



## K-8 Student Handbook

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*"For I am about to do something new. See, I have already begun! Do you not see it? I will  
make a pathway through the wilderness. I will create rivers in the dry wasteland."  
Isaiah 43:19*

# Table of Contents

<b>I. General Information .....</b>	<b>5</b>
<i>A. Office Hours and Office Contacts.....</i>	<i>5</i>
<b>B. School Hours.....</b>	<b>5</b>
<i>C. Non-Discrimination Policy.....</i>	<i>5</i>
<i>D. Mission Statement.....</i>	<i>5</i>
<b>E. Vision Statement .....</b>	<b>5</b>
<i>F. Statement of Faith .....</i>	<i>5</i>
<b>G. Philosophy.....</b>	<b>7</b>
<i>H. Matthew 18 Principle .....</i>	<i>7</i>
<i>I. School-wide Learning Outcomes (SLOs).....</i>	<i>7</i>
<b>II. Admissions Policy.....</b>	<b>8</b>
<i>A. Procedures .....</i>	<i>8</i>
<i>B. Christian Commitment.....</i>	<i>8</i>
<i>C. Extended Day Ministries (EDM) .....</i>	<i>8</i>
<i>D. Withdrawal Procedures.....</i>	<i>9</i>
<i>E. Financial Responsibility.....</i>	<i>9</i>
<b>III. Academic Information.....</b>	<b>10</b>
<i>Academic records and progress towards graduation are kept in FACTS. Specific grade information as regards to Progress Reports, Report Cards, Semester Grades, Grading Policies, Academic Probation are as follows. ....</i>	<i>10</i>
<i>A. Progress Reports/Quarter Grades .....</i>	<i>10</i>
<i>B. Semester Grades.....</i>	<i>10</i>
<i>C. Grading Policy.....</i>	<i>10</i>
<i>D. Academic Probation .....</i>	<i>11</i>
<i>E. Homework.....</i>	<i>12</i>
<i>F. Schedule Changes .....</i>	<i>12</i>
<i>G. Transcripts.....</i>	<i>12</i>
<i>Within FACTS, a cumulative record of all course work, grades, and credits are available on each transcript once Semester grades are posted. ....</i>	<i>12</i>
<i>H. MLA.....</i>	<i>12</i>
<i>I. Academic Integrity Policy.....</i>	<i>12</i>
<i>J. Honor Roll for 6-8 .....</i>	<i>13</i>
<i>K. Access to Cumulative Records.....</i>	<i>14</i>
<i>L. 8<sup>th</sup> Grade Promotion Ceremony Requirements .....</i>	<i>14</i>

<i>M. 6-8 Promotion</i> .....	14
<b>IV. Attendance</b> .....	<b>14</b>
<i>A. Absence Policy</i> .....	14
<b>V. Student Life</b> .....	<b>16</b>
<i>A. Statement of Conduct</i> .....	16
<i>B. Standards of Conduct</i> .....	16
<i>C. Classroom Environment</i> .....	17
<i>D. Extra/Co-Curricular Activities</i> .....	18
<i>G. Scholastic eligibility</i> .....	18
<i>H. Athletics</i> .....	18
<i>I. Associated Student Body (ASB)</i> .....	19
<i>J. California Junior Scholarship Federation (CJSF)</i> .....	19
<b>VI. Student Discipline</b> .....	<b>20</b>
<i>A. Disciplinary Consequences</i> .....	20
<i>B. Detention</i> .....	20
<i>C. Behavioral Contracts and Disciplinary Probation</i> .....	20
<i>D. Suspension</i> .....	21
<i>E. Dismissal</i> .....	21
<i>F. Levels of Discipline</i> .....	21
<i>G. Restorative Practices</i> .....	22
<i>H. Searches</i> .....	24
<i>I. Required Testing for Substance Abuse</i> .....	24
<i>J. Social Media Policy</i> .....	24
<i>K. Student Dress</i> .....	24
<b>VIII. Campus Operation</b> .....	<b>26</b>
<i>A. Closed Campus Policy</i> .....	26
<i>B. On-campus Visitors</i> .....	26
<i>C. Emergency Health Procedures</i> .....	27
<i>D. Medication</i> .....	27
<i>E. Chapel</i> .....	27
<i>F. Emergency Drills (Fire/Evacuation/Disaster/Lockdown)</i> .....	28
<i>G. Lockers</i> .....	28
<i>H. Lost &amp; Found</i> .....	28
<i>I. Personal Property</i> .....	28

<i>J. Telephone .....</i>	<i>28</i>
<i>K. Photography Release .....</i>	<i>28</i>
<i>L. Restrooms/Locker and Showers .....</i>	<i>28</i>
<i>M. Curriculum .....</i>	<i>29</i>
<i>N. Supplies .....</i>	<i>29</i>
<i>O. Sexual Harassment.....</i>	<i>29</i>
<i>P. Student Harassment .....</i>	<i>30</i>
<i>Q. Bullying.....</i>	<i>30</i>
<i>R. Cyberbullying .....</i>	<i>30</i>
<i>S. Racial Discrimination .....</i>	<i>30</i>
<b>IX. Acceptable Use Policy .....</b>	<b>31</b>
<b>X. General Disclaimer .....</b>	<b>40</b>

## **I. GENERAL INFORMATION**

This publication is designed to familiarize parents, current and prospective students with the mission, vision, goals, and expectations 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.

