

COASTAL CHRISTIAN SCHOOL

**STUDENT/PARENT
HANDBOOK
2010-11**



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GENERAL GUIDELINES and INFORMATION

SCHOOL HISTORY

Coastal Christian School was originally incorporated in 1971 as Central Coast Christian Academy. It was started by parents interested in providing Christian education and was established as a missionary outreach of the Presbyterian Church of Arroyo Grande. In September 1971, the school opened with four teachers and an enrollment of 39 students in grades K-6. In January of the same year, grades 7 and 8 were added. In 1978, the Academy added its high school program and graduated its first four seniors in 1979.

In 1986, the school became Coastal Christian School to reflect its new multi-church sponsorship. Coastal Christian is a non-denominational school that encompasses Kindergarten through twelfth grade. The school is housed temporarily at Landmark Missionary Baptist Church on Farroll Avenue in Arroyo Grande.

Coastal Christian School is a multi-church sponsored school. According to School Policy-Bylaws, Section 1042: "The only Scripture used by the staff and the students of Coastal Christian School are the 39 books of the Old Testament and the 27 books of the New Testament, as recognized in the King James Version." Other versions of scripture may be used with Administrative approval.

Coastal Christian School is governed by the School Board, the policy making body of the school. Board meetings are open meetings and are held monthly.

The Principal is directly responsible to the School Board for the smooth operation of the school. The Principal also acts as liaison between the School Board, Parents, Staff, and Teachers.

SCHOOL TRADITIONS

School Verse:

"...in all these things we are more than conquerors through Him that loved us." (Romans 8:37)

Nickname: Conquerors

Mascot: Knight on Horse

Colors: Red, White, and Blue

School Song: "We Are More Than Conquerors,"
Words and Music by Ralph Carmichael

SCHOOL PLEDGES

American Flag Salute: "I pledge allegiance to the flag of the United States of America and to the Republic for

which it stands, one nation under God, indivisible, with liberty and justice for all."

Christian Flag Salute: "I pledge allegiance to the Christian Flag, and to the Savior for whose Kingdom it stands, one Savior, crucified, risen and coming again with life and liberty for all who believe."

Bible Salute: "I pledge allegiance to the Bible, God's Holy Word, and will make it a lamp unto my feet, a light unto my path, and will hide it's words in my heart that I might not sin against God."

DISTINCTIVENESS

Coastal Christian School is committed to providing a quality academic program based on a Christian view of God and man. We recognize the Bible as the revealed Word of God and it is central to the teaching of all academic subjects and in the design of all student programs and activities. We desire to work with those parents who share our beliefs and goals, in helping them fulfill their God-given responsibility to educate their children in a manner pleasing to God.

We strive to equip the "total person" and provide experiences for growth in the spiritual, academic physical and social areas of life.

SPIRITUAL: Through the daily Bible class, weekly chapel, and the personal ministry of our faculty and staff, our students are provided opportunity to experience a personal relationship with Jesus Christ, to grow in their commitment to Him, and to grow in their understanding and appreciation of the Bible. Students are also provided opportunities to grow spiritually through personal Bible study, prayer, and service in their respective churches.

ACADEMIC: Our academic program provides a full curriculum of instruction in the basics for elementary and junior high level, plus elective opportunities for the junior high. The senior high school program provides a college preparatory course of study. We encourage our students to think independently and responsibly, and to maintain high levels of intellectual achievement.

PHYSICAL: Physical Education, interscholastic sports, and studies in physical and mental health are an important part of our total education program. Our students are taught to respect the human body and to recognize that it is "the temple of God" (I Cor. 3:16).

Students are also taught to observe good nutritional practices, and to exercise regularly, and to develop their physical abilities.

SOCIAL: Through our academic program, student body, class activities, and daily student-community life, students are provided opportunities to develop competence in handling human relationships in the context of the Christian principles of love, patience, gentleness, honesty, and respect. Students are encouraged to develop a positive self-image and to respect the rights of others. Students are also provided opportunities to study other cultures and encouraged to participate in the democratic processes through which our country is governed.

EXPECTATIONS OF STUDENTS

As a result of our distinctive program, Coastal Christian School serves students who have the following characteristics:

1. Commitment to a real and personal faith in Jesus Christ.
2. Serious about living the Christian life according to God's standard.
3. Desire to work diligently to educate himself/herself.
4. Desire to become a well-rounded, thinking person.
5. Patriotic to his country and faithful to his local church.
6. Commitment to positive interpersonal relationships.

STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
5. We believe in the spiritual unity of believers of our Lord Jesus Christ.
6. We believe in the present ministry of the Holy Spirit by indwelling the Christian enabling him to live a godly life.

PHILOSOPHY STATEMENT

WORLDVIEW: The educational process is dependent upon a basic philosophy of life that sustains a worldview which provides a method for properly studying, interpreting, and applying knowledge in all subject areas. We believe that the following views are foundational to developing a Christian worldview:

1. God is the Creator and sustainer of all things created, and the Source of all Truth, which is communicated through His written Word.
2. God maintains control over his entire universe.

3. True meanings and values can be ascertained only in the light of His person, purpose and work.
4. Since all truth extends from God and the person of Jesus Christ, all truth must be obtained from a Christ-centered worldview.

GOD: The Christian school is sustained by a predominant view that God exists and is revealed in Scripture, creation and experience. We believe that the existence of God is self-evident by the historical record of Scripture. We believe the declaration of Scripture to be true, in that "...His invisible attributes, His eternal power, and divine nature, have been clearly seen, being understood through what has been made, so that they are without excuse." (Romans 1:20).

We believe that the order and design of creation allude to a Creator as described in Hebrews 11:3, "By faith we understand that the worlds were prepared by the word of God, so that what is seen was not made out of things which are visible."

The personal experience of David in the Book of Psalms assures the believer over and over again that mankind is capable of experiencing God in His character and work. Personal experience cannot be ignored as evidence of a true God, when that experience can be validated by Scriptural accounts of the same experience by others. For example, miracles, God's mercy, God's love, God's forgiveness, the complexity of creation, etc, all account for a true God.

JESUS CHRIST: We believe Jesus Christ to be God revealed as a man. We believe Him to have all of the characteristics of God the Father. We believe Jesus Christ has come and has communicated God's message of salvation. We believe Him to have performed miracles. We believe Him to have been crucified for the purpose of atoning for man's sins. We believe Him to have risen from the dead and made an ascension to heaven, where He sits at the right hand of the Father, preparing to return to earth for His church, all believers in Christ. A believer in Jesus Christ, the Son of God, will have experiences that testify of His existence and work in the believer's life. The Apostle Paul made such a declaration and intimated the importance of personal experience in his ministry:

*For I will not presume to speak of anything except what Christ has accomplished through me, resulting in the obedience of the Gentiles by word and deed...
Romans 15:18.*

HOLY SPIRIT: We believe the Holy Spirit to be one of the persons of the trinity. We believe Him to have all of the characteristics, nature and attributes of God.

UNDERSTANDING, KNOWLEDGE & WISDOM:

We believe that mankind must find logical and rational conclusions to his questions about life, the universe, morals and eternity. The Holy Scriptures provide the basis for man's deepest questions. An understanding of universal truth begins by heeding to II Timothy 3:16-17(NAS), wherein we find,

All Scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; that the man of God may be adequate, equipped for every good work.

God's word is used as a reference point and measuring tool for determining the difference between absolute truth and earthly philosophy. Every subject taught at Coastal Christian School is viewed through the lenses of Scripture. The writing of Solomon in the Book of Proverbs communicates the basis for this view:

The Proverbs of Solomon, the son of David, King of Israel:

to know wisdom and instruction, to discern the sayings of understanding, to receive instruction in wise behavior, righteousness, justice and equity; to give prudence to the naïve, to the youth knowledge and discretion, a wise man will hear and increase in learning and a man of understanding will acquire wise counsel, to understand a proverb and a figure, the words of the wise and their riddles. The fear of the Lord is the beginning of knowledge; Fools despise wisdom and instruction.
Proverbs: 1:1-7 (NAS).

We believe that students must first understand the Scriptures. It is then that they can develop discernment and articulate a defense of the Christian faith. This challenge is met by engaging students in instruction that is led by mature Christian teachers.

TEACHING: The classroom teacher is the primary example to the student of Christian discipleship, discipline, and grace. The teacher exemplifies God's word by their lifestyle, use of words, and actions in and out of the classroom. The goal of the teacher is to help the student understand God's creation and the individual's role in that creation. An individual who does not profess Christ as Lord, the authority of God's Word, and the person of the Holy Spirit would have difficulties in fostering the intellectual, physical, and spiritual development of a child into a Christian world view. We find this view in Matthew 10:24, "A disciple (pupil) is not above his teacher..."

A student will only be taught and strengthened in his/her Christian worldview when the teacher exhorts and challenges the pupil to gain the kind of wisdom and understanding that is from above and not "earthly, unspiritual, [or] demonic" James 3:13-18.

DISCIPLINE & ACADEMICS: The Christian life is best understood as a life of discipline in Christ through the working of God's Holy Spirit under His grace. We believe that discipline is necessary for the proper intellectual, spiritual, and physical development of our students. We adhere to Hebrew 12:11,

All discipline for the moment seems not to be joyful, but sorrowful; yet those who have been trained by it, afterwards it yields the peaceful fruit of righteousness.

Discipline is also necessary for training in academics, athletics, citizenship, self-control, reaching personal goals, and maintaining the order of the school organization.

