades are determined from Quarter 1, Quarter 2, and Final 1 grade. Semester 2 grades are determined from Quarter 3, Quarter 4, and Final 2 grades. At the discretion of each teacher, and with approval from administration, the semester grade may be determined only from Quarter grades.

Incomplete Grades

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

H. Athletics

The Athletic Program at CCHS 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 and behavioral standing, and payment of any required fees. If a student becomes academically ineligible, quits, or is removed from a team during 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 the Athletic Director. If temporary removal is approved, a return date will be set and must be adhered to for the student to be allowed back on the team. Temporary removal shall last no longer than five school days and may not be used more than one time per season. A student/athlete may not drop a sport and transfer to another sport or extra-curricular activity in the same season after the "deadline" established by the athletic department.

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

I. Associated Student Body (ASB)

The student body of CCHS has an active ASB. The council is comprised of elected officers and appointed representatives. The ASB class meets daily to discuss and resolve issues related to the school's spiritual life, student body projects, recreational and social activities, and many other matters.

Officers

The ASB includes the following elected positions: Executive President; Vice President; and Representatives for; Spiritual, Athletic, Diversity, Academic, Communications, Social; and class officers.

Elections

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

J. California Scholarship Federation (CSF)

CCHS is a member of the California Scholarship Federation, Chapter 1023n. The purpose of the chapter is to foster high standards of scholarship, service, and citizenship on the part of the high school students and to promote appropriate activities among its members. A student must apply for membership during an enrollment period at the beginning of each semester, must be a worthy school citizen, must have no grades lower than "C" in the previous semester, and must have a minimum of ten points in designated subjects (A=3, B=1, C=0). Membership is for one semester only and can be renewed each semester the student meets the requirements. Membership does require dues to be paid each semester. State colleges and universities give favorable recognition to membership when considering admission and scholarships.

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

K. Counseling

The goal of CCS is to foster a safe environment for students to share struggles and personal, emotional, or spiritual issues with trusted faculty and staff and have a deep passion to provide biblical and discerning counsel. Our hope is for students to develop healthy habits of honesty, discernment, wise decision-making, repentance, accountability, a deeper understanding of oneself and one's identity in Christ. We want students to know that in trusting a member of our team, they are "safe." We hope to develop stronger mentoring relationships between students and adults.

To establish trust with students, we uphold the policy of confidentiality, except for the following circumstances:

- Harm to self or others (suicide plan, cutting, eating disorders, addictions, physical violence, etc.) It is our job to assume that if a student shares one of these issues with us, he/she is asking us to step in and take the necessary actions to get help.
- Abuse or neglect (if there is any suspicion of physical, emotional, verbal, sexual or other abuse we are required by law to report it to Child Protective Service)
- Court or other legal proceedings – by law, if we are subpoenaed (required by law to attend a hearing or other court proceedings), we cannot guarantee that your information will be kept confidential. We will only reveal information that is necessary to the case, but we must always cooperate with the police, CPS, and the courts. If there is a need to reveal information shared by a student to anyone (parent, Principal, police, etc.), we will let the student know in advance, and work with him/her to handle the situation in a way that respects his/her feelings and needs in the greatest way possible.

VI. STUDENT DISCIPLINE

The writer of Hebrews tells us "No discipline seems pleasant at the time, but painful. Later, however, it produces a harvest of righteousness and peace for those who have been trained by it." (Hebrews 12:11) In order to produce this harvest, CCHS has developed a program of disciplinary action. In addition to many disciplinary tools that our teachers/staff may use in the classroom on an intermediary basis, at times, more intervention is necessary.

A. Disciplinary Consequences

Capital Christian High School reserves the right to discipline students at any time for violations of the Rules of Conduct whether on campus or off campus, or other reasons that affect the welfare of the individual student, the school community, or the school's reputation. CCHS is not required to follow progressive discipline and a student may receive higher level consequences on the first instance, based on the nature of misconduct.

B. Detention

There are four basic forms of "Detention" at Capital Christian High School.

Teacher's Detention

Teachers may choose to hold detention for students in their rooms at break, lunch or after school as a means of correcting behavior or to deal with academic issues. Should a student not attend this type of detention, they may be referred to High School Administration for further consequences.

Lunchtime Detention

Minor academic or behavior issues and 1st offense dress code violations may result in lunchtime detention. Students are required to perform campus clean-up in the cafeteria, or on school

grounds. Lunch detention is **the last ten minutes of the lunch period**. Failure to report for duty may result in further multiple lunchtime detentions and/or after-school detention.

After School Detention

Student behavior and multiple tardies may result in after school detention which begins 10 minutes after the last school bell Monday through Thursday and lasts approximately 30 minutes. Any conflicts with attendance to detention need to be approved by HS Administration prior to the start of detention. A one-day grace period may be allowed to arrange rides, co-curricular or other after-school activities and responsibilities. Missed detentions will be noted and addressed with additional detention days. Detention may consist of reflection writing assignments and/or tasks performed to support the school community. CCHS will send an email notification to parents about their students after school detention.

Saturday Detention

Student behavior, repeated dress code violations, repeatedly missing after school detention and/or accumulation of 10 tardies in a semester may result in Saturday Detention. This detention will be held from 9am to Noon on pre-determined Saturdays (one per quarter). Students serving Saturday detention will assist with campus maintenance and other tasks assigned by CCHS. Students who miss an assigned Saturday detention may be suspended. If the reason for tardies is due to a verifiable medical condition, the student will not be disciplined.

Behavioral Contracts and Disciplinary Probation

Students violating the Rules of Conduct may be placed on a behavioral contract and are then considered on Disciplinary Probation. The CCHS Administration will determine the length of probation, and a probationary contract may restrict participation in or attendance at school-related activities. The contract will also set forth expected outcomes and terms to which the student must adhere during the probationary period.