### **A. Office Hours and Office Contacts**

School Days: Weekdays 8:00a.m. - 4:00p.m.

Phone: (916) 856-5622 Fax: (916) 848-3611

[www.capitalchristian.school](http://www.capitalchristian.school)

Our primary means of communication are **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 Google Classroom to check attendance and grades. Students in grades 6-8 are expected to check their emails (@k12cougars.cc) daily.

### **B. School Hours**

The K-8 campus opens at 8:00 a.m. and closes at 3:15 p.m. each day. Students who are here before and after school must be registered with Extended Day Ministries (EDM). Please refer to the section on EDM policies for more information on before and after school care.

### **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**

To empower world changers in academic excellence, athletic distinction, artistic expression, and social engagement all through a spiritual pursuit 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 free gift of forgiveness and are spiritually reborn through repenting (changing our mind and heart) of our sin and placing faith in Jesus alone. (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10)
- **About the Church:** We believe that the church is comprised of any person anywhere in the world who puts faith in Jesus. The church itself is made up of people who are empowered by God’s Spirit to be part of the mission of Jesus here on earth. The church is one global community but has smaller, local expressions, such as Capital Christian Center (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)
- **Final Authority for Matters of Belief and Conduct:** The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of 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.

**Definition of a Biblical Worldview:** Understanding the truth of who God is and what that means in every area of one's life, as informed by Scripture; it is revealed by what we do, not merely by what we think.

## 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. General admissions guidelines include a desire for what CCS offers as a Christian school, character/academic references, and a minimum GPA of a 2.0.

- Parents or legal guardians must submit an application for approval. All new students must provide an official copy of their transcripts for any schoolwork already completed and submit letters of recommendation.
- 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.
- Kindergarten students must be five (5) years of age by September 1st of the enrolling year.

### **B. Christian Commitment**

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

### **C. Extended Day Ministries (EDM)**

Extended Day Ministries is offered for CCS K-8 students.

Regular Hours:

Morning: 7:00-8:00 a.m.

Afternoon: 3:30-5:30 p.m.

### **Supervision**

Supervision is provided by trained EDM staff. Our program offers many opportunities for students (i.e., playing outdoors, doing homework, arts and crafts, free play with friends, etc.).

### **After-school care**

Once the school day has ended, students will be picked up by their parent/guardian or signed into EDM. All students on campus after school must be signed into EDM or be under the direct supervision of their parent/guardian. Students are not to roam about campus alone.

### **Snacks**

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



## Policy

- Parents/guardians are required to sign their student using Brightwheel. This enables us to keep accurate records of students for both security and billing purposes.
- EDM services are pre-billed with tuition. Any changes in status must first be submitted to the Extended Day Ministries Office by the fifteenth of the previous month. Forms are available at the Extended Day Ministries Office.
- Late Fees: Students must be picked up by 5:30 p.m. or an additional \$1.00 per minute will be charged, according to the posted schedule, and must be paid at the time the child is picked up.
- Any student dropped off before 8:00 a.m. without being signed in will be signed in by EDM staff and billed an additional fee identified on the Extended Day Ministries Parent Commitment form. Any student not picked up from school by 3:15 p.m. will automatically be sent to Extended Day Ministries. Students that are picked up AND signed out before 3:30 p.m. will not be charged. Students must be signed out or the parent will be billed. Failure to sign your student in or out of the Extended Day Ministries program may result in dismissal from the program.
- **PARENTS MUST READ AND SIGN THE EXTENDED DAY MINISTRIES PARENT COMMITMENT FORM** prior to their student attending the EDM program.

## D. Withdrawal Procedures

A student that is withdrawing from enrollment must submit a withdrawal form that has been signed by his/her parent thirty (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. Families who choose not to participate in an exit interview will not be considered for readmittance. All items subject to return must be turned in within thirty (30) days of withdrawal notice. **All fees or monies paid to CCS prior to formal withdrawal are non-refundable.**

## E. 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 1<sup>st</sup> of the month. Tuition and Billing will set up your payment plan. You will receive payment plan information during the month of June.
- 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 10th will have a slightly higher monthly payment enabling tuition billing to be completed by May 1<sup>st</sup>. Registration plus first month's tuition is required when enrolling after August 10th.
- Application and Enrollment fees are non-refundable.
- Tuition is not prorated for those students enrolling after the 1<sup>st</sup> day of school. Tuition is based on a semester basis.
- A 5.0% discount is given to those who pay tuition in full on or before July 1<sup>st</sup>. **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 two (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 10<sup>th</sup> of the month, an email will be sent with the following options: (1) bring the account current; or (2) Arrange with the 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 our Tuition/Billing Office at 916-856-5615 ext. 2.

### **III. ACADEMIC INFORMATION**

Academic records and progress towards graduation are kept in FACTS. Specific grade information as regards to Progress Reports, Report Cards, Semester Grades, Grading Policies, Academic Probation are as follows.

#### **A. Progress Reports/Quarter Grades**

At the end of every quarter, a printed or electronically generated progress report with letter (number for K-2) grades indicating the student's progress will be sent home. Interim progress reports will be sent home at the midpoint of the quarter to all students. The first progress reports of each semester should be viewed as grades in progress, which affect the final quarter/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 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 6-8 and high 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 mailed to parents in January and June.