GOALS OF COASTAL CHRISTIAN SCHOOL

The goals of Coastal Christian School are established to enable Coastal Christian School to carry out its mission of "...preparing student to serve God in all of life." These goals are obtained by the following described processes:

1. **Intellectual Development:** Intellectual growth is achieved through sound teaching, curriculum and assessment. Every student is to be challenged and encouraged to meet their potential in every area of learning. The classroom teacher, in partnership with parents, is the one who provides direction, discipline, and encouragement to the student. The elementary grades are focused on laying a foundation for academic skill and learning. The junior high levels are focused on applying the fundamentals of math, reading and writing to more difficult concepts. Finally, high school academics are designed to further apply knowledge, understand and apply theory, and think critically and logically about all subject areas, and especially develop the intellectual capacity to defend their Christian faith, the Bible, and their worldview.
2. **Spiritual Development:** The highest goal of Coastal Christian School is to guide students into a knowledge and relationship with Jesus Christ. This is achieved through prayer, study of the Bible, and good examples set forth by their parents, teachers and other school personnel. Biblical instruction begins in Kindergarten and continues through the high school program. Junior high and high school students are challenged to understand the Scriptures in their historical context and how the Scriptures can be applied to daily living today. We seek to prepare our graduates for all fields of study and future leadership within the Church. We believe every student has a unique purpose and design to serve in the Body of Christ, and we seek to help the student find that specific purpose.
3. **Physical Development:** Physical development is meant to include the growth and development of the human body. We foster the proper development of our student by provision of a safe environment, nutrition, physical education, and interscholastic sports.
4. **Social Development:** Social development is meant to include the social interaction of students with each other, their teachers, and the culture in which they live. Mankind responds to each other by way of verbal and non-verbal communication. We seek to train our students for social interaction that strengthens human relations for the individual, family and community.

5. **Community Service:** Our desire at Coastal Christian School is to prepare students to serve God in all of life. Students should not only learn about the Biblical exhortation to serve, but also have the opportunity to serve in their community, and develop an attitude of service toward others. Christ is our example of a servant, and the students of Coastal Christian School should be taught how to follow this example.

MISSION STATEMENT

Coastal Christian School's mission is to prepare students to serve God in all of life, providing excellence in the spiritual, academic, social and physical aspects of education.

SPIRITUAL LIFE OF CCS STUDENTS

RELATIONSHIPS: Relationships are a central part of the human experience. One's relationship to Jesus Christ is the most important of all. The essence of your home is the relationship you have with members of your family. The satisfying friendships you have at school are a matter of relationships with your peers. Your academic education is greatly dependent on how you relate to your teachers. The only way to have meaningful, satisfying, and peaceful relationships with others is to follow the guidelines of the Bible.

RESPECT & COURTESY: We are commanded by God to respect each other. All students are expected to be courteous and respectful to others at all times. Respect and courtesy are shown by cooperation, orderliness, polite conversation, and respectful response to correction. Students shall always use the proper title (e.g., Mr. Green) in addressing a teacher or staff in speaking about him at school and at all school functions. It is expected that proper respect and positive attitudes shall always be demonstrated in talking about school personnel.

BUILDING UP ONE ANOTHER: Our conversations about others can build them up or tear them down. In the spirit of a servant's humble attitude and in the spirit of encouragement and building up others, it is expected that students will speak in a humble, kind way at all times never being given to mockery, unkindness, disrespectful speech, swearing, or vulgar language.

SETTLING DIFFERENCES: To follow Christ's example for solving problems, our approach should include a humble attitude, a servant's heart, a teachable spirit, an attitude of reconciliation, and a strong desire to live at peace with others. We ask that you use the principle given in Matthew 18: 15-17 in solving problems (Go directly to the brother to solve the problem. If that does not work, take witnesses and return to the brother. If that does not work, take the matter to the authority structure.). Please use this principle if you, for example, witness cheating, a violation of the dress code, or a breach of some other conduct agreement. This should always be done in a spirit of love and restoration with an "I could be wrong" attitude.

MALE-FEMALE RELATIONSHIPS: God designed male-female relationships to be unique and wonderful. Coastal Christian School seeks to encourage the development of such wholesome and God-glorifying relationships. While we recognize that the primary responsibility for modeling and teaching male-female roles and relationships belongs to parents, we seek to reinforce the values taught at home. We encourage social times of fun, recreation and fellowship. CCS discourages steady dating.

SPIRITUAL INSTRUCTION: Coastal Christian School endeavors to provide spiritual instruction through its atmosphere and curriculum. However, the School's efforts are not a substitute for a personal faith, church involvement or spiritual instruction in the home. We strongly encourage each family member to tend his personal faith through individual Bible study and prayer, active involvement in a Bible-teaching church, and spiritual instruction in the home.

RESPONSIBLE CITIZENSHIP: Romans 13 tells us that God has ordained governments as instruments to accomplish His purposes. In our country, God has blessed us with freedom and opportunities available to few other places in the world. In view of this, we desire to teach respect and loyalty for our country, submission to authority, and gratitude for God's special blessings of freedom. We desire students to learn and practice responsible citizenship to the fullest extent that it can be pursued without being in conflict with our heavenly citizenship.

CHAPEL: A time for worship is set aside once a week for all CCS students. The format of these services may vary, but the service is generally designed for praise, sharing by the students, communication with God, and sharing by other Christians for edifying the body of Christ at Coastal Christian School. Opportunities are made available for students to share their gifts. It is our desire that chapel be relevant, meaningful times of honest communication with God and with one another.

GENERAL STUDENT INFORMATION

ANNOUNCEMENTS

All school wide announcements must come through the school office and be approved by the Principal. A monthly *Communiqué* and/or email announcement will be issued by the school office to communicate with students and parents. Announcements from parents, volunteers or other groups should be submitted to the school office for approval prior to being distributed to the student body.

For secondary students, a daily bulletin is published to distribute information and school news to the secondary student body. The bulletin is read each day during the Home Room period. All announcements made by secondary students or volunteers are to be signed by a faculty advisor and approved by the Principal or the Director of Student Activities. All announcements should be turned in to the office by 3:30 p.m. the day prior to publication.

All posters, bulletins, or other items of information to be posted on our campus must be approved and initialed before posting. This includes campaign material for ASB elections.

BICYCLES

Students fourth grade and older may ride bikes to school without a parent. Students in kindergarten through third grade must be accompanied by a parent while riding to school. Once on the school's grounds, bikes must be walked to the bike rack and locked until the end of the school day. After the bicycle has been parked, students are not allowed to loiter around the bike rack area during the school day. Bicycles are not to be ridden on campus.

CARE OF SCHOOL PROPERTY

The property and facilities at CCS have been provided through the dedication and giving of many people. Students are encouraged to respect all school property and to take pride in the appearance of their school. Students are required to properly dispose of their own litter as well as that left by others.

Students who damage, deface, tamper with, or destroy in any way, school property will be compelled to pay for the damages and may be subject to further disciplinary action.

CONTACTING STUDENTS DURING SCHOOL -- NEW

Try to make all arrangements with your child prior to coming to school. If plans change and you must contact your child, call the school office before 2:00 P.M., and a message will be given to the child's teacher. After 2:00, the activity level in the office may prevent a message from reaching your child. If your child forgot something and it is impossible for the student to go without it such as a lunch, books, or P.E. clothes, bring the equipment to the school office for delivery to the student.

You may leave messages with the office which will be delivered at the end of their instruction time. Messages to students during class time are disruptive. If it is absolutely necessary to reach your student before the end of the period, let the office know when you leave the message. Do NOT call your student's cell phone during class time.

CELL PHONES & IPODS -- NEW

Cell phones and music players are NOT recommended at school. They can be very disruptive to the educational process and even hurtful when used inappropriately. If a student brings one, the student accepts all responsibility for its use, damage, or loss even if confiscated for misuse (see below). Students must abide by the following cell phone & iPod use guidelines or the student's privilege to bring the device will be lost:

1. Students in grades K-6 may NOT bring these devices to school. They are too easily lost, broken, or misused.

2. Phones/devices may not contain, send, or otherwise distribute inappropriate voice, music, text, pictures, video, games or other items that would be embarrassing, offensive, or hurtful to others. Phones/devices shall be subject to inspection by the administration as deemed necessary.
3. No use of cell phones or music players (MP3, iPod, etc.) between 8:00 AM and 3:00 PM any place or any time inside any building (including restrooms) or hallway. Phones should be turned off during school except at nutrition, recess, or lunch breaks (not passing time between classes).
4. Students may use phones/devices only outside and only during breaks or at lunch.
5. Phones/devices seen, heard or used in violation of these procedures will be confiscated by staff and taken to the office where the device may be picked up at the end of the school day. Repeated offenses will require pick up by a parent instead of the student. Student refusal to turn over the device after a violation will be subject to disciplinary action.
6. Parents should avoid calling or texting students during school so the student's phone does not disturb class and result in the phone being confiscated. In an emergency, parents should contact the office for student notification.

CHANGE OF ADDRESS

Change of address or telephone number should be reported immediately to the school office so that emergency contact records can be updated.

CLOSED CAMPUS

Coastal Christian School is a CLOSED campus. Upon arriving at school, the students are expected to stay on campus throughout the school day. Exceptions to this policy are:

1. Weekly off campus lunch privilege for Seniors.
2. Teacher-requested errands for secondary students.
3. Parent-request due to doctor and dentist appointments.
4. Class field trips.

Students leaving the school grounds for any reason must sign out at the office and sign back in when they return to school.

PARKING LOT RULES (DROP OFF/PICK UP TIMES)

CCS 's conditional use permit from the City of Arroyo Grande requires that students be picked up and dropped off from the school parking lot on campus. Cars must enter the parking lot west of the church and leave by the east side of the church.

Before School: Elementary students must be left off by the stop sign in the middle of the parking lot and walk to the playground/picnic table area. Elementary students are allowed to play on the playground as directed by the playground supervisor from 7:45-8:15 a.m. Students are

not permitted to enter the school building without permission from the playground supervisor. Secondary students must also be left off by the stop sign in the middle of the parking lot between 7:45 and 8:00 a.m. unless they have driven their own car and parked it in an appropriate parking spot.