Suspension

A student may be suspended from school for violating the Rules of Conduct on or off campus. The student's parents will be notified of all suspensions. Suspensions will last from one to five school days. Records of suspension(s) will be kept in the student's disciplinary file. Suspension is considered an "unexcused absence." Suspensions will be followed by a minimum of a **one-week restriction from all co-curricular activities** including and not limited to sports teams, clubs, performing arts, school dances, retreats, etc.

In-School Suspension (ISS)

ISS is from 8:20am-3:00pm and is made up of character development and academics. The students will be supervised by an assigned staff member during the school day and will not attend any classes or go out for break. The student will eat lunch in an assigned room away from his/her peers. Additionally, students will be responsible for making up all classwork and homework for the day. All students assigned ISS will be required to serve after school detention at the completion of their ISS school day.

Dismissal

A student may be dismissed from CCHS for any serious offense that is a violation of the Rules of Conduct and/or in conflict with the Honor Code of Capital Christian High School. Dismissal is at

the discretion of the Principal in consultation with the High School Administrative Team and will be noted on the student's transcripts and reported accordingly. The option to withdraw prior to dismissal may be granted. Whenever there are grounds for dismissal, the CCHS Administration, on behalf of the Principal, shall provide to the student and his/her parents a written "Notice of Intent to Dismiss". The student and his/her parents may submit an appeal in writing to the Principal.

Dismissed students are prohibited from being on the CCHS campus at any time unless prior approval has been granted by the Principal.

C. Levels of Discipline

Level 1 Infractions

Level 1 infractions are characterized as minor violations of behavior expectations that disrupt the learning environment. Level 1 infractions include but are not limited to the following:

- Tardiness
- Unexcused absence(s)
- Dress code violation(s)
- Class disturbance(s)
- Misuse of electronic devices
- Profanity
- Other inappropriate behavior

Most Level 1 infractions should be handled by the teacher. Teachers may assign Teacher Detention or refer the student to CCHS Administration where the student may be assigned Lunch Detention or After School Detention.

Level 2 Infractions

Level 2 infractions are serious violations of behavior expectations that include but are not limited to the following:

- Academic dishonesty
- Disrespect to faculty/staff
- Excessive profanity
- Disrupting school or classroom activities
- Harassment/bullying
- Repeated or ongoing Level 1 infractions
- Play fighting, dangerous behavior
- Truancy/cutting class
- Inappropriate use of technology
- Verbal altercation or intention to fight

Students who commit Level 2 infractions should be reported to CCHS Administration. After investigation of the incident, the appropriate consequence will be determined. Consequences include but are not limited to detention, Saturday Detention, In-School Suspension, or Suspension.

Level 3 Infractions

Level 3 infractions are major violations of behavior expectations and almost always result in suspension and may result in expulsion. Level 3 violations include, but are not limited to the following:

- Fighting and/or causing physical injury
- Use, possession, or distribution of drugs, tobacco or alcohol
- Possessing weapons
- Property damage, vandalism or theft
- Robbery or extortion
- Harassment/Bullying
- Threatening harm to a student or staff member
- Detrimental affiliation, repeated use of symbols, writing, or paraphernalia
- Any involvement **on or off-campus** with alcohol consumption, with sexual activity, with pornography, with smoking/vaping, with illegal drug use, or with bullying

Students who commit Level 3 infractions should immediately be taken or reported to CCHS Administration. A completed report, written or verbal, will be taken. After CCHS Administration investigates the incident, the appropriate consequence will be determined.

D. Restorative Practices

While consequences serve in holding students accountable, we believe the most important piece around discipline is **teaching the lesson**. To that end, we will use Restorative Practices in various responses to discipline on campus.

Restorative Practices use small group circles following disciplinary issues to talk with students involved about the causes of the issues and identify positive solutions to repair the harm done to the community through responses such as mediation, community service, conflict resolution, etc. These sessions are typically facilitated by an administrator, counselor or a member of the staff or faculty as deemed appropriate. Participants in group circles may include peers, student leaders, parents, appropriate staff, administrators, or other community stakeholders.

Restorative Principles

1. Focus on the belief that those affected by harm can work together to repair it and that this collaboration leads to true accountability
2. Look toward restoring a sense of harmony and well-being for all those affected by a hurtful act rather than only assigning blame & dispensing punishment
3. Provide families, schools, and communities a way to ensure accountability while at the same time breaking the cycle of retribution
4. Supports belief in the resilience of students and their capability to solve problems

E. Searches

The school administration, with reasonable suspicion, has the right to conduct a search of a student and the physical plant and grounds of the school. This includes lockers, book bags, cellular telephones and personal technology devices, and automobiles on or off campus. A search of a student's person would occur with a same-sex supervisor and a same-sex witness whenever possible.

The administration reserves the right to search any student's locker without notice when the general good of the school community is in question and/or at the discretion of CCHS Administration.

Capital Christian High School reserves the right to employ professional detection services to further protect the community. This service may perform random searches of the school and student bags and belongings per arrangements made directly with the company.

F. Required Testing for Substance Abuse

Students enrolled at Capital Christian may be required to be tested for use of a controlled substance and/or mood-altering substance. Parents will be notified. A student will not be allowed to return to school if his/her parent(s) refuse to allow the student to be tested.

Any tampering of the collections sample will be considered a positive test. Students with a positive test result will be subject to the school's disciplinary policies. All fees associated with drug testing will be the responsibility of the parents(s)/guardian(s).

G. Social Media Policy

This policy applies to all students of CCHS in their use of the internet, social media, and electronic communications, regardless of whether that use is through devices and resources of CCHS or any other devices or resources.