#### **C. Grading Policy**

The following is an explanation of standard academic grades used in all courses for 3<sup>rd</sup>-8<sup>th</sup> grade.

##### **A - 90 % - 100%**

Mastery of core content as exhibited by (may include but not limited to) assessment, projects, daily work, participation, critical thinking and analysis, application of learning to new situations, regular attendance.

##### **B - 80% - 89%**

A high level of competency as exhibited by (may include but not limited to) assessment, projects, daily work, participation, critical thinking and analysis, application of learning to new situations, regular attendance.

##### **C - 70% - 79%**

An adequate comprehension of core content, regular attendance.

##### **D - 60% -69%**

Minimum performance to receive credit for course, limited understanding of core content, does not meet competency. Attendance may affect grade.

**F** - 59% and below

Fails to meet minimum competency of core content. Attendance may affect grade.

**INC** - 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.

While individual grading policies may differ, all courses use the above standards. Each teacher establishes a grading policy consistent with departmental and school policies for his/her classes that will be explained to the students at the beginning of the semester. It is the responsibility of the student to be aware of all course policies and requirements. Should a parent or student wish to review a specific policy for a course, the individual teacher should be contacted.

#### **Late enrollment**

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

#### **Disputed grades**

Students or parents who have a question regarding a grade should first attempt to 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/guardian may appeal to the School Administrator for further review. If necessary, that individual 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 (2) 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's absence 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 6-8 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.

### **Ineligibility**

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

### **E. Homework**

Homework at CCS is designed to strengthen academic skills, reinforce concepts learned in class, and allows students to develop stronger study habits. As such, homework is an independent activity to be accomplished outside of the school day. Homework is not limited solely to written work; it also includes reading, studying, preparation for examinations, and projects.

### **F. Schedule Changes**

During the first ten (10) school days of the semester in which a year-long course begins, a 6-8 student may drop or add courses without academic penalty. Requests for a schedule change can be made by completing a Schedule Change Form, located in the K-8 Office or by emailing a K-8 Administrator. Changes will be made if scheduling allows, the class is not full, and it does not negatively impact the student's promotion 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**

Within FACTS, a cumulative record of all course work, grades, and credits are available on each transcript once Semester grades are posted.

When a student transfers to/from 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](mailto: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.

### **H. MLA**

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

### **I. Academic Integrity Policy**

Academic Integrity is the pursuit of learning conducted in a fair and ethical manner. Teachers, students, administrators and parents share responsibility for creating an environment in which academic integrity is expected.

Students are expected to conduct themselves honestly and with integrity in their work. All forms of test procedure violations, cheating, and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to the following:

- copying another student's homework;
- working with others on projects that are meant to be done individually;
- looking at or copying another student's test or quiz answers;

- allowing another student to look at or copy homework or answers from one's test or quiz;
- using any other method to get or give test or quiz answers;
- taking a test or quiz in part or in whole to use or to give to others;
- copying information from a source without proper reference or attribution; and
- misrepresenting as one's own, either in whole or in part, papers from other students, publications, or the internet.

**Violations of this policy will be disciplined on a case-by-case basis depending on the severity of the violation, prior violations, and other factors, as determined by the K-8 Administrator and the teacher(s) involved. Disciplinary measures include, but are not limited to, receiving a zero on a particular assignment, redoing an assignment or retaking a test, receiving a failing grade on the assignment, project, or test; receiving a lower overall grade in the class; detention, suspension, or dismissal. All incidents of academic dishonesty are recorded and tracked by the office. Repeated violations are cause for serious consequences including suspension and dismissal.**

#### **J. Honor Roll for 6-8**

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

Academic Superiority – 4.0+

High Honor Roll – 3.5 to 3.9

Honor Roll – 3.0 to 3.49

#### **Subject awards**

Teachers in each department of grades 6-8 will select a student who is the most outstanding in their subject. Each department will decide the criteria for recipients.

#### **Outstanding 8<sup>th</sup> grade student award**

This award is given to the 8<sup>th</sup> grade student who is voted by the faculty and administration as the "Outstanding Student" in academics, spirituality, school spirit, and citizenship. The recipient must return to CCS the following year and will receive a certificate and a \$750 tuition scholarship. The student's name is added to the plaque that is on display in the school office.

#### **Athlete of the year**

- Student must have a consistent testimony on the field of play and in the classroom.
- Must play on a minimum of two athletic teams.
- Must be eligible for the entire season of every sport involved in.
- Must have a minimum of a 2.5 GPA (during the current year).
- Must have a minimum of "Satisfactory" in conduct (during the current year).

#### **Character awards**

Students will be honored for their Christian Character that they have displayed during the school year. These awards are based upon Biblical character qualities and will be issued by the Character Awards Committee at a special chapel through the following procedure:

- Students will nominate their peers.
- Teacher and staff vote on the nominees.

- Administrative approval.

#### K. Access to Cumulative Records

Parents may review individual records of their student(s) by making a request to the student's teacher 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/guardians.