Car motors must be turned off when the morning salutes and prayer time have begun. It is impossible for students to hear what is being said when engines are running.

After School: Students must be picked up after school at the cross walk. The cross walk supervisor will give permission for students to enter the crosswalk when their ride is first in line at the stop sign. Students will only be released to parents or adults who are listed on the family's Registration/Emergency form on file with the school office, or by written permission of the student's parent or guardian.

When waiting for students to line up after school, please do not leave your car unattended if the car's motor is running or if it is in a lane waiting to pick up or drop off a child. If you need to visit the school office, please pull forward and park your vehicle away from the pick up area. For the safety of our students, teachers are unavailable to speak with parents until after pick up time has ended at 3:15 p.m.

Please avoid parking in the middle parking lot areas if spaces are available next to buildings so that children may play safely by the basketball court area and to allow the flow of traffic to proceed without obstruction.

EMERGENCY PLAN

In times of emergency the CCS administrator has the authority to do what is necessary to protect the safety of students and staff. The administrator will assign staff to perform required duties at assigned stations. The staff and students shall be constantly aware of the various alarms and what they mean as well as the general procedures to be followed in emergency situations. For any of the emergencies listed, the school has a 3 day supply of water and medicine to take care of the children. All teachers and staff are trained in CPR and First Aid.

Fire Alarm: Fire drills are held regularly to insure safety and minimize accidents and injury in case of actual fire or emergency. Escape routes and instructions are posted in each room. Students are expected to follow them explicitly. A long continued bell for a period of one minute will implement action to leave the building. Students and staff will be instructed to proceed to the Emergency Assembly Area (by the flagpole) where attendance will be taken. Teachers are to take their classroom emergency back pack and attendance book with them to this area. When a fire alarm sounds, at the instruction of the teacher, students are to walk, NEVER RUN, quickly and quietly to the place designated for their class near the flag pole. The first student to the classroom door should hold the door open for the rest of the class until everyone is out. Students should not take

time to close doors and windows unless your teacher instructs them to.

The all-clear signal is one long bell. No one is to return to any room for any reason until the all-clear bell is sounded.

Drop Alarm: During an earthquake, explosion, or in the event of a surprise attack the teacher will give the drop command. Students will seek protection under or near desks, tables, or chairs, by assuming a kneeling position with hands around head. As soon as possible, the students will move away from windows and from under heavy, suspended light fixtures.

When the ground movements stop, teachers will give commands to evacuate the classrooms and building. They will proceed to the Emergency Assembly Area (by the flagpole.) Teachers will take the classroom emergency backpack and roll book.

Diablo Emergency Siren: A siren will sound a loud, steady tone for three to five minutes. If an alert is declared, news reports carried by local media (920 AM, 1400 AM or 98.1 FM) will provide information. These reports will inform parents if school children are being evacuated to another area. Children will be moved quickly, safely, and under constant teacher supervision. **DO NOT TRY TO PICK UP YOUR CHILDREN AT COASTAL CHRISTIAN SCHOOL! Children from the designated zone - ZONE 10 - will be taken to Allan Hancock College in Santa Maria. PLEASE DO NOT CALL THE SCHOOL.**

EXPLOSIVES & DANGEROUS ITEMS AT SCHOOL

Fireworks, firecrackers, matches, and other flammable materials prohibited by law are not allowed on campus. Students who violate this rule will be suspended from school.

FIRST AID AND ILLNESS

Students who are ill or are in need of first aid must report to the school office. When an injury occurs at school, basic first-aid treatment will be given if the injury is minor. If the injury is serious or if the ill student needs to go home, parents will be contacted immediately. If the parent is unavailable, staff will contact persons listed on the student's emergency form to pick up the student from school. It is critical that parents keep the school office emergency records up to date so that students can be promptly treated in the event of an accident or serious illness. Students must check in with the school office prior to leaving campus due to injury or illness.

FUND RAISERS

All fund raising activities must be conducted under the direction of the School Board Advancement Committee and the CCS Administration. Various forms of fundraising take place throughout the school year to raise money for CCS activities, programs, events, athletics, Parent Teacher Fellowship, etc.

Other ways to support CCS include participation in the Box Tops for Education, Labels for Education and E-Scrip programs:

1. **Box Tops & Labels:** By collecting Box Tops for Education and Labels for Education, families can help raise funds for CCS to provide additional equipment and supplies needed for our PE programs, school library, etc. Simply collect official Box Tops and labels and bring them to the drop boxes outside the school office. Incentives are provided for students who provide the most box tops and labels. A detailed list of products to look for can be found at the school office.
2. **E-Scrip:** Various stores return percentages of their sales to schools when their patrons participate in the E-Scrip program. Simply log on to www.escrip.com and register the club cards you already carry to help CCS receive returns from the purchases you make at participating stores.

GUM ON CAMPUS

For the protection of school property and for student safety, gum chewing is not permitted on campus. Students caught chewing gum will be told to put their gum in the trash immediately. Depending on the situation or if gum chewing is a repeated infraction, detention may be issued at the discretion of the teacher or staff member.

HOT LUNCH PROGRAM

For the convenience of CCS families, CCS offers a hot lunch program for its students. This program begins the second week of school and ends the week prior to the last week of school. CCS uses local restaurants for its hot lunch program and lunches are delivered to CCS just before lunch time. Lunches are \$3.00 per lunch. Lunch cards are available for purchase from the school office (10 lunches for \$30 or 20 lunches for \$60). **Elementary students must have a lunch card to purchase hot lunches.** Secondary students may pay cash for hot lunches at the hot lunch distribution table or purchase a hot lunch card. Orders for hot lunches are taken in class first thing in the morning after class begins and the school office places the daily hot lunch order with our vendors by 9:00 a.m. Students who are late or who forget to order lunch will not be able to order hot lunch after 9:00 a.m.

HOURS FOR SCHOOL

Elementary: 8:15 am to 3:00 pm
Jr. High & High School: 8:00 am to 2:30 pm

Supervision on campus begins at 7:45 a.m. Students should not be on campus before 7:45 a.m. or after 3:00 p.m. unless attending and paying for the extended care program. Loitering on campus before or after school hours is prohibited. Students who arrive or leave at other than the above stated hours must check in and out of the school office and have permission to do so as outlined in this handbook. CCS is a closed campus so all visitors (including parents) are expected to have prior approval and check in and out of the school office.

LEAVING CAMPUS

Students are required to sign out in the school office if it becomes necessary to leave campus during the school day. Going home due to illness must be cleared through the office in order to ensure the safety of the student. A student's departure, for any reason other than illness, will require a note or personal phone call from the parent or guardian. Students are required to remain on school premises during school hours. Students waiting for transportation must not leave school property until a parent/guardian has signed them out from the office.

LOST AND FOUND

Lost and found should be turned in to the school office. **ALL PERSONAL ITEMS (JACKETS, SWEATSHIRTS, CLOTHING, BACK PACKS, LUNCH BOXES, BINDERS, ETC.) SHOULD BE MARKED WITH THE STUDENT'S NAME FOR EASY IDENTIFICATION.**

Marked items will be returned to their owner. Unmarked items will be placed on the lost and found cart. Students and parents are encouraged to check the lost and found cart regularly to see if they find items belonging to them. At the end of each quarter, the lost and found cart is emptied and its contents are donated to local thrift stores.

MEDICATION

Students needing medication (prescription or over-the-counter) during school hours must have a completed **"Medical Authorization Form"** signed by the parent or guardian on file with the school office. Medication must be in a labeled prescription bottle or original packaging complete with dosage instructions for the student and all medications must be locked in the school office. The school office staff will administer the medication or assist the student with administration if they are able to take the medication on their own. Teaching staff are instructed not to administer medication at school.

NEIGHBORS

Students are reminded to be good neighbors to those living near the school. Students who need to retrieve a ball in a neighboring yard must request permission of a teacher or yard supervisor before retrieving a ball. Students are never to climb a fence to retrieve an item in a neighboring yard.

OFFICE BUSINESS

Students needing to visit the school office should arrange to come in before school, at break, at lunch, or after school. Students will not be allowed in the office at other times without a pass. The school office is a place of business for school staff, parents and the public and should be treated as such.

POISON CONTROL CENTER

The phone number for the Poison Control Center of Fresno, California is **(800) 622-9886**.

SCHOOL INSURANCE AND ACCIDENT REPORTS

In order for the student insurance program to be held financially accountable for student accidents, the following guidelines must be obeyed:

1. All accidents, regardless of how slight the injury or damage must be reported immediately to the teacher in charge of the class or activity.
2. If no teacher is available, report the accident to the office.
3. The student as well as his/her parents and doctor must cooperate with our office personnel in completing all necessary insurance forms when requested to do so.

SCHOOL SPONSORED ACTIVITIES

Parents should always be aware of the activities their students attend after regular school hours. Not all activities held after school hours are school sponsored.

Coastal Christian School will not be responsible for private, non-school sponsored activities. These activities are not faculty chaperoned or held with the full knowledge of C.C.S.

School sponsored activities will have sponsor and administrator approval. Prior notification of activities such as these will come through the school office to the home. School sponsors and chaperons, locations, and times of events will be given by the school. If you have any doubt regarding an activity, please call the school.

SEXUAL HARASSMENT POLICY

Coastal Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. CCS is prepared to take action to prevent and correct any violations of the policy. Anyone who violates this policy will be subject to discipline which may include termination or expulsion.

Definition of Sexual Harassment:

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from within the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and

services, honors, programs, or activities available at or through this school.

Examples of Sexual Harassment:

1. Unwanted sexual advances or propositions;
2. Offering academic benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters;
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes;
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive, or obscene letters, notes, or invitations; and
7. Physical conduct such as touching, assaulting, impeding or blocking movements.