H. Adhere to CCHS Policies and Regulations

To the extent student internet, social media, and electronic communications use affects other CCHS students or employees, CCHS families, or their participation in the CCHS community through work, education, or otherwise, you are required to follow CCHS rules, including but not limited to the provisions of this Policy, CCHS's Code of Conduct, and CCHS's Harassment Policy. If a student engages in any use of the internet, social media, or electronic communications that creates a substantial disruption at CCHS or materially interferes with CCHS activities, that reasonably leads CCHS to foresee such disruption or interference, or which interferes with the rights of students, employees, or CCHS families, CCHS may take steps to address the disruption, including disciplinary action against the student. This includes, but is not limited to, any statements, comments, photographs, images, videos, or audio recordings that are posted online or distributed via social media. Distribution or posting of potentially embarrassing or mean-spirited electronic communications can cause the target or subject severe emotional and psychological harm and damages the sense of community that CCHS strives to maintain.

Students Must Not Engage in Unlawful Conduct, Including Threats

Students cannot post statements, photographs, video, or audio that reasonably could be viewed as violating the law, such as unlawful threatening conduct. Examples of unlawful threatening conduct includes posting material that would make a reasonable person afraid for his or her safety or the safety of his or her family.

Students Must Not Engage in Bullying of Fellow Students

Students are prohibited from engaging in conduct that violates CCHS's Code of Conduct, including bullying. Bullying of students of any age in the school environment can cause them severe psychological and personal harm and can serve as an obstacle to their success in school.

Students Must Not Make Inaccurate or Defamatory Statements

Students shall not communicate any information or rumors that they know to be false about their fellow students, faculty, employees of CCHS, or anyone. Students must strive for accuracy in any communication, be it a blog entry, post, or comment. If a student makes a mistake, he or she shall correct the information, or retract it promptly.

Students Must Not Infringe Others' Rights or Privacy

Students shall not disclose information that may violate student, CCHS family, or employee rights. For example, students shall not disclose another individual's social security number, medical information, or financial information in a manner that violates that person's privacy rights.

As a recommendation, if a student would like to keep his or her personal life separate from his or her school life, he or she should use privacy settings to restrict personal information on public sites. Also, students should consider whom they invite or accept to join their social network, as those individuals will have access to the student's profile, photographs, etc. Students must understand that even if they have private settings, those whom students invite into their network can easily, print, save, cut, paste, modify, or publish anything they post. Also, as a general matter, students should consider that their online reputation may follow them into their future academic, personal, and professional life, including the college admissions process. Material can be archived on the Internet even after it is removed, and search engines can turn up posts many years after they are created. For all these reasons, it is best to use discretion and judgment in on-line posting and activity.

I. Eighteen-Year-Old Recognition

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

VII. STUDENT DRESS

A. Dress Code

Parents or guardians of students at CCHS have the primary responsibility for implementing appropriate standards of dress and grooming/hygiene in their home. In partnering with parents or guardians, CCHS acknowledges the responsibility to establish and maintain a standard of dress and grooming/hygiene which facilitates a positive, successful learning and teaching environment. Clothing that is immodest, distracting, dangerous, profane, or is offensive to individuals or a group is considered inappropriate for a school setting. This standard of appearance extends to accessories, hair, extreme jewelry and/or body markings. While the following standards are not intended to be all-encompassing, school staff have the responsibility and authority to apply these general guidelines when confronted with questionable appearance not covered specifically. Students who fail to follow these guidelines will be asked to change and issued a detention or sent home.

B. PERSONAL APPEARANCE

REGULAR DRESS CODE

Capital Christian High School believes that student appearance has an impact on attitude and behavior. It is the responsibility of parents to see that their student leaves home properly dressed and groomed for school and school-sponsored events. Students are expected to adhere to the dress code throughout the school day and at school-sponsored events.

The general expectation is that students observe the standards of modesty, moderation, and good taste. All clothes must fit appropriately, concealing undergarments and midriffs at all times. Clothing should not be revealing at the neckline or anywhere else that would be considered inappropriate for a school setting. Clothing should be neither oversized or baggy nor undersized or form-fitting. All clothing is expected to be neat, clean and free of rips, tears, holes etc.

See the following chart on dress code for the rubric on appropriate daily dress code. CCS logo wear in a variety of sizes and styles is available on campus in the Student Store.

YES!	NO!
<p>The following items do comply with the CCHS dress code:</p> <p>Shirts Students must wear official school purchased at CCHS student store. This includes CCHS athletic spirit wear representing recognized CCHS clubs and programs. CCHS clothing may be purchased either in the CCHS student store, or through recognized and approved CCHS clubs and programs. CCHS shirts may not be cut or altered in any way.</p> <p>Long pants, walking shorts, or capris All pants, shorts, or capris must be tan or black in color, must fit properly around the natural waist, have pockets, and have seams down the side of the leg. Shorts may not be excessively short; shorts must be no shorter than mid-thigh.</p> <p>Sweatshirts and jackets CCHS sweatshirts, CCHS fleece style sweaters, and CCHS jackets are allowed. Students may also have the option of wearing a solid white, gray, black, or royal blue sweater or sweatshirt. No stripes, logos, or patterns. (Non-CCHS winter coats and jackets are allowed to be worn outdoors but must be removed indoors).</p> <p>Shoes Shoes must be worn at all times.</p>	<p>The following items do not comply with CCHS dress code:</p> <ul style="list-style-type: none"> • Any non-CCHS issued shirt is not allowed, including flannel shirts and shirts representing any other school. • Excessively tight-fitting pants, leggings, jeggings, yoga pants, low rise/hip huggers, or excessively loose pants may not be worn. • Athletic wind/sweatpants, workout pants, athletic style shorts, board shorts, cut-off shorts, and pajama pants may not be worn. • Sweatshirts, sweaters, and jackets representing an outside club, school, organization, company, or professional team are not allowed. • Skirts and dresses are not allowed. • Any clothing containing objectionable words or symbols are not allowed. • No slippers • Any other items deemed inappropriate by the CCHS Administration.