#### L. 8<sup>th</sup> Grade Promotion Ceremony Requirements

- To qualify for participation in the 8<sup>th</sup> grade promotion ceremony, a student may have no more than one failing grade at the end of the course.
- Standards of dress and conduct will be in effect for all promotion activities. Students will be informed of dress expectations during the school year.

#### M. 6-8 Promotion

In order for a student to be promoted from 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> grade, he/she must show proficiency in the required classes: Bible, English, Science, Math, Social Studies, and Physical Education. The student may not be promoted to the next grade if either of the following occurs:

- He/she receives an "F" grade for both semesters in the same required class.
- He/she fails the last semester of one or more required classes.

A student may be placed on academic probation or be asked to repeat the grade. Students must make up required classes in summer school before being promoted to the next grade.

Arrangements may be made with the administration for making up failing grades in summer school. Students may be required to check "outside" options to make up failing grades in the summer.

### **IV. ATTENDANCE**

All students are to be present at school daily and to be prompt in arriving for each class. *Ed Code 48200*

#### A. Absence Policy

All school days are mandatory. This includes special schedule days such as, but not limited to, rally days, standardized testing, Spiritual Emphasis Week. Excessive absences can affect a student's academic standing and their ability to participate in co-curricular activities. All absences (non-school related) will count in absence totals for attendance monitoring and academic credit. Twelve (12) or more absences in a class per semester may lead to a loss of all credit for the course. (Six (6) absences, in a class, equals two weeks of school in an individual class.)

Students who accumulate six (6) or more absences per class may be placed on an Attendance Contract if a pattern of absences continues. Once a student is placed on an Attendance Contract, the student risks the loss of extracurricular privileges, credit loss, suspension, or expulsion from school.

Appointments, if possible, should be made before class, after school, or on non-school days. If a medical appointment must be made during class time, we ask that parents/guardians provide a copy of the medical note.

### **Prolonged Absences - Students in Crisis**

If a student is expected to be absent for a prolonged period *due to illness, surgery, family emergency, etc.* The parent/guardian must contact School Administration as well as the Attendance Office. CCS will make a reasonable effort to offer special accommodations to students who have short-term issues that affect their attendance and academic performance.

### **Reporting absences**

When a student is absent from school, **parents/guardians are required to contact the Attendance Office before 9:00 a.m. each day the student is absent.** An absence can be reported by calling the attendance line at (916) 866-7669, or by email to : (K-8.attendance@capitalchristian.school). If a parent does not contact the school, the absence will be considered Truancy until a parent contacts the Attendance Office to clear the absence.

Be prepared to give the following information:

- Name of the absent student. Please clearly spell the last name.
- Specific explanation for the absence, e.g., illness, injury, legal, etc.
- Your name and relationship to the student

### **Truancy Policy**

CCS will not incur the liability associated with truancy. Truancy is defined as any non-pre-authorized or unauthorized absence(s), 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 will result in the notification of parents and possible detention, suspension, or dismissal.

### **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 following information is requested to be communicated to the Attendance Office at the start of the school day:

1. Student First and Last Name
2. Reason for absences(s)
3. Current date
4. Parent Signature
5. Date(s)/Time 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 (K-8.attendance@capitalchristian.school)**

### **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 CCS Administration.

### **Tardy Policy**

Instructional minutes are vital to the academic success of our students. Students are expected to be in their **classroom** when the bell rings. If the student arrives after the start of school, 8:20

am, they must check in at the office and receive a tardy slip to enter 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). Students missing more than 15 minutes of a class with an unexcused tardy may be considered truant from that class and count toward the 12 absences total.

Examples of excused tardies upon arrival to school are as follows:

- Illness with a parent note indicating such.
- Family emergency with a parent note explaining the circumstance.
- Medical visit when an appointment verification or parent note is provided.

**Students will be allowed four (4) tardies per quarter; any tardy after that will result in detention.**

Students who reach ten (10) tardies total in one quarter may be assigned multiple detention days or serve a 3-hour Saturday detention. Students who reach fifteen (15) tardies in one quarter may be assigned one day of in-house suspension for their 15<sup>th</sup> tardy. If the reason for a tardy is due to a verified medical condition, the student will not be disciplined; however, communication with K-8 Administration is critical.

## **V. STUDENT LIFE**

### **A. Statement of Conduct**

CCS is dedicated to providing 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. Standards of Conduct**

As a student, you must recognize that your conduct is a reflection on the testimony of the Lord, Capital Christian School, your family, as well as yourself. As a student at Capital Christian School, by signing a contract to attend CCS, you have agreed to live within the rules of the school. The agreement is a commitment that you will govern yourself and abide by the school rules with a willing attitude. The following guidelines are established to maintain an atmosphere conducive to learning and glorifying to God. Failure to abide or agree to these guidelines may result in dismissal of CCS.

- 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 CCS 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. (Students will be subject to the actual clean-up or repair costs.)
- 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). CCS may utilize detection canines throughout the year. CCS may also utilize on-site drug testing.
- Disruptive behavior.
- Candy, food, or drink is not to be consumed in the classrooms.
- 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.
  - A student having another student do work for him/her.
  - Forgery of any signature may result in immediate suspension.
  - Plagiarism (See Academic Integrity policy.)

### C. Classroom Environment

To maintain a classroom environment that 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 the instructor's area (desk, work area) and belongings (briefcase, grade book, computer, etc.)