Employee-student, student – student, and employee-employee sexual harassment are all prohibited.

What To Do About Sexual Harassment:

1. Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school's officials.
2. Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school's officials.
3. All complaints will be promptly investigated.

SKATEBOARDS

Skateboards are not allowed on campus at any time.

TELEPHONE IN THE OFFICE

The heavy requirements on the school phone lines make it impossible for us to allow students to use the office phones for personal calls. In cases of emergency or illness, the school office staff will contact the student's parent or guardian.

TEXTBOOKS

Students should take care of their books as replacement copies are often expensive. We encourage students not to loan their text books to others, and not to leave their books in classrooms or outside. The student's name should be clearly printed in the front leaf of all books. Students who lose their text books or whose text books are damaged and need to be replaced will be responsible for the full replacement cost.

TUITION PAYMENT GUIDELINES

CCS families are strongly encouraged to carefully budget for the prompt payment of their school account. The school's operation and ministry depends on a

consistent income from tuition. When a child attends any portion of the month an entire month's tuition must be paid.

Tuition may be paid in the following ways:

By Check or Money Order

Please make checks payable "SMART Tuition" and mail to:

SMART Tuition
P.O. Box 54228
Los Angeles, CA 90054-0228

Online: www.smarttuition.com

By Phone: Parent Help Center - (888) 868-8828

A fee of \$25.00 will be charged for non-sufficient checks and a \$20.00 fee will be charged if automatic deductions are refused by your bank.

Tuition payments are due on the 10th of each month and are considered late if not paid by the 20th of each month. Tuition not received by the 20th of the month will be assessed a \$15.00 late fee by CCS. Additionally, SMART will contact you regarding your late payment and charge your account an additional late fee of \$30.00. To avoid these penalties, CCS strongly urges parents to ensure that their payments are made to SMART by the 10th of each month and absolutely no later than the 20th. If you choose to mail your payment to SMART, please mail your payment so that it will be received prior to the 20th or you will be charged the above listed fees.

Unpaid tuition and fees that go past 50 days will cause suspension of the account, at which time the student will not be allowed to attend CCS until the account is brought current. It is the parent's responsibility to notify the CCS business office of any extenuating hardships before the account goes into suspension or prior to late fees being assessed.

VISITOR PASSES

Adult Visitors: Persons on campus, other than registered students, faculty, staff, or board members, must obtain a pass from the school office. All volunteers, including parent volunteers, must sign in at the school office in order to be on campus. If you have a guest visiting campus, please see that he or she is directed to the office for proper clearance.

Student Visitors: Friends who wish to visit CCS and attend classes may do so if they are out-of-town guests staying in your home, or if they are prospective students. Visiting just for the sake of visiting is not permitted.

In order to visit, permission must be received in advance from the principal ***prior to the day of the planned visit.*** A note must be brought from both the hosting CCS family as well as the visiting student's parents authorizing the visit and providing emergency contact information. The teacher(s) involved must be consulted

before a visitor's pass may be obtained from the office. This pass should be shown to the teacher of each class the visitor attends.

Visiting students must be dressed in accordance with our school dress code and agree to abide by all school rules and regulations during the course of the visit.

VOLUNTEER GUIDELINES

CCS is very grateful for the hard work and dedication of the many volunteers who provide time and service to our school. Parents and family members of our students are both welcome and encouraged to volunteer as often as they are able.

Any volunteer for Coastal Christian School who is in the presence of CCS students and not within the vision of CCS teachers or staff must be fingerprinted and approved prior to volunteering for the school. Fingerprinting will be done at an agency designated by CCS. Fees for fingerprinting will be assessed accordingly.

Volunteers who drive students during a school field trip or activity must have a completed Volunteer Driver Application form for the current school year, as well as copies of their vehicle insurance cards, on file with the school office. All drivers will be approved prior to driving students during a school field trip or activity.

ELEMENTARY STUDENT GUIDELINES

ATTENDANCE POLICY

Absences

Students absent from class more than 15 times during a semester will lose all credit for that class. Exceptions may be granted by the CCS administration for a serious illness or injury which results in a lengthy absence.

Students must attend school on the days of any participation in school sponsored activities (games, performances, field trips, etc.). If a student must be absent for an excused purpose, the student should pre-arrange to complete assignments on time in order to be eligible to participate in the previously scheduled school sponsored activity.

Excused Absences

An excused absence is still considered an absence, but it gives the student a chance to make up missed class work. Absences may only be excused for the following reasons:

1. **Illness**
2. **Medical Appointments**
3. **Bereavement**
4. **Emergency** - an absence due to an emergency situation may be excused at the discretion of the principal or his staff.

All elementary student absences must be verified by parents or they will be classified as unexcused.

Parents are asked to phone the school office by 9:00 a.m. to alert the office staff that their student is absent from school. For lengthy absences, parents may request school work by calling the school office **before 9:00 a.m.** and every effort will be made to collect class work for pick up in the office by 3:30 p.m. the same day.

Tardiness

Elementary students may arrive on campus beginning at 7:45 am. Elementary students are considered tardy if they are not in their class line when the tardy bell rings at 8:15 am (a "line up" bell will ring at 8:13 am indicating that it is time for students to line up for the morning flag salute, followed by the tardy bell ringing at 8:15 am). If a student is not in line when the tardy bell rings and is tardy, the student and his/her parent are required to go to the school office upon arriving at school. The parent must sign the child in and the child must take a tardy slip to class in order to enter the classroom.

An excused tardy is defined as follows: a medical or family emergency that causes an unavoidable delay (only 1 excused tardy is allowed per quarter). A doctor's note will be required for recurrent tardies that pertain to a child's health for the tardies to be excused. ***Tardies will not be excused due to poor planning, carpool problems, traffic delays, oversleeping, parent's fault, forgotten homework, etc.***

Discipline For Unexcused Tardies

- **1st Tardy** – 5 minutes of lunch time detention
- **2nd Tardy** – 10 minutes of lunch time detention
- **3rd Tardy** – 15 minutes of lunch time detention and parental notification letter
- **4th Tardy** – Total lunch recess detention
- **5th Tardy** – Total lunch recess detention and parent conference with teacher & principal
- **Additional Tardies** – Referral to the principal and assignment of after school detention.

Family Vacations/Personal Holidays

Family vacations and personal holidays are **STRONGLY DISCOURAGED DURING REGULAR SCHOOL DAYS**. Teachers may give make up work at their discretion. Please understand that some work, such as class projects, quizzes, etc. may not be able to be made up, and your child may receive zero points for that particular piece of work. Teachers are not expected to re-teach or tutor your child when you have chosen to take them out on scheduled school days. Students may not make up missed work or tests after a grading period has ended. **These absences are considered unexcused even if the school is notified in advance.**

Church Retreats

Students may request work one week before a scheduled church retreat. All make-up work is to be turned in the day the student returns to school. Students may not make up missed work or tests after a grading period ends. **For these types of absences to be excused, parents must notify the school office in advance of the absence.**

GRADES

Letter grades are given to students in grades 1 through 6. The Grading Scale for assignments and tests is as follows:

Percentage	Grade	4.0 Scale
98 - 100	A+	4.0
93 - 97	A	4.0
90 - 92	A-	4.0
87 - 89	B+	3.5
83 - 86	B	3.0
80 - 82	B-	3.0
77 - 79	C+	2.5
73 - 76	C	2.0
70 - 72	C-	2.0
67 - 69	D+	1.5
63 - 66	D	1.0
60 - 62	D-	1.0
Below 60	F	0
Incomplete	I or Inc	0

TESTING

Assessment Testing

All prospective elementary students are assessed for the purpose of placement in classes.

Stanford Achievement Tests (SAT-10)

All students are administered the Stanford Achievement Test in the spring in order to help parents and teachers evaluate their progress. Testing dates are advertised to families in advance. There are no make-up dates available for the SAT-10 tests and **families are strongly encouraged to avoid making non-emergency travel plans or appointments during test days**. Parents are also asked to ensure that their student(s) get plenty of sleep each night and have a nutritious breakfast each morning during testing weeks to allow their children the best possible opportunity to do their best work during testing.

HOMework

Students are expected to do all assigned homework. Homework gives both the teacher and the student time to cover more material and to review concepts learned in class.

MAKE-UP WORK

General Absences

It is the student's responsibility to check with the teacher the day he/she returns to school to determine the make-up work needed, to arrange specific due dates for completing the work, and to take tests/quizzes if any have been missed. All make-up work and tests will be given at the convenience of the teacher. It is expected that make-up work will be completed within a period of time no longer than twice the time missed from school. If a student is ill longer than a week, a conference with each teacher would be appropriated to discuss a make-up schedule. However, such work ***is the responsibility of the student***, not the teacher. When an absence is excused, the student shall receive full credit for make-up work unless it is turned in past the deadline stated above.

All long term projects, book reports, term papers, etc., which fall due during an absence are due the day a student returns unless prior arrangements have been made with the teacher. If any work is not made up by the end of a quarter or semester, and if, at the discretion of the instructor, there is just cause to allow further time for the student to make-up work, the instructor may assign an incomplete grade ("I") on this subject for that grading period. Failure on the part of the student to turn in the make-up work during the first three weeks of the following grading period will result in the grade "0" or "F" being averaged in for all missing work and the subsequent grade being assigned for the preceding grading period. The three week period is the maximum allowed and the instructor may set a lesser time as the deadline for the make-up work to be handed in.

Incomplete grades at the end of the fourth quarter, due to extenuating circumstances, may only be assigned with the permission of the principal.

AWARDS AND HONORS

Students periodically receive awards for excellence in behavior, academics or citizenship. Quarterly and annual student awards are given at a special "Awards Chapel" and parents are invited to attend these special celebrations.