*Any exception to this policy will be handled on a case-by-case basis.

Dress Code Violations

Teachers and administrators actively monitor and enforce student dress code. Students unable to correct a violation in the classroom will be sent to the CCHS Administrative Office where they will either be loaned school attire, or their parent will be called to bring the proper attire to campus. Students not returning “loaner” items in the specified time frame will be subject to disciplinary action.

In addition to the above, if a student is not compliant with the dress code, he/she would likely face the following consequences:

- 1st offense – lunch detention
- 2nd offense – after school detention
- 3rd offense – three days of after school detention and parent notification
- 4th offense – four days of after school detention and parent notification
- 5th offense and beyond – three-hour Saturday detention, suspension and/or behavior contract

Dress Code offenses may result in students being sent home or serving a day of in-house suspension at the discretion of the CCHS Administration. These are considered “unexcused absences” and will affect credit received for that day.

Modified Dress Codes

All “Modified” Dress Code attire must observe CCHS Dress Code standards of modesty, moderation, and good taste. The success of these Modified Dress Code Days depends upon the exercise of good judgment on the part of students, as well as support from parents/guardians. The school reserves the right to determine whether or not a student has complied with the specific attire guidelines. Student attire on these Modified Dress Code Days will be enforced by teachers and subject to disciplinary actions by the CCHS Administration.

Spirit Dress Day (Friday)

Spirit Dress Day may be granted by the administration as a school privilege. All clothes should be neat, clean and free of rips or tears. Students will be allowed to wear jean pants/shorts/capris. Shorts should be no shorter than mid-thigh. All other dress codes rules apply. **CCHS Logo wear must still be worn waist up; no other tops/jackets/hats may be worn on these special days.** More specialized “theme” days may be granted (e.g., Spirit Weeks) that would allow for further modifications.

“Game Day” Attire

To promote school spirit at CCHS, our student-athletes are encouraged to wear “Game Day Attire” on the day of competition and on Fridays preceding Saturday games. For Game Day Attire during the school day student-athletes may wear:

- Game jerseys that have sleeves with dress code pants, walking shorts, or capris.
- Team polo shirts designating sport representation with dress code pants, walking shorts, or capris.
- No warm-up pants may be worn, but warm-up jackets and sweatshirts that comply with regular dress code requirements.
- All “Game Day Attire” must observe CCHS dress code standards of modesty, moderation, and good taste. The above dress code is in place during school and at the competition when not in the game uniform.

Professional Dress Attire Days

On occasion students may be assigned professional dress by a teacher as part of an assignment, performance or other event. The following general guidelines are to be followed and monitored by the assigning teacher.

Women – Slacks, Khakis, or Skirts, blouse style top, and dress shoes or “flats”

- Solid color appropriately fitting dress slacks or khakis may be worn. Students may wear solid color professional **knee length** skirts.
- Appropriately fitting blouses or sweaters may be worn.
- Dress shoes and have no more than a 2” heel.
- No sweatshirts or jean jackets of any kind, including zip-up are considered professional attire.

Men – Slacks or Khakis with shirt, tie, and dress shoes

- Solid color appropriately fitting dress slacks or khakis may be worn.
- Dress shirts should be neat and tucked in.
- Ties should be conservative, without inappropriate writing or pictures.
- Dress shoes.

- No sweatshirts or jean jackets of any kind, including zip-up. Approved CCHS dress sweaters may be worn with the appropriate above-described shirts.

The CCHS Administration reserve the right to make final decisions regarding student grooming and appearance.

Hair/Accessories

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

VIII. CAMPUS OPERATION

A. Closed Campus Policy

CCHS operates under a closed campus policy. All students must sign in or out at the school office if arriving or leaving after school is in session. The rules governing the closed campus are as follows:

Lunch

- Food may not be delivered to the school for the students through restaurants or any food delivery services (i.e. DoorDash, Uber Eats, etc.).

Early Dismissals

- Permission to leave campus at any time may be secured from the School Offices if a student has a written note from a parent or any adult listed on the emergency card. This permission is called an “early dismissal.” When contacting the office to arrange for an early dismissal, parental identity will be verified from information on the student’s emergency card.
- If a student becomes ill at school, a teacher will give the student a pass to the office. If a student needs to go home, an administrative assistant in the School Office will help with the arrangements to leave. Parental permission must be given for a student to leave before the school day ends.
- A written note or email must be provided indicating permission to leave campus with another student.
- Seniors needing to remain or return following lunch are required to sign in at the High School Office. Students that leave campus are not allowed to bring food from off campus for themselves or others during the school day (8:30-3:00).
- A handwritten note or email must be provided to the High School office for any student driving themselves off campus for any reason other than end of the school day.

B. On-campus Visitors

All visitors must obtain a Visitor’s Pass from the school office. Students are to identify anyone not enrolled at CCHS and not part of the staff who are not wearing a Visitor’s Pass immediately.

C. Emergency Health Procedures

- The school office offers immediate first aid to all injured or ill students.
- If a student is injured on campus, the student should report this injury to a teacher or staff member. An Accident Report will be filled out by a staff member.
- Insurance Claims should be submitted to your primary carrier. All accidents must be immediately reported to the school office. An accident form will be filled out by the

person in charge. Please note, the school does not provide student insurance as a secondary carrier to your primary family insurance.