#### D. Extra/Co-Curricular Activities

CCS 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, ASB, cheerleading, and the California Junior Scholarship Federation, 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.

#### **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 two (2) blocks on a block day or four (4) periods on a 7-period day. This requirement may be waived in very special circumstances by administrative review.

#### **Citizenship**

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

#### G. Scholastic eligibility

To be eligible, all students entering from 8th grade into CCS 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.

#### **Continuing Eligibility**

##### **Minimum Requirements**

Academic achievement is of the utmost importance; therefore, the following standards will determine eligibility for student participation in extra/co-curricular activities:

- 1) Academic eligibility is determined from the previous quarter grades and semester grades; semester grades will always override quarter grades.
- 2) A student must have a grade point average of 2.0 or above with no more than one "F" on his/her most current report card.
- 3) A student cannot be on Academic Probation.
- 4) If a student is deemed ineligible, he/she is ineligible to compete in scheduled games.
- 5) Students with "incompletes," whether passing or failing, may be placed on probation, and will be unable to participate until the "incomplete" is cleared and the grade point average is verified by the Administration. The incomplete work must be made up within two (2) weeks after grade cards are distributed as noted in the "Grading Policy" provision included in this handbook.

#### H. Athletics

The Athletic Program at CCS 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, he/she 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 Head of Athletics. 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.

### ***Refer to Scholastic Eligibility Requirements***

#### **I. Associated Student Body (ASB)**

The student body of CCS has an active K-5 and 6-8 ASB. ASB is comprised of elected officers and appointed representatives. 6-8 ASB members meet during zero period to discuss and plan aspects of campus-life related to the school's spiritual life, student body projects, recreational and social activities, and many other matters. K-5 meetings are set by the ASB advisors and will be communicated to students and families via email and other forms of communication.

#### **Officers**

The ASB includes the following elected positions: President, Vice President, Secretary, Spiritual Representative, Rally Coordinator, Grade Level Representatives, and Class Representatives. Other positions may be added by the ASB Advisors with Administrative approval.

#### **Elections**

Prospective candidates can obtain petitions and student government leadership requirement and teacher qualification forms from the ASB Advisor or the school administration. Campaign procedures and recommendation forms are predetermined. Elections for the position of ASB leadership are held in the spring for K-5 and 6-8.

#### **J. California Junior Scholarship Federation (CJSF)**

CCS 6-8 is a member of the California Junior Scholarship Federation, Chapter 401. The purpose of the chapter is to foster high standards of leadership, scholarship, service, and citizenship on the part of the 6-8 students and to promote appropriate activities among its members as they use their skills to help others.

A student must apply for membership during an enrollment period at the beginning of each semester, must be a worthy school citizen, must have no grades lower than “C” in the previous semester, and must have a minimum of twelve points in designated subjects (A=3, B=1, C=0). Membership is for one semester only and can be renewed each semester the student meets the requirements. Membership in CJSF provides qualifying points for membership in CJSF. Any student who is otherwise eligible but, who in the judgment of the advisor and principal is an unworthy citizen, may be debarred from semester membership. This may affect honor membership.

## **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, CCS 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 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. CCS 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 several types of “Detention” at Capital Christian K-8. Please see below for an explanation of each

#### **Teacher 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. This level of detention will not exceed thirty (30) minutes and will not interfere with any before or after-school commitments. Should a student not attend this type of detention, they may be referred to K-8 Administration for further consequences.

#### **Lunch Detention**

Minor academic or behavior issues and first 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 (10) 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 ten (10) minutes after the last school bell Monday through Thursday and lasts approximately thirty (30) minutes. Any conflicts with attendance to detention need to be approved by the 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. CCS will send an email notification to parents about their students after school detention.

### **C. 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 K-8 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.

#### D. Suspension

A Suspension is a measure of discipline in which the student is not permitted to attend school, school functions, games, athletic practice or be on the school grounds during or after school hours for one (1) to ten (10) days.

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 (1) to five (5) school days. Records of suspension(s) will be kept in the student's disciplinary file. Upon returning from suspension, a behavior contract will be implemented. Suspension is considered an "unexcused absence."

#### **In-School Suspension (ISS)**

ISS is for the entire school day 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 may be required to serve after-school detention at the completion of their ISS school day.

#### E. Dismissal

A student may be dismissed from CCS for any serious offense that is a violation of the Rules of Conduct. Dismissal is at the discretion of the principal in consultation with the K-8 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 K-8 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 CCS campus at any time unless prior approval has been granted by the principal.