Awards that are given on a quarterly basis include "**All Green**" awards for students who stay all green for a given quarter on their weekly Citizenship Report, as well as a "**Fruit of the Spirit**" award in each class for a student who exhibits the fruit of the spirit as described in Galatians 5:22.

Elementary students in 1st – 3rd Grades may receive an "**Honor Roll**" award at the end of each semester if they receive a GPA of 3.5 or higher during that semester.

Awards that are given at the end of the school year include the "**All Green All Year**" awards for students who stay all green throughout the entire school year, as well as the "**Perfect Attendance All Year**" award for students with 100% attendance for the entire school year (this award will be given to students who maintain perfect attendance during all instructional time, as defined as 8:15 am – 3:00 pm daily, on all school days throughout the school year. To receive this award, students may not miss class time for any reason, including tardies, appointments, leaving early, etc.).

Other honors and awards may include those given for participation and merit in ACSI sponsored events such as the ACSI Spelling Bee, Speech Meet, Math Olympics, Art Festival etc. or for CCS sponsored events such as the annual Soccer Tournament and Track & Field Meet. Our students are also encouraged to participate in interscholastic competitions held by local organizations such as the Lions Club, Rotary Club, Kiwanis, etc. where they are able to win awards for their achievement in our community.

DISCIPLINE POLICY

Rational

Although self-discipline is stressed at Coastal Christian School, a just system of rules and regulations is necessary if a group of individuals are to live and work together in unity.

Disciplinary Process

A number of disciplinary methods are utilized. These include but are not limited to warnings, counseling, required restitution, detention, suspension, probation, and dismissal. Parents are informed of serious violations and the resulting discipline with a written report and/or by a phone call from the principal.

Classroom Conduct

CCS seeks to provide training that develops self discipline, self control, character, orderliness and efficiency. Since most problems in a classroom center around students disrupting others, CCS staff will endeavor to protect the right of students to an education without interference. General guidelines are as follows:

- Students are to be respectful of their teacher and others
- Students are to raise their hands when they have a question
- Un-necessary talking and other disruptive behavior is not allowed
- Food of any kind is not allowed in the classroom, except during rainy day schedules and holiday activities or other special occasions
- Water bottles are allowed in the classroom at the teachers discretion
- Homework is to be turned in on time
- Students are to arrive in class prepared and on time
- Specific classroom guidelines may be set forth by the individual teacher

Card System

Elementary classrooms currently use a card system to help students abide by school and class rules. At the end of each week, a "Citizenship Report" is sent home to be signed by parents who review the student's citizenship for the week. The goal of this system is to "stay green" throughout the course of the school day by following school rules and being cooperative during class. If a student does not abide by school or class rules, the teacher will "pull a card" and the student moves from a green card to a yellow card, from a yellow card to an orange card, etc. The card system is as follows:

Green Great day! Keep up the good work!

Yellow A reminder to think about behavior.

Orange An additional reminder regarding behavior/10 minutes of detention during lunch recess.

Red This is a third reminder, or a different behavior that may need to be addressed/20 minutes of detention during lunch recess/teacher will communicate with parents by way of a note or phone call.

Blue Student is sent to speak with the principal.

Serious Discipline Issues

Students who violate the health, safety or security of other students or teachers will be disciplined under the following guidelines:

The first offense will be a reprimand and a detention. The second offense will be an immediate 1-day suspension. The third offense will lead to a 3-day suspension and behavioral contract. The following behaviors are not tolerated at Coastal Christian School:

- any behavior done with malicious intention
- any behavior that would endanger the health and safety of another student
- unacceptable, offensive or profane language
- intentional damage to school or personal property belonging to other students or teachers (parents will be liable for the costs involved in repairing, cleaning up or replacing damaged property).
- Any intention to exclude an individual from an activity
- Intimidation or bullying
- Any comment, gesture, drawing, threat or reference to violence, death or morbidity will not be tolerated

Grounds for Immediate 3-Day Suspension

- fighting (all students involved will receive the same discipline)
- Any threat of endangerment to a staff member or student (verbally, physically, or by implication)
- Possession, selling or furnishing any firearm, knife, explosive, or other dangerous object. A student may be granted written permission by the principal to possess one of the described items for an academic purpose (i.e. a replica of a medieval sword might be brought to school for a history project; an antique rifle might be brought in to demonstrate colonial or pioneer history, etc.)
- Unlawful possession, use, sale, furnishing or being found under the influence of any controlled substance, alcoholic beverage, or an intoxicant of any kind.

Suspensions from school will be upheld by the discipline policies written in this document and the School Board Policy handbook.

Expulsions will be reviewed by the principal, and final decisions will be made by the School Board.

Cheating

Cheating of any kind will not be tolerated and will be dealt with on an individual basis. The consequences may range from failing marks to termination as a student

of CCS. Because cheating is a divisive force in any group, CCS students are responsible for reporting incidents they observe that involve cheating to the appropriate teacher.

Behavioral Probation

Behavioral probation is invoked the second time a student receives a suspension. The procedure is as follows:

1. The Principal informs the parent and student that behavioral probation has been invoked and requires their attendance at a parent-student-faculty-principal meeting that must be held before the student can be removed from suspension.
2. The purpose of this conference will be to determine the primary cause(s) of misbehavior and to determine a reasonable course of action to eliminate the misbehavior. A contract will be written outlining this course of action, to be signed by all participants.
3. Students on behavioral probation will be removed from positions of leadership or student body office for the rest of the year if applicable.
4. Students on behavioral probation will be ineligible for athletic or cheerleading participation during the period of probation.
5. Students on behavioral probation will be excluded from major field trips and class trips at the discretion of the teaching staff and principal.

Appeal Procedures

Discipline is primarily administered by teachers in the classroom. Repeat offenders and those involved in serious violations will be referred to the principal's office. Parents who feel that their student has received inappropriate discipline by a teacher may express their concern to the principal **after** they have discussed the matter with the teacher. Likewise, disciplinary decisions made by the principal may be discussed with the School Board after the parents have discussed their concerns with the principal. Final decisions regarding appeals are made by the School Board.

Morning Flag Salute Etiquette

Please note that our Elementary school day begins with our morning Flag Salutes and Song time at 8:15 am. Parents are welcome and even encouraged to remain on campus to observe this time, but in order for this to continue, parents must avoid distracting students from the direction of their teachers once the tardy bell has rung. We ask that parents refrain from interacting with their children after the students are in their class lines (including saying goodbyes, hugs, waving, brushing hair, etc.). By allowing our teachers to direct our students once they are in line, our students learn proper line behavior which is needed throughout the school day. Thank you for helping our teachers begin the school day in an orderly fashion.

Extended Care

Elementary Dress Code

Students are expected to maintain a style of dress, appearance and hairstyle that:

- Is safe
- Is neat and clean
- Is modest
- Does not attract undue attention from others
- Is not disruptive or embarrassing to the student or others
- Is a positive, Christian role model that is both appropriate and respectful

These standards apply while on campus, during extended care after school, at school sponsored events, activities, field trips, or when representing CCS in the community. Exceptions may be granted by the Administration in the case of special, school sponsored "dress up" days which will be advertised in advance.

The Administration reserves the right to make final decisions regarding all dress code standards in individual circumstances and to modify these guidelines as situations arise that are of concern. If a family has a question regarding whether or not an item of clothing or hair style is appropriate, the family should contact the school office and inquire in advance.

Regular School Day Guidelines

Pants

- Neat and clean slacks or jeans
- Must fit properly and be worn at the waist
- No stains, holes, patches, tears, ravel, frayed ends
- Must not be tight fitting
- No leggings or stretch pants unless worn under a skirt or dress
- No sport pants, sweat pants, jogging suits or rolled up pants
- "Capri" pants must go beyond the knee

Dresses & Skirts

- Safe, clean & modest dresses & skirts are permitted
- No shorter than 4 inches above the bended knee (i.e. 4 inches from the floor when kneeling)
- Leggings or stretch pants may be worn under dresses or skirts (no regular pants or jeans)

- Shorts are recommended to be worn underneath to maintain modesty while playing during recess and PE (on bars, slides, etc.)

Shirts & Blouses

- Shirt tails must be tucked in unless designed to be worn outside of pants
- No tank tops with straps narrower than 2 inches, tube tops, strapless, bare midriff, backless or off shoulder tops
- Must cover the belt line
- No questionable or offensive designs, wording or advertisements allowed (i.e. skulls, questionable symbols, art work, inappropriate or negative slogans, etc.)
- CCS reserves the right to make final judgment on what constitutes “questionable or offensive” clothing.
- CCS t-shirts & sweatshirts are encouraged

Undergarments

- Proper undergarments must be worn and may not be visible at any time.

Shorts

- Allowed on “Shorts Day” (Wednesdays)
- Must be neat, clean and modest
- Must be no shorter than 4 inches above the bended knee (i.e. 4 inches from the floor when kneeling)
- Must be hemmed (not cut off, frayed or have holes of any kind)

Hats

- May only be worn during recess, PE or on day trips when students may have long exposure to the sun for the purposes of sun protection only
- Must be appropriate
- Must be worn facing front (not sideways or backwards)
- May never be worn indoors
- No questionable emblems, logos, pictures or advertisements
- May be permitted on special dress up days if appropriate for the theme and activities planned

Feet Covering

- Must be worn at all times
- Must be safe and appropriate for PE and recess
- Must be worn with socks (girls may also wear tights)
- No flip flops, sandals, or high heels

Backpacks/Lunch Boxes/Book Bags

- Must be clean and in good repair
- May not be drawn on, written on or used to display logos, slogans, band names, advertisements, etc.