- If a student becomes ill during school hours, he/she should request a pass from his/her teacher to the school office. Parents will be notified of all students who leave class due to illness.
- Any student having a temperature of 100 degrees should not come to school. If a student arrives to school with a temperature of 100 degrees, they will be required to leave.
- It is routine policy to require parents to pick up their child when their temperature reaches/exceeds 100 degrees or when the child is vomiting and/or is unable to function normally at school. **The child cannot return to school until a 24-hour period has passed without recurrence of a fever, vomiting or diarrhea.**
- If a student is advised to leave campus, the parent or emergency contact will meet and check out the student at the CCHS office. The "Sign Out Sheet" must be completed by the person picking up the ill or injured student. **Students will only be released to parents and/or adults listed on their Emergency Cards.**

D. Medication

CCHS requires parents to make arrangements with the school office to administer ALL medications (including those sold over the counter) that are brought to the school. A PARENT MUST COMPLETE A MEDICATION RELEASE FORM BEFORE THE MEDICINE CAN BE ADMINISTERED.

- Medicine may be given by the designated school personnel. Medications are NOT to be kept with the student (e.g., in lunch box, backpack, etc.)
- **Medication must be brought to school in its original container.**
- Prescription medication that will be given longer than **TWO WEEKS** requires a physician's signature on the **MEDICATION RELEASE FORM.**

E. Chapel

Chapel is an important part of campus life at CCHS. It is an opportunity for students to hear outstanding speakers and singing groups. We trust that many of our students will come to a deeper and richer commitment to Christ during Chapel. Come expectantly looking for God to use the time to help you grow.

- Students should demonstrate proper courtesy and Christian hospitality to all guest speakers by listening carefully and behaving properly. Student's attitude toward the speaker should be respectful and attentive. Although note taking is not required during chapel, it is a good practice and shows active interest and participation.
- At no time will studying or doing homework be allowed.
- There is to be no unnecessary talking, disturbance, or distracting others. As a courtesy to others, use the restroom during the other times of the day unless it is of urgency.
- No food or drinks are allowed during Chapel.
- Students are expected to bring their Bible
- Allow God to speak to you and those around you!

F. Fire Drills and Disaster Drills

It is required by law that the school conduct fire drills. In keeping with recommended civil defense procedure, disaster drills and intruder drills may also be conducted. Students are expected to become familiar with these instructions so that all drills can be conducted with a minimum of confusion.

G. Lockers

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

H. Lost & Found

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

I. Personal Property

CCS and/or CCC 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.

J. Telephone

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

K. Photography Release

Activities in and around the CCS campus are often photographed and/or videotaped. By enrolling your child in our school, you hereby release CCS to photograph and/or videotape your child while participating in daily activities, and to use the photographs and/or videos in photograph displays, other publications, or video promotions showing these daily activities.

L. Restrooms/Locker and Showers

Students should plan on using restrooms during non-instruction time (e.g. before school, after school, Break, Lunch). Please notify the office immediately if there is any supply needs or service that is required for the restrooms.

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.

M. Curriculum

The curriculum at CCHS is mostly digital. Digital curriculum is web based and interactive for students and teachers with many additional resources and engaging supplements. It is a requirement that digital curriculum is purchased prior to the start of the school year through our online bookstore, *EdTech*, for students to access curriculum connected to our school site. Students will not have an alternative access to curriculum; not having the curriculum will impede their successful transition into the school year and may impact their grades. CCHS is a 1:1 "Bring Your Own Device" campus. Parents and students are encouraged to make the choice that is best for them for a laptop device while adhering to guidelines in our Acceptable Use Policy. Families are responsible to purchase a device for their student, as well as all curriculum used in the classroom. A Learning Management System (LMS) is utilized through Google classroom. Students also have a school email and access to G Suite, both hosted by Google.

N. Supplies

Some supplies are provided by the school. Specialized classes may require special supplies and/or additional course fees which will be billed through FACTS. Personal supplies such as paper, pens, pencils, notebooks, electronic devices, etc., must be supplied by the student.

O. Student Driving Guidelines

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

Requirements For Student Drivers

- All student drivers must possess a valid California driver's license to operate any motor vehicle on the church/school grounds. Sufficient insurance coverage as provided by the laws of the State of California is required on all vehicles. Students assume liability for damage of any property.
- All laws relating to operating a motor vehicle in the State Vehicle Code are to be obeyed.
- Parking permits will be issued through the office upon the completion of a Student Vehicle Application. Permits must be placed on the rear-view mirrors.
- The speed limit on all CCC/CCS grounds is always 10 miles per hour.
- Students may park only in the area designated as student parking.
- Noise from car audio is to be confined within the vehicle while on school grounds and not to be disruptive to others.
- Once the students have arrived at school, the parking area is off limits. Students must have permission to enter the parking lot any time during school hours prior to their dismissal.
- Parking or moving violations may result in fines, tow away, or revocation of the parking permit.
- Students are not permitted to drive to classes on other parts of the campus.
- Seniors who drive and elect to leave campus prior to the end of the school day due to being completed with scheduled classes are expected to proceed to their vehicles and leave campus. The parking lot is not considered a meeting area for students.

P. 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:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- 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.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Examples Of Sexual Harassment

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

- Unwanted sexual advances or propositions.
- Offering academic benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters.
- Verbal conduct such as making/using derogatory comments, epithets, slurs, or jokes.
- 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.
- Physical conduct such as touching, assaulting, impeding, or blocking movements.