#### F. 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 CCS 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:

- Disrespect to faculty/staff *Ed Code 48900 (k)*
- Excessive profanity *Ed Code 48900*
- Disrupting school or classroom activities *Ed Code 48900 (k)*
- Harassment/bullying *Ed Code 48900 (r)*
- Repeated or ongoing Level 1 infractions
- Play fighting, dangerous behavior
- Truancy/cutting class *Ed Code 48260*
- Inappropriate use of technology *Ed. Code 51512*
- Verbal altercation or intention to fight *Ed Code 48900*
- Lying, cheating, or plagiarism *Ed Code 48900 (k)*

Students who commit Level 2 infractions should be reported to CCS Administration. After investigation of the incident, the appropriate consequence will be determined. Consequences include but are not limited to 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:

1. Fighting and/or causing physical injury *Ed Code 48900 (a)*
  - Use, possession, or distribution of drugs, tobacco or alcohol *Ed Code 48900 (h)*
  - Possessing weapons
2. Property damage, vandalism or theft *Ed Code 48900 (f)*
  - Robbery or extortion *Ed Code 48900 (e)*
  - Stealing or gambling *Ed Code 48900 (g)*
  - Harassment/bullying *Ed Code 48900 (r)*
  - Threatening harm to a student or staff member *Ed Code 48900*
  - Detrimental affiliation, repeated use of symbols, writing, or paraphernalia *Ed Code 48900 (a-1)*
  - 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 CCS Administration. A completed report, written or verbal, will be taken. After CCS Administration investigates the incident, the appropriate consequence will be determined.

## G. 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.

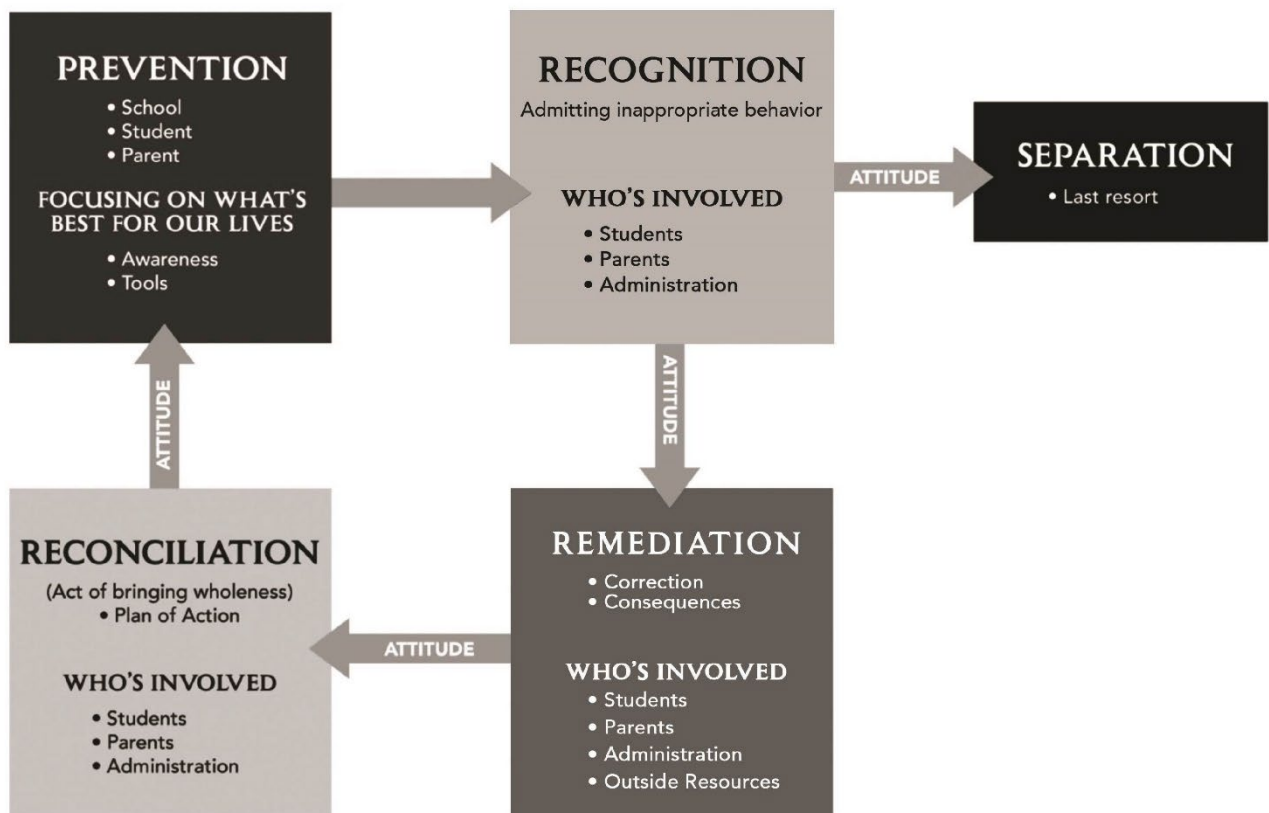
### Restorative Principles

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.

### Restoration Process



## CCS RESTORATION PROCESS



#### H. 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 campus.

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 CCS Administration.

CCS 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.

#### I. Required Testing for Substance Abuse

Students enrolled at CCS 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).

#### J. Social Media Policy

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

#### K. Student Dress

Parents or guardians of students at CCS have the primary responsibility for implementing appropriate standards of dress and grooming/hygiene in their home. In partnering with parents or guardians, CCS 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 or 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, K-8 Administrators 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 issued detention.

##### **Pants/Shorts/Capris**

- Bottoms must be khaki or black (denim-type material acceptable).
- Bottoms may be pants, shorts, capris, or skirts.
- All bottoms must be modest and appropriately sized, with no holes, rips, or tears. Pants/capris/shorts must have pockets, and have seams down the side of the leg.
- Students may not wear sweatpants, athletic joggers, leggings alone, or tightly fitting bottoms.
- Shorts/skirts/dresses must be no more than 3" above the knee *or* 3" below the fingertips



(since everyone is made differently).