Hair for Boys

- Must be clean and neatly styled
- No longer than eyebrows in the front (eyebrows must be clearly visible)
- No longer than the top of the collar in the back
- No longer than the bottom of the ear on the sides
- Sideburns may not go beyond the bottom of the ear
- No dyed or bleached hair

Hair for Girls

- Clean and neatly styled
- No dyed or bleached hair

Jewelry, Make Up & Accessories

- Jewelry must be safe, appropriate and not excessive or distracting
- No earrings that dangle below the earlobe (including hoop earrings) for girls
- Girls may not have multiple pierced ears
- No earrings of any kind for boys
- No body piercing jewelry (other than appropriate earrings for girls)
- Make up is not permitted for girls or boys (including glitter makeup)
- No spiked or studded attire/accessories
- No chains (including wallet chains)
- No body markings or tattoos (including temporary tattoos)
- No buttons or stickers containing slogans, pictures, emblems or advertisements that are questionable, distracting or that identify with groups or movements that are contrary to the Word of God
- No bandanas
- Girls may wear natural looking nail polish.

Miscellaneous Restrictions

- No clothing with band names or band artwork
- No baggy or oversized clothing
- No spandex-type or tight fitting clothing
- No plain white t-shirts
- No gang related clothing
- No camouflaged or military clothing
- No gothic clothing or accessories
- No pajamas
- No low necked, sheer or immodest clothing
- No shirt straps on girls tops or dresses that are narrower than 2 inches
- No distracting, fad dress or extreme hairstyles
- **CCS Administration reserves the right to add to this list as it deems necessary throughout the school year.**

Spirit Day

- CCS Spirit Day is held one Wednesday per month and is advertised in advance
- CCS t-shirts & sweatshirts are encouraged
- CCS school colors (red, white & blue) are encouraged
- PTF often provides treats or prizes for students who participate in school spirit days

Chapel Day Guidelines

Chapel Attire for Boys

- Dress pants and collared shirts are required
- Dress shoes are encouraged but are not required
- No jeans, sport pants or t-shirts

Chapel Attire for Girls

- Girls must wear a dress or a skirt that meets the above listed guidelines (no shorter than 4 inches above the bended knee – i.e. 4 inches from the floor when kneeling)

- Dress shoes are encouraged but are not required (no high heels allowed)
- Leggings are acceptable when worn under dresses or skirts (jeans or pants may not be worn as leggings)
- Tops worn with skirts should be considered "Sunday best"

Enforcement

- Students whose appearance does not meet the standards listed above will be warned and directed to correct the problem within a specified amount of time or will be asked to call home for assistance from a parent. Detention will be assigned for subsequent offenses or if the problem is not corrected within the allotted time frame assigned by staff. Repeated offenses will be dealt with as a serious disciplinary matter and may result in suspension or expulsion from school. Students are expected to respond to staff members with a respectful attitude and a prompt, courteous change of behavior, dress or hair when directed to make such a change.
- Parents will be contacted to bring appropriate clothing if the violation is clothing related.
- For hair violations, boys will be given one week to correct the problem once notified by staff to do so. Parents are strongly encouraged to monitor the length of their male student's hair to ensure that it meets the above guidelines.

In all cases, CCS's Administration reserves the right to determine appropriate dress and hair style for its students.

Secondary Student Guidelines

ACADEMICS

Graduation Requirements: Jr. High School

The Junior High School course of study has been carefully designed to provide the necessary preparation for high school. Each year the students will take:

1. **Bible**
2. **Math**
3. **English**
4. **Science**
5. **History**
6. **Physical Education**
7. **Elective(s)**

For each semester course completed successfully, five (5) units of credit will be issued provided that:

1. A grade of A, B, C or D was earned by the student.
2. The course was offered for credit (study hall is not offered for credit).
3. The student is not duplicating a previous effort. Credit is given only once for classes which are repeated.

Seventh grade students will be promoted if they earn 60 or more credits. Eighth grade students who earn 60 or more credits will be allowed to graduate.

Students who do not meet eighth grade graduation requirements are unable to participate in graduation activities. However, students who make up their deficiencies during the summer may be given a diploma at the completion of their work, provided a passing grade is earned.

Graduation Requirements: High School

	<u>Semesters</u>	<u>Credits</u>
1. Bible	8	40
2. English	8	40
3. Social Studies	6	30
4. Driver's Ed/Career	1	5
5. Health	1	5
6. Physical Education	4	20
7. Math	6	30
<i>One year of math must be taken Senior year</i>		
8. Science	6	30
- 9 th Grade - Science & Technology		
- 10 th Grade - Biology		
- 11 th or 12 th Grade - Science Elective		
9. Foreign Language	4	20
10. Fine Arts	2	10
11. Electives	2	10

High School Program (9th – 12th Grades)

Students are given five (5) units of credit for each semester course provided that:

1. A grade of A, B, C or D was earned by the student.
2. A course was offered for credit (study hall is not offered for credit.)
3. The student is not duplicating a previous effort. (Credit is only given once for classes which are repeated.)

The minimum number of credits required for graduation are 240, however, our graduating seniors typically exceed this number.

Recommended Four Year College Prep Program

FRESHMAN

Bible I
English I
World History
Geography
Science
Algebra I
Spanish I
PE

SOPHOMORE

Bible II
English II
Driver's Ed./Career Ed
Health
Biology
Geometry
Spanish II
PE

All of the above are also required for graduation.

JUNIOR

Bible III*
English III*
U.S. History*
Chemistry**
Anatomy**
Algebra II**
Fine Arts**
Elective

SENIOR

Bible IV*
English IV*
Civics/Economics*
Physics**
College/Consumer Math**
Fine Arts**
Calculus**
Elective

* *Classes required for graduation*

** *These courses may be taken during either the Junior or Senior year.*

Grades

GRADING SCALE

Assignments and tests may be graded with either of the following scales:

<u>Percentage</u>	<u>Grade</u>	<u>4.0 Scale</u>
98 - 100	A+	4.0
93 - 97	A	4.0
90 - 92	A-	4.0
87 - 89	B+	3.5
83 - 86	B	3.0
80 - 82	B-	3.0
77 - 79	C+	2.5
73 - 76	C	2.0
70 - 72	C-	2.0
67 - 69	D+	1.5
63 - 66	D	1.0
60 - 62	D-	1.0
Below 60	F	0
Incomplete	I or Inc	0

Transcripts

Student transcripts reflect semester grades only and utilize letter grades corresponding to the percentage. Academic probation, athletic eligibility, and class rank are based on the G.P.A. scale of 4.0 to 0.

Quarter Grades

Quarter grades are an evaluation of the student's progress for each quarter and are recorded on the student's report card. Although these grades are not part of the permanent academic record for secondary students, they do reflect progress for a significant part of the permanent semester grade. Report cards for secondary students are included in their permanent file.

Semester Grades

Semester grades are an evaluation of the secondary student's progress during each semester. These grades are recorded on the student's transcript which becomes part of the permanent record. Credit is given and grade point averages are calculated from the semester grades.

Citizenship & Effort Ratings

In the addition to the academic grades on a student's report card, students are also graded in the area of citizenship and effort using the following scale:

E = Excellent
S = Satisfactory
U = Unsatisfactory

A student receiving 3 or more "Unsatisfactory" grades ("U") on his/her report card will be placed on behavioral probation (please see the provisions under "Probation Policy").

PE Dress & Participation Policy

Part of the PE grade is determined by a student's participation. In the event of illness or injury, a student must have a note from a parent on the day their participation in PE is limited. A parent's note is valid for a maximum of 3 days and may not be extended for an additional period of time. A doctor's note is necessary to excuse a student for more than 3 days. It must be presented to the teacher no later than the 4th day of limited participation. Students are expected to participate to the extent that the illness or injury allows. For instance, a student may be unable to run, but might be able to do calisthenics.

In the event that a student is unable to participate in PE for a prolonged period of time, a conference will be held with the principal to determine the best course of action.

The policy for unexcused Non-Dress(Non-Dress is defined as not wearing PE shirts, PE shorts and athletic shoes with socks) and/or Non-Participation is as follows:

- 8 Non-Dress or Non-Participation Days = grade drop

- Every 4 Non-Dress or Non-Participation Days after the initial eight/grade drop = additional grade drop

Progress Reports

Progress reports may be issued at any time during the quarter whenever the teacher wishes to commend a student for his/her positive achievement and/or to recommend methods to help the student improve in areas where they are having problems. Should a weekly progress report be requested by a parent, the student should obtain a progress report form from the school office and ask his/her teachers to complete it.

Reports to Parents

Report cards are issued every quarter and are based on the student's academic performance during the previous grading period.

Personal notes, phone calls, or progress reports may be sent or made by a teacher any time during the marking period or if a teacher feels that a parent needs to be alerted to a particular situation. Parent-Teacher Conferences are scheduled in the fall and in the spring to allow conference time for parents and teachers. Communication is extremely important; both parents and teachers are encouraged to initiate other conferences as needed throughout the year. Parents will be contacted if a student's grade is expected to be lower than a C at the end of the quarter. A grade lower than a C cannot be given if the parent has not been contacted during the quarter. The exception to this rule is if a student does poorly on a final examination or project which lowers their grade below a C.

Parents with questions or concerns are encouraged to contact the teacher through the school office during school hours.

Course Withdrawal

A course may be dropped during the first two weeks of a semester without penalty. Withdrawal from a course after two weeks will result in a grade of "Withdrawn - Failing." Withdrawals which take place during the remainder of the semester will be equivalent to failing the course.

The withdrawal form must be signed by the parent(s), teacher, guidance counselor, and principal before the course is officially dropped. The student is to remain in attendance in the class until notified by the office that the withdrawal is completed.

Homework

Students are expected to do all assigned homework. Homework gives both the teacher and the student time to cover more material and to review concepts learned in class.

The academic program is presently set up to accommodate the achievement level of each student in so far as facilities permit. Therefore, daily work

requirements and other assignments are expected to be at the student's ability level.