Q. Student Harassment

CCS is committed to maintaining an academic environment in which all individuals, students, staff, and our school community treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment, bullying, and racial discrimination. Racist, sexist, derogatory, or hazing behaviors are not tolerated. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

R. 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.

S. Cyberbullying

Cyberbullying (also called online bullying) is willful, recurrent harm inflicted through the medium of electronic text; or 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.

T. Racial Discrimination

The differential treatment of an individual or group of people based on their race, color, or ethnic origin. Racial harassment is an incident, or a series of incidents intended or likely to intimidate, offend or harm an individual or group because of their ethnic origin.

Examples Of Racial Harassment

Unwelcome conduct, verbal or physical, including intimidation, ridicule, insult, racial or ethnic slurs, discrimination, hazing. Hateful acts/remarks of an offensive nature will result in disciplinary action.

What To Do If You Experience Or Observe Harassment Of Any Kind?

Students who feel that they have been subjected to conduct of a harassing nature or witnessed this type of behavior of a harassing nature are encouraged to promptly report the matter to the school office or teacher. All reports will be promptly investigated.

Confidentiality

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

Protection Against Retaliation

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

Procedure And Action

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

IX. ACCEPTABLE USE POLICY

Introduction

Capital Christian Center (CCC) and School (CCS)—also referenced as the Enterprise—recognize that access to technology gives students and staff greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students and staff develop 21st Century technology and communication skills in a God-honoring manner. To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that students and staff are expected to follow when using technology tools (desktop, laptop, phone, tablet, etc.) in school or on CCC/CCS's campus.

- CCC/CCS wireless network is intended for educational and staff purposes.
- Activity over the network or using school technologies will be monitored and may be retained.
- Access to online content via the network is restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students and staff are expected to follow the same rules for good behavior and respectful conduct online as offline.
- CCC/CCS make a reasonable effort to ensure student and staff safety and security online but will not be held accountable for any harm or damages that result from use of school and campus technologies.
- Students and staff are expected to alert school faculty or administration immediately of any concerns for safety or security.
- Failure to comply with the AUP may result in disciplinary action.

Using Desktop, Laptop, Phone and/or Tablet

All technologies provided by or used at CCC/CCS are intended for educational and ministerial purposes. Students and staff are expected to follow the biblical mandate to honor the Lord Jesus Christ in all they do. Therefore, we expect students and staff to use technology in a way that is

safe, appropriate, careful and kind. Students and staff should not try to get around technological protection measures, should use good common sense, and should ask if questions arise. Inappropriate uses of technologies and social media is subject to discipline.

Hot Spots and 3G/4G/5G

Students are not permitted to connect to the Internet using a detected hotspot or 3G/4G/5G account while at school. Users must use available Wi-Fi while on school grounds.

Responsibility with Devices

- 1) If students leave their device at home, they are responsible for getting the course work completed as if they had their device present.
- 2) Loaner devices may be available to students in grades 6-12 who forgot to bring theirs to school or failed to charge them.
- 3) On school-owned loaner devices, students may not download apps (including, but not limited to, games, music, or social media) unless directed by or with the permission of a teacher.
- 4) Students who repeatedly fail to bring the device to school or fail to maintain a fully charged battery will be subject to discipline as determined by administration.
- 5) Each student is responsible for his/her own device: set up, maintenance, and charging. Teachers are not responsible for storing student devices at any time, nor will any CCS employee diagnose, repair, or work on a student's personal device.

Passcodes and Passwords

- 1) Students must not share their passwords/passcodes/login information with any other student at any time for any reason.
- 2) Students may not attempt to use another student's or staff member's account at any time for any reason.
- 3) Assigned passwords may not be altered unless otherwise instructed by an authority figure.

Sound/Music

- 1) On all student devices, sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- 2) Students are not permitted to use earbuds or headphones of any kind on campus during school hours unless the classroom teacher has granted permission for instructional purposes in the classroom setting.

Recording

- 1) The use of audio, video, and/or pictures of teachers, staff, administrators, or students is **NOT** permitted without consent. For example, you may not record or video a class lecture without receiving prior permission from the instructor. Violations will be subject to discipline. ([California Code, Education Code -51512](#))
- 2) Under no circumstances should recording take place in bathrooms or locker rooms. Violations will be subject to discipline.

Device Use and Inspection

- 1) Students are **NOT** permitted to use gaming or social media apps during class time in high school or during school hours at the K-8 level.
- 2) Use of devices should not disrupt the concentration of other students or staff at any time.
- 3) Students are **NOT** permitted to airdrop on campus at any time.

- 4) Students are **NOT** allowed to download or stream music or games during school hours or to participate in anything non-academic unless instructed by faculty for educational use.
- 5) Teachers and staff always reserve the right to ask students to check devices anytime while on campus.
- 6) Students may be selected to provide their device for inspection for safety and security purposes at the discretion of the Enterprise. **Do not assume any privacy right in any information that is uploaded or downloaded temporarily or permanently stored in the system.**
- 7) Cell phones are not an acceptable device for use in the classroom during school hours. For K-8 students, cell phones are not to be used on campus during school hours. Smartwatches are considered a cell phone equivalent and should be treated as such.
- 8) Translators may only be used for translating purposes and must not have Wi-Fi or Internet capabilities. These pre-approved devices must be data-based only.

Printing/Wireless Printing

- 1) Printing may be available with teacher permission only. Students (6-12) given permission to print will only be allowed to print in the K8/HS libraries at designated student printers for a nominal fee.
- 2) Printing classwork is the students' responsibility; school printing may not be guaranteed.

Cloud Drives

- 1) Students are responsible for ensuring that work is not lost due to mechanical failure, failure to back-up files, or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work; therefore, students should back up all work to the Cloud.
- 2) The teachers may grant students access to share their work through the Cloud. The students should not attempt to bypass any restrictions to gain access.