- Leggings are permitted to be worn under appropriate-length shorts, skirts, or dresses but must be solid royal blue, white, grey, or black.
- K-5 students may wear polo dresses in royal blue, white, grey, and black.

### **Shirts**

- Solid white, black, gray, or royal blue polos that are appropriately sized
- Cougar Wear, which includes CCS athletic spirit wear representing recognized CCS clubs and programs. CCS shirts may not be cut or altered in any way.

### **Outerwear**

- K-5: Sweatshirts—either hooded or non-hooded, pullover or zipped—are considered outerwear. Any color and appropriate designs are acceptable. Dress code shirts must be worn underneath at all times.
- 6-8: CCS sweatshirts and sweaters are allowed. This includes CCS athletic spirit wear representing recognized CCS clubs and programs. CCS sweatshirts and/or sweaters may be purchased either in the CCS student store, or through recognized and approved CCS clubs and programs.
- Sweatshirts/sweaters that do not meet the above standard are NOT allowed. This includes zip ups.

### **Shoes**

- K-5:
  - Students must wear closed-toed shoes with backs at all times. Shoes must be appropriate for both recess and PE activities.
  - Cross or sandals similar in nature are NOT allowed
- 6-8:
  - Shoes must be worn at all times.
  - Students may choose to wear sandal-type of shoe so long as the item covers toe and has a strap on the heel.
  - Open-toe sandal/shoes (slides) are NOT allowed.

### **Head Coverings (Hats/Visors/Beanies/Hoods, etc.)**

- Only Cougar Wear head coverings of any kind are to be worn inside the building and must be removed while inside the classroom. This includes hoods.

### **Hair/Accessories**

- Hair is to be neat, moderate in length, and natural in color.
- “Extreme” jewelry or body marking/piercing is not permitted. A student may be asked to cover body markings of any kind.
- No animal headbands (mystical or natural) or costume accessories outside of spirit day.

### **Friday Dress Days**

- On Fridays, students and staff may wear jeans with Cougar Wear.
- Blue jean pants must be neat, modest, and appropriately sized with no holes.

### **Special School Events**

- At school-sponsored events, both on and off campus, students are required to dress modestly and appropriately and adhere to specific dress codes provided.

## **VIII. CAMPUS OPERATION**

### **A. Closed Campus Policy**

CCS 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 Dismissal**

- 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, identification 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.

#### **After Hours**

- Fifteen (15) minutes from the time of dismissal, all students must be picked up, in EDM, in a school-sponsored and supervised practice/club, in the library with a parent/guardian or EDM pass, or with a staff member. For the safety and well-being of our students, there are no exceptions to this rule.
- K-5 students must be picked up from the classroom by someone listed on their emergency card. If someone else comes to pick up a student, that individual must receive permission from the K-8 Office so that the appropriate checks are followed. Teachers do not have the authority to grant exceptions.
- Students in 6-8 may walk to the high school or K-5 side of campus ONLY if they are meeting a parent/sibling/carpool within fifteen (15) minutes from the end of the school day or if they have an on-campus practice that will be supervised by a CCS coach/staff member.
- Students in 6-12 may only pick up their sibling from K-5 if there is a parent/guardian note on file granting permission for them to do so.
- Any students who roam campus or are found unsupervised fifteen (15) minutes after school is dismissed is subject to disciplinary action.

### **B. On-campus Visitors**

All visitors must obtain a Visitor's Pass from the K-8 School Office. Students are to identify anyone not enrolled at CCS 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 CCS 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

CCS 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 (i.e., 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 CCS. 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.
- Allow God to speak to you and those around you!

#### F. Emergency Drills (Fire/Evacuation/Disaster/Lockdown)

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 in grades 6-8 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. Any damage to the student's locker may result in the student being responsible for repairs.

#### H. Lost & Found

All articles found on the school grounds should be turned into the "Lost & Found" locations in A-24 (K-5) or the Cougar Den (6-8). 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 K-8 Office.

#### K. Photography Release

Activities in and around the CCS campus are often photographed and/or videotaped. When enrolling your child in our school, you have the option to 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 (i.e., before school, after school, recess, 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 school provides curriculum for K-5 students. Unless provided by CCS, all curriculum for 6-8 must be purchased from *EdTech Software*. A listing of selected courses to be taken by each student will be made available through EdTech to fill required curriculum orders. Seventh and eighth grade students are required to bring their own device on campus daily. 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. Further information is available online or through the CCS Offices.

#### 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 or EdTech. Personal supplies such as paper, pens, pencils, notebooks, electronic devices, etc., must be supplied by the student.

#### O. 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: *Ed Code 489002*

- 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 that 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.

#### **P. 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. *Ed Code 48900(r)*

#### **Q. 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. *Ed Code 48900(r)*

#### **R. 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. *Ed Code 48900(r)*

#### **S. 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, and hazing are examples of racial harassment. 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 report promptly the matter to the school office or teacher. All reports will be investigated promptly.