Teachers are more than willing to help a student begin an assignment and students are requested to indicate any difficulty before leaving school each afternoon. If a student fails to turn in daily assignments and, in the judgment of the teacher, is without a valid excuse, he or she will not be given opportunity to make-up the assignment for full credit. 50% credit will be given if completed by the next day.

TESTING

Finals Week

Secondary students have two Final Test weeks - one at the end of the semester and one at the end of the year. The testing schedule is published during the school year. Final testing may not be made up or dates changed for testing.

Stanford Achievement Tests (SAT-10)

All students are administered the Stanford Achievement Test in the spring in order to help evaluate their progress.

SAT or ACT Tests

SAT or ACT test registration information is given to juniors and seniors in the fall or may also be picked up in the school office. These tests are national achievement tests required for admission by most four-year colleges and many junior colleges. These tests are not given on campus, but are administered at official centers on designated Saturdays. Registration is the responsibility of the student, and registration deadlines must be met in order for these tests to be taken.

PSAT Tests

A Preliminary Scholarship Aptitude Test is given in the 11th grade. Typically it is given the 3rd week in October. A descriptive handbook is sent home with the results of this test. It does not substitute for the SAT test but is helpful to acquaint students with it.

STUDENT AWARDS AND HONORS FOR GRADES 7 - 12

Honor Roll

Each semester, recognition is given to those students who attain the honor roll. Students who achieve all "A's" for the semester are placed on the *Principal's Honor Roll*. Students who achieve all "A's" and "B's" are placed on the *Teacher's Honor Roll*. Students who achieve a G.P.A. of 3.0 are placed on the *School's Honor Roll*.

Academic Achievement Awards

Students are recognized for their outstanding academic achievements at a special activity at the close of each year. Academic awards are given in the following areas: Bible, English, History, Math, Science, and Physical Education. In the area of foreign language, one award will be made to the most outstanding first year language student and one award will be made to the most outstanding second year student. In the area of senior high school math, one award will be given to the most outstanding Basic Math or Pre-Algebra student, another award to the most outstanding Algebra I or Geometry student, and one award to the most outstanding higher math student. Special recognition and honors may also be awarded for outstanding achievement in other areas not specifically mentioned above.

Christian Character Awards

At the end of the year, "Fruit of the Spirit" awards are given to those students in the junior high and senior high school who demonstrate a high degree of spiritual maturity throughout the year.

Service Awards

Students who distinguish themselves through their service to the school are recognized with appropriate awards. These awards may be given for participation in student government, cheer-leading, journalism, and other extra-curricular activities.

Perfect Attendance Awards

Awards are presented each year to those students who have maintained a record of perfect attendance throughout the school year.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Eligibility for Athletes, Scorekeepers, Cheerleaders, etc.

Any student receiving an "F" for a quarter grade or a G.P.A. below 2.0 for the quarter will be declared ineligible for the following quarter.

Athletes must be in attendance for at least four class periods in order to participate in that day's game.

Eligibility for Class Officers and Student Council Members

1. Class officers must maintain a 2.0 semester GPA during their term of office.
2. Student council members must maintain a 2.5 semester GPA during their term of office.

Students who are placed on probation due to their misbehavior will become ineligible for extra curricular activities. Ineligible students will be removed from the

activity until they again meet the eligibility requirements.

Counseling Services

The purpose of counseling services at Coastal Christian School is to promote positive interpersonal relationships, promote spiritual growth, help each student grow to their full potential, as well as to provide information and instruction. We will always endeavor to counsel in a spirit of humility using scriptural guidelines and sound principles of human behavior.

Services will be provided in the following areas:

1. **Spiritual** (relationship to God, character development).
2. **Educational** (academics, scheduling, information regarding further education).
3. **Vocational** (information, testing, and direction for life vocation).

Because Coastal Christian School views the family unit as the most important human relationship, it will involve members of the student's family in any counseling where counselors feel it would be helpful.

CODE OF CONDUCT

Rational

Although self discipline is stressed at Coastal Christian School, a just system of rules and regulations is necessary if a group of individuals live and work together in unity.

Coastal Christian School's code of conduct attempts to reflect a spirit of consideration for one another, a respect for tradition, and a conformity to Scriptural teachings and principles. Although the presentation of behavioral policies often appears negative, C.C.S hopes to build a lifestyle that is positive in focus. The administration, faculty, and staff are dedicated to the development of a code of conduct (lifestyle) which reflects Christ's teachings, and thus benefits the student, school, home, church, and community. Students who are enrolled at Coastal Christian School agree to live within the school's standards of conduct. Those who find it difficult to follow CCS's code of behavior are advised to seek admission at other schools where patterns of conduct may be more compatible with their own. Hopefully each year the Lord will lead to C.C.S students who have already chosen this kind of lifestyle for themselves.

Lifestyle Code

Expectations for student conduct tend to fall within two major categories - biblical absolutes and community expectations (the word "community" refers to the school community, which includes all on-campus personnel, students, faculty, staff, and administration).

Biblical Absolutes

The Bible speaks clearly about standards for human behavior, attitudes, and interactions. Because we are a Christian institution which values the Scriptures as the final authority on such matters, practices and attitudes unacceptable in the Bible are viewed likewise by CCS. Examples of this would include all forms of dishonesty (including lying, stealing, and cheating), profanity, drunkenness, lawlessness, and sexual immorality. God's word also condemns destructive attitudes such as greed, pride, envy, bitterness, social and racial discrimination, and an unforgiving spirit. Therefore, these types of attitudes are also unacceptable for members of the CCS community.

Those who choose to engage in the above behavioral practices and/or destructive attitudes are subject to disciplinary action, up to and including dismissal.

Community Expectations

These expectations are based on both Biblical principles and CCS tradition. They are intended specifically for members of the CCS community and are not mandated as standards for all Christians. Some of the more visible social practices seen as harmful to the common good include the following activities: possession or use of alcoholic beverages, infringing on the rights of others, possession or use of narcotics or hallucinogenic drugs (including marijuana), gambling, the use of tobacco in any form, the improper display of affection for the other sex (CCS tradition dictates that students are not to hold hands). In addition, students are to exercise discretion in their choice of entertainment and recreation.

Disregard for these community standards will result in disciplinary action up to and including dismissal.

DISCIPLINE POLICY

Rational

Coastal Christian School seeks to be a redemptive, loving community in which discipline is meant to be helpful to the individual and wholesome for the school. This reflects the heart of Scriptural teaching regarding discipline as referenced in Hebrews 12:5-13, Proverbs 12:24 and Proverbs 29:15 & 17. When properly administered and coached in wise counsel, a positive change in attitude and behavior often results. It should be understood that any behavior, either on campus or away, which indicates that a student has little desire to live a life honoring to God or whose conduct gives evidence of disregard for the spirit of the school and its standards, would be sufficient reason to ask him/her to withdraw.

Process

A number of disciplinary methods are utilized. These include but are not limited to warnings, counseling, required restitution, detention, suspension, probation, and dismissal. Parents will be informed of serious violations and the resulting discipline.

Students who violate the health, safety or security of other students or teachers will be disciplined under the following guidelines:

The first offense for a secondary student will be a detention. The second offense will result in the parent of the student picking up the student immediately after an incident is reported. The third offense will be a full day's suspension. Continual disruption will lead to a dismissal from the school program. The following behaviors are not tolerated at Coastal Christian School:

- any behavior done with malicious intention, causing injury to another student. (i.e. kicking, hitting, biting, throwing an object toward another student, and pulling or pushing to cause injury.)
- any behavior that would endanger the health and safety of another student (i.e. spitting, contact with bodily fluids, and foods or drinks projected from a student's mouth onto another student)
- improper use of language to another student or teacher
- intentional damage to school or to the personal property of other students or teachers (parents will be liable for the costs involved in repairing, cleaning up or replacing damaged property).

Grounds For Immediate Suspension

- fighting (all students involved will receive the same discipline)
- possession, selling or furnishing any firearm, knife, explosive, or other dangerous object. A student may be granted written permission by the principal to possess one of the described items for an academic purpose (i.e. a replica of a medieval sword, might be brought to school for a history project; an antique rifle might be brought in to demonstrate colonial or pioneer history).
- Unlawful possession, use, sale, furnishing or being found under the influence of any controlled substance, alcoholic beverage, or an intoxicant of any kind.

Suspensions from school will be upheld by the discipline policies written in this document, student handbook, and the School Board Policy handbook. Expulsions will be reviewed by the principal, and final decisions will be held by the School Board.

Plagiarism

Plagiarism is the presentation of the ideas or words of another as one's own. To copy from another or use his ideas without proper acknowledgement is stealing.

The written and oral material you present should be your own original and individual work. One of the purposes of education is to help you develop creativity and communication skills.

Specific types of Plagiarism:

1. Copying a direct quotation of the work of another without giving credit to the author.
2. Copying another's words with rephrasing or substitution's without giving credit to the author.

Taking the ideas of another and presenting them as your own original idea

3. The correct forms of acknowledgement are part of the English Department curriculum. If you have a question, ask your English teacher or check your English textbook.

Consequences of Plagiarism:

Plagiarism is a serious offense that is never acceptable. The administration will deal with plagiarism on an individual basis. The consequences may range from a failing mark on the assignment to termination of student status at Coastal Christian School.

Cheating

Cheating of any kind will not be tolerated and will be dealt with on an individual basis. The consequences may range from failing marks to termination as a student of CCS. Because cheating is a divisive force in any group, CCS students are responsible for reporting incidents they observe that involve cheating to the appropriate teacher.