Network Access/Connectivity

- 1) Students and staff are required to connect to the wireless network using the provided username and password given from the Capital Christian Enterprise IT Department. CCC/CCS makes no guarantee that the wireless network will be operational 100% of the time.
- 2) Students in grades 6-12 and staff 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. (Refer to campus-specific handbooks for additional policies.)

Web Access/Filters

- 1) CCC/CCS provides students and staff with access to the Internet, including websites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely.
- 2) Students and staff are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the Web. If a site is blocked and a student or staff member believes it shouldn't be, the student or staff member should alert a member of school faculty or administration. If an attempt is made to circumvent the filtering software with any, but not limited to, proxy and/or VPN service, network access privileges may be revoked.

- 3) If students or staff members come across anything they think the school would deem inappropriate, they should notify an administrator immediately.
- 4) Parents are encouraged to use safety features to limit or disable specific use of their student's device.

E-mail

- 1) CCC/CCS will provide students and staff with an e-mail account (name@k12cougars.cc, name@capitalchristian.school , or name@capitalonline.cc) for the purpose of school-related and Enterprise communication. Availability and use may be restricted.
- 2) Student and staff e-mail accounts should be used with care. Students and staff should not send personal information, should not attempt to open files or follow links from unknown origin, should use appropriate language, and should only communicate with other people as allowed by the Enterprise or their teacher.
- 3) Students and staff are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. E-mail usage may be monitored and archived.

Security

- 1) Students and staff are expected to take reasonable safeguards against the transmission of security threats over the campus network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.
- 2) If students or staff members believe a device might be infected with a virus, they need to alert the Help Desk. They should not attempt to remove the virus themselves or download any programs to help remove the virus.

Netiquette

- 1) Students and staff should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- 2) Students and staff should also recognize that along with valuable content online there is also unverified, incorrect, or inappropriate content. Students and staff should use trusted sources when conducting research via the Internet.
- 3) Students and staff should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's accessible and can be shared and spread in ways the original user never intended.

Plagiarism

- 1) Students and staff should follow all copyright laws in the use, installation, distribution, duplication, or modification of copyrighted material. Failure to do so is considered plagiarism.
- 2) Plagiarism is taken very seriously; strict consequences apply if a student plagiarizes. These consequences are outlined in the Student Handbook.
- 3) A plagiarism content filter called "Turnitin" is used as a resource for our students.

Personal Safety

- 1) Students should never share personal information (including, but not limited to, phone number, address, social security number, birthday, or financial information) over the Internet without adult permission. Students should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the

personal information of themselves and others.

- 2) If students see a message, comment, image, or anything else online that makes them concerned for their personal safety or the personal safety of another, they should bring it to the attention of an adult (teacher or staff if they're at school; parent/guardian if they're using the device at home) immediately.

Cyber-bullying

- 1) Cyber-bullying will not be tolerated. Harassing, dissing, denigrating, impersonating, pranking, excluding, and cyber-stalking are all examples of cyber-bullying. Additionally, sending emails or posting comments with the intent of scaring, hurting, or intimidating someone else are also considered cyber-bullying and will not be tolerated.
- 2) Engaging in cyber-bullying behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges, potentially up to expulsion from the school. In some cases, cyber-bullying can be a crime. Remember that all activities are monitored and retained.
([California Code, Education Code -48900](#))

Social Media

- 1) Whether on or off campus, students and staff are prohibited from violating school rules and policies through social media (including harassment and bullying) on school or personal devices.
- 2) Defamation of others through social media (or any other platform) in the school community is prohibited.
- 3) Neither students nor staff may disclose private information of students, employees, or families through social media (or any other platform).

Parent/Guardian Responsibilities

In partnership with the school, it is expected that parents talk with their children about values and the standards students should follow on the use of the Internet just as on the use of all media information sources such as television, cell phones, videos, movies, and music.

Examples of Acceptable Use

I will

- 1) Never leave my device unattended, and I will know where it is at all times. I will place some form of name identification on the case or device itself in the event that the device is found.
- 2) Use Enterprise technologies for Enterprise-related activities.
- 3) Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- 4) Treat Enterprise resources carefully, and alert staff if there is any problem with their operation.
- 5) Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- 6) Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- 7) Use Enterprise technologies at appropriate times, in approved places, for educational pursuits.
- 8) Cite sources when using online sites and resources for research.
- 9) Recognize that use of Enterprise technologies is a privilege and treat it as such.

10) Be cautious to protect the safety of myself and others.

11) Help to protect the security of Enterprise resources.

This is not intended to be an exhaustive list. Students and staff should use good judgment when using any technology.

Examples of UN-acceptable Use

- 1) Spamming: sending mass or inappropriate messages of any kind
- 2) Gaining access to other accounts, files, and/or data
- 3) Using the Enterprise's Internet/E-mail accounts for financial or commercial gain or for any illegal activity
- 4) Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- 5) Vandalizing (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of Enterprise equipment
- 6) Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- 7) Bypassing the Enterprise's web filter through a web proxy, 3G/4G or Hotspot
- 8) Removing the device profiles and restrictions from the device
- 9) Using another student's or staff member's device
- 10) Installation or transmitting copyrighted materials illegally
- 11) Violates any existing Enterprise policy or public law
- 12) Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- 13) Using chat rooms, sites selling term papers, book reports, and other forms of student work
- 14) Gaming during class or work
- 15) Attempting to find inappropriate images or content
- 16) Engaging in cyber-bullying, harassment, sending sexually explicit photos, arranging to meet someone online or disrespectful conduct toward others
- 17) Trying to find ways to circumvent the Enterprise's safety measures and filtering tools
- 18) Agreeing to meet someone met online in real life
- 19) Using Enterprise technologies for illegal activities or to pursue information on such activities
- 20) Attempting to hack or access sites, servers, or content that isn't intended for the user

This is not intended to be an exhaustive list. Students and staff should use their own good judgment when using any technology.