#### **Confidentiality**

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to investigate fully 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 21<sup>st</sup> 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*

- If 6<sup>th</sup> – 12<sup>th</sup> grade students leave their device at home, they are responsible for getting the course work completed as if they had their device present.
- Loaner devices may be available to 6<sup>th</sup> – 12<sup>th</sup> grade students who forgot to bring theirs to school or failed to charge them.
- On school-owned 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.
- 6<sup>th</sup> – 12<sup>th</sup> grade 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.
- Every 6<sup>th</sup>- 12<sup>th</sup> grade 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*

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

### *Sound/Music*

- On all student devices, sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- 6<sup>th</sup>-8<sup>th</sup> grade students may not use earbuds or headphones at any point during school hours unless instructed to do so by a teacher.
- 9<sup>th</sup> – 12<sup>th</sup> grade students are not permitted to use earbuds or headphones of any kind in class unless the classroom teacher has granted permission for instructional purposes in the classroom setting.

### *Recording*

- The use of audio, video, and/or pictures of teachers, staff, administrators, or students is **NOT** permitted without consent from ALL parties involved. For example, you may not record or video a class lecture without receiving prior permission from the instructor and any other persons that will be seen or heard in the recording. Violations will be subject to discipline. *Ed Code 51512*
- Under no circumstances should recording take place in bathrooms or locker rooms. Violations will be subject to discipline.

### *Device Use and Inspection*

- 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.
- Use of devices should not disrupt the concentration of other students or staff at any time.
- Students are **NOT** permitted to airdrop on campus at any time.
- 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.
- Teachers and staff always reserve the right to ask students to check devices anytime while on campus.



- 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.**
- 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.
- 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*

- 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.
- Printing classwork is the students' responsibility; school printing may not be guaranteed.

#### *Cloud Drives*

- Students are responsible for ensuring that work is not lost due to mechanical failure, failure to backup 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.
- 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*

- 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.
- Staff and 6<sup>th</sup> – 12<sup>th</sup> grade students 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*

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

### *E-mail*

- 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.
- 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.
- 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*

- 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.
- 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*

- Students and staff should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- 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.
- 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*

- 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.
- Plagiarism is taken very seriously; strict consequences apply if a student plagiarizes. These consequences are outlined in the Student Handbook.
- A plagiarism content filter called "Turnitin" is used as a resource for our 9th – 12<sup>th</sup> grade students.

### *Personal Safety*

- 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.
- 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*

- 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.
- 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. *Ed Code 48900*

### *Social Media*

- 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.
- Defamation of others through social media (or any other platform) in the school community is prohibited.
- 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

- 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.
- Use Enterprise technologies for Enterprise-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat Enterprise resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use Enterprise technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of Enterprise technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- 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*

- Spamming: sending mass or inappropriate messages of any kind
- Gaining access to other accounts, files, and/or data
- Using the Enterprise's Internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- 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
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the Enterprise's web filter through a web proxy, 3G/4G or Hotspot
- Removing the device profiles and restrictions from the device
- Using another student's or staff member's device
- Installation or transmitting copyrighted materials illegally
- Violates any existing Enterprise policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Using chat rooms, sites selling term papers, book reports, and other forms of student work
- Gaming during class or work
- Attempting to find inappropriate images or content
- Engaging in cyber-bullying, harassment, sending sexually explicit photos, arranging to meet someone online or disrespectful conduct toward others
- Trying to find ways to circumvent the Enterprise's safety measures and filtering tools
- Agreeing to meet someone met online in real life
- Using Enterprise technologies for illegal activities or to pursue information on such activities
- 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*

Violations of this Acceptable Use Policy may have disciplinary repercussions, including, but not limited to:

- Suspension of network, technology, or computer privileges
- Notification of parents
- Detention, suspension, or expulsion from school and school-related activities
- Employment termination
- 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. <i>Apps</i> can be free or cost money just to download. <i>Apps</i> that are initially free often offer additional functionality via <i>in-app purchases</i> or through a <i>subscription service</i> . Some paid <i>apps</i> may also offer <i>in-app purchases</i> or <i>subscription services</i> .
Back-Up	1) The process of making a copy of an original file in case the original file is lost 2) the copy of an original file. <i>Back-ups</i> are only a back-up if the original file is not deleted. <i>Back-ups</i> can be made to a variety of locations: external hard drives, flash drives, SD cards, <i>cloud storage</i> , etc.
Blog	Short form of 'web log'. A <i>blog</i> is normally a regularly maintained website with updated information about a particular person or organization. <i>Content</i> 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 <i>content</i> 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 <i>forum</i> or a <i>threaded discussion</i> to an initial <i>post</i> . Some <i>comments</i> can be in the form of an image or link to other <i>content</i> .
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 <i>app</i> . 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 <i>social media</i> .
Cyber-Stalking	Stalking someone utilizing online resources.
Data Privacy	The privacy of <i>personal information</i> .
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 <i>post</i> .

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 <i>hotspot</i> devices themselves, users generally have to pay extra for this service through a <i>provider</i> .
ISP	Acronym for Internet service provider.
In-App Purchase	Some <i>apps</i> offer additional features that are not free. These can occur with free or paid <i>apps</i> . These additional features are <i>in-app purchases</i> .
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. CCS administration reserves the right to dismiss or refuse admission to anyone unwilling to comply with the school's regulations, and academic or behavior standards.