Limitation of Liability

Capital Christian Center and School will not be responsible for damage, harm or theft to student-owned devices. While Capital Christian Center and School employs filtering and other safety and security mechanisms and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Capital Christian Center and School will not be responsible, financially or otherwise, for unauthorized transactions conducted over Capital Christian Center's network.

Violations of this Acceptable Use Policy

- 1) Violations of this Acceptable Use Policy may have disciplinary repercussions, including,

- but not limited to
- 2) Suspension of network, technology, or computer privileges
 - 3) Notification of parents
 - 4) Detention, suspension, or expulsion from school and school-related activities
 - 5) Employment termination
 - 6) Legal action and/or prosecution

GLOSSARY

App

Short for 'application'. This is the primary word used to reference programs that run on a tablet or smartphone. This is synonymous with 'program' for conventional computers like laptops or desktops. Apps can be free or cost money just to download. Apps that are initially free often offer additional functionality via in-app purchases or through a subscription service. Some paid apps may also offer in-app purchases or subscription services.

Back-Up

The process of making a copy of an original file in case the original file is lost the copy of an original file. Back-ups are only a back-up if the original file is not deleted. Back-ups can be made to a variety of locations: external hard drives, flash drives, SD cards, cloud storage, etc.

Blog

Short form of 'web log'. A blog is normally a regularly maintained website with updated information about a particular person or organization. Content and format can vary greatly.

Chat

Online dialogue between 2 or more persons. This can be public or privately viewed.

CIPA

Acronym for Children's Internet Protection Act, enacted by Congress in 2000, meant to address concerns to minor's access to explicit content on the Internet.

Cloud Storage

An online location (sometimes simply a network folder) used to store information. The longest-running example of a cloud storage system is e-mail.

Comment

Usually this is an online response within a forum or a threaded discussion to an initial post. Some comments can be in the form of an image or link to other content.

Connectivity

The relative strength, speed, and/or consistency of Internet access.

Content

In the context of computer terminology, a general category for any item that is provided by a website or app. This is a wide category and can include files, other apps, images, etc.

Cyber-Bullying

An umbrella term used to explain bullying over the Internet and/or social media.

Cyber-Stalking

Stalking someone utilizing online resources.

Data Privacy

The privacy of personal information.

eBook

This is a digital format for a book. Not all books are available in eBook format. Most eBooks need an app to view them.

Forum

Generally, this is an online dialogue among several individuals regarding a particular topic. Often, these are a discussion regarding an initial post.

Hotspot

An electronic device that is sometimes built into a smartphone or some tablets that enables the user to broadcast local wireless Internet. Aside from the physical hotspot devices themselves, users generally have to pay extra for this service through a provider.

ISP

Acronym for Internet service provider.

In-App Purchase

Some apps offer additional features that are not free. These can occur with free or paid apps. These additional features are in-app purchases.

Meme

An Internet style of joking that plays upon images that have a specific theme or joke that corresponds to them. Often, memes are images that have text typed upon the image itself; the text usually has a common format or word order associated with a particular image. The primary function of memes is usually to deliver a joke. Additionally, some memes can simply just be the common text format or word order itself, applied to any image that can be related to it, even if only obscurely.

Net

In the context of computer terminology, this is short for 'Internet', the worldwide web.

Netiquette

A concatenation of the words "net" and "etiquette"; i.e., online etiquette.

Passcode

- 1) Synonym for password; generally (but not always) required with a username.
- 2) A code needed to access a special service, website, or app; sometimes grants special privileges.

Personal Information

Any piece of information (usually electronic information) that is unique to an individual (e.g., e-mails, passwords, credit card numbers, account logins, etc.).

Post

A general category for any written work "posted" online. This can be as short as a single sentence (e.g. a Twitter or Facebook 'post') or lengthy work in a blog or online article.

Profile

A set of information specific to an individual. The degree of information needed for a profile can vary as well as the function of a profile. Sometimes a profile is simply a set of settings for a user with no personal information attached.

Provider

An abbreviation for "Internet Service Provider"; a company that provides Internet services. See ISP.

Security Threats

A category of items that potentially compromise data privacy or harm a device or computer's functionality. Examples include spyware, viruses, adware, worms, trojans, hackers, peer-to-peer networks, etc.

Social Media

A category of websites and apps used for social networking (e.g. Facebook, Twitter, Snapchat, Instagram, etc.) The format and function of these can and continues to vary greatly.

Subscription Service

A category of items that require periodic payment to operate. Phone, cable, or Internet service are basic examples of subscription services. In the context of apps or programs, many companies may offer free software to install, but also require a paid subscription to use them (e.g. Microsoft Office programs, Adobe Photoshop, etc.).

Web Access

Access to the Internet.

X. GENERAL DISCLAIMER

School administration reserves the right to interpret or modify the information outlined in this handbook when deemed appropriate.

XI. PARENT-STUDENT AGREEMENT FORM

Please sign this Parent-Student Agreement form. Students, please return the form to your Bible Teacher by **Friday, August 30, 2021**.

(First and Last Name)

I, _____, have received, read and reviewed with my parents the 2021-22 CCS Handbook for Students and Parents.

I read the above standards of conduct and those contained in this Handbook. I am willing to abide by them whether in school, at home or elsewhere. If any problems or questions arises regarding the school, staff, or students, I will go directly to the person involved, as indicated in *Matthew 18*.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Be completely humble and gentle; be patient, bearing with one another in love" Ephesians 4:2