Classroom Conduct

CCS seeks to provide training that develops self discipline, self control, character, orderliness and efficiency. Since most problems in a classroom center around students disrupting others, CCS staff will endeavor to protect the right of students to an education without interference. General guidelines are as follows:

1. Students must come to each class on time and properly prepared with textbooks and writing materials.
2. Anyone dismissed from a class for any reason will be issued a pass. This must be in the student's possession at all times when out of class.
3. Each teacher will establish specific rules for activities in their classes.
4. A teacher's desk, cabinet, bookcase, etc. are regarded as personal property and students are not to meddle with anything on or in these places without the teacher's permission.
5. Students are not to be in a classroom unless a teacher is present.
6. Students will not disrupt other class members in any way. Talking between students will be allowed only with the permission of the teacher.
7. Food, seeds, gum or beverages are not permitted in the classrooms.
8. Students should be courteous and always display respect and obedience to all faculty and staff.

Detention

1. Detention of a student outside of regular school hours will constitute a form of discipline.
2. Detention will be administered for reasons indicated on the disciplinary referral.
3. The individual teacher will determine, as prescribed by the administration, the point at which the student's behavior will necessitate the administration of disciplinary action.

4. The disciplinary referral will note the offense date, time and reason for disciplinary referral as well as when the detention will take place. A copy will be sent to the student's parents and will be the official notice that a detention will be served.
5. ***Detention is to be served even if assigned in conflict with the student's previous plans.***
6. Any student missing detention may receive double the time of the original detention. Missing a second detention results in a referral to the principal and suspension from school.
7. When a student receives his/her third (3rd) detention, the principal will contact the parents. If a student receives a fourth (4th) detention, a suspension will result.
8. All accumulated detentions will be dismissed at the end of each quarter and a student will have a chance to start new the next quarter.
9. ***Detention will be held on Thursdays or Fridays from 7:00 – 7:45 am, depending on staff availability.***

Disciplinary Referral

In accordance with our desire to aid the spiritual growth and character development of each student, we will deal with behavioral problems on an individual basis through personal and/or family oriented counseling. This will be accomplished in stages, as necessary, beginning with a teacher's private counsel with the student, and proceeding to family counsel with the student and staff.

To continue to provide a school that is safe, with a positive atmosphere, it is necessary for students to conduct themselves in an acceptable manner. It is the responsibility of each student to carry with him a rapport which is wholesome and God glorifying. Students who become disruptive or exhibit an inability to follow school rules will be referred to the office for disciplinary action.

Root causes of the behavior will be examined in an effort to help the student and family deal with the real issues, not just the discretion of the administration.

Suspension & Expulsion

All students attending Coastal Christian School should be knowledgeable of the causes for suspension and expulsion. It is our desire to never have to use these modes of discipline, but students who do not adhere to the rules, regulations, and expectations of the school may find themselves subjected to these means of discipline.

A suspension is the removal of a student from the regular school classroom for a time not to exceed five school days.

An expulsion is a suspension from regular classroom instruction for a period exceeding five school days. The following causes for suspension and expulsion are applicable on the school grounds, at any school sponsored activity, or at any time while under the authority of school personnel.

Once again, you are reminded that students who attend C.C.S are representatives of Christ and Coastal Christian School at all times.

A pupil shall be suspended or expelled from the school if while enrolled at Coastal Christian School:

1. Caused or attempted to cause damage to school property or stole or attempted to steal school property.
2. Caused or attempted to cause damage to private property or stole or attempted to steal private property.
3. Caused, attempted to cause, or threatened to cause physical injury to another person except in self-defense.
4. Possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous object of no reasonable use to the pupil at school, or at a school activity off school grounds, as the case may be.
5. Unlawfully possessed, used, sold, or otherwise furnished, or had been under the influence of any controlled substance, as defined in Section 11007 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind.
6. Possessed or used tobacco.
7. Committed an obscene act or engaged in profanity or vulgarity.
8. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, or administrators.
9. Committed robbery or extortion.
10. Violated Christian standards of ethics and morality as found in the Bible or standards of Conduct established by Coastal Christian School.

Any student suspended a second time during the course of a year will be immediately placed on behavioral probation.

Students who are suspended lose all credit for class work due or tests given on the day of the suspension. No make-up work will be given. Students who are suspended may not participate in any school-sponsored sports or extra-curricular activities.

Depending upon the seriousness of the infraction, the principal, at his discretion, may suspend the student.

Probation

Academic and/or behavior probation is invoked when serious problems in academics or behavior develop. In most instances students are placed on such probation only after other means of discipline have proven unsuccessful in producing positive results. Probation will underscore to the student, parent, faculty, and administration that the student must satisfactorily resolve the area(s) of concern if he/she is to remain at Coastal Christian School. There may be instances involving severe violations or other extenuating circumstances in which the principal recommends to the School Board that a student be dismissed without the student first being placed on probation.

Academic Probation: Academic probation is invoked at any time a student's quarter grade point average is less than 1.7. The procedure is as follows:

1. The Principal informs the parent and student that academic probation has been invoked and requires their presence at a parent-student-faculty-principal meeting to be held as soon as possible after probation has begun.
2. The purpose of the first academic probation conference will be to determine a reasonable course of action by all concerned to eliminate the academic problem. A contract will be written outlining the agreed course of action to be signed by all the participants.
3. Three weeks after the first probation conference a second conference will be held. Present at this conference will be the parent(s), student, principal, and every faculty member from which the student received less than a quarter grade of "C." The purpose of this conference will be to evaluate progress and make any necessary changes.
4. Probation will continue until the end of the grading period.
5. If, at the end of the quarter, the GPA is 1.7 or higher, the student will be removed from academic probation. If the GPA is less than 1.7, the administration will need to consider dismissal from school.

Behavioral Probation: Behavioral probation is invoked the second time a student receives a suspension. The procedure is as follows:

1. The principal informs the parent and student that behavioral probation has been invoked and requires their attendance at a parent-student-faculty-principal meeting that must be held before the student can be removed from suspension.
2. The purpose of this conference will be to determine the primary cause(s) of misbehavior and to determine a reasonable course of action to eliminate the misbehavior. A contract will be written outlining this course of action, to be signed by all the participants.
3. Students on behavioral probation will be removed from class or student body office for the rest of the year.
4. Students on behavioral probation will be ineligible for athletic or cheerleading participation during the period of probation.
5. Students on behavioral probation will be excluded from major field trips and class trips at the discretion of the principal.
6. Conferences will be held every three weeks to monitor progress and make necessary changes.
7. A student will be removed from probation if, at the third conference or at a subsequent conference, the student has received no detentions, referrals, or suspensions for the preceding three weeks.
8. If, while on behavioral probation, a student commits a suspending offense or receives sufficient detentions to warrant a suspension, the student will be subject to immediate dismissal from school. A School Board meeting will be held for this purpose at its earliest convenience to take appropriate action.

Appeal Procedures

The vast majority of student discipline is administered by teachers in the classroom. Repeat offenders and those involved in serious violations will be referred to the principal's office. Parents who feel that their student has received inappropriate discipline by a teacher may express their concern to the principal **after** they have discussed the matter with the teacher. Likewise, disciplinary decisions made by the principal may be discussed with the School Board after the parents have expressed their concerns to the principal. The final level of authority is the School Board.

Conclusion

It is recognized that rules and regulations are necessary if order and unity are to prevail. Similarly, discipline is essential if personal growth is to be encouraged and love and concern expressed. An effort has been made to avoid the lengthy listing of all possible behaviors viewed by the faculty and administration as unacceptable at CCS. Instead, general categories or types of behaviors and attitudes have been identified under Biblical absolutes and community expectations.

It is also understood that the articulation of specific school policies unique to CCS is necessary if students are to be expected to conform. Sections of the handbook deal with those policies and include topics such as dress and grooming code, chapel, attendance, littering, closed campus, student automobiles, etc.

Responsibility for final interpretation of the behavior code rests with the school administration.

ATTENDANCE

Absences

Students absent from class more than 15 times during a semester will lose all credit for that class. Exceptions may be granted by the CCS administration for a serious illness or injury which results in a lengthy absence.

Students must attend school on the days of any participation in school sponsored activities (games, performances, field trips, etc.). If a student must be absent for an excused purpose, the student should pre-arrange to complete assignments on time in order to be eligible to participate in the previously scheduled school sponsored activity.

Excused Absences

An excused absence is still considered an absence, but it gives the student a chance to make up missed class work. Absences may only be excused for the following reasons:

1. Illness
2. Medical Appointments
3. Bereavement
4. Emergency –

an absence due to an emergency situation may be excused at the discretion of the principal or his staff.

All student absences must be verified by parents or they will be classified as unexcused. Parents are asked to phone the school office by 9:00 a.m. to alert the office staff that their student is absent from school. For lengthy absences, parents may request school work by calling the school office before 9:00 a.m. and every effort will be made to collect class work for pick up in the office by 3:30 p.m. the same day.

Family Vacations/Personal Holidays

Family vacations and personal holidays are discouraged during regular school days. Parents are encouraged to plan vacations based on the school calendar. **If a family holiday is taken during regular school days, any missed work and/or tests may not be made up until after the student returns to school.** Teachers are not required to provide make-up work prior to a family's vacation or holiday. Students may not make up missed work or tests after a grading period ends. **Absences will be unexcused for this type of leave by a student.**

Church Retreats

Students may request work one week before a scheduled church retreat. All make-up work is to be turned in the day the student returns to school. Students may not make up missed work or tests after a grading period ends. **For these types of absences to be excused, parents must notify the school office in advance of the absence.**

Cutting Class

Any student who intentionally "cuts" a class or series of classes will receive an unexcused absence for each class affected and will be required to make up the time missed from school in detention. The student will not receive credit for any missed homework and/or test(s). If a number of classes are missed, the principal may assign the student in-school suspension instead of detention. Any student making a habit of loitering more than 3 minutes beyond the time authorized on their admit slip (or hall pass) will be subject to receiving a detention as well.

Unexcused absences during the grading period will result in the student receiving no credit for work due during the absence and not being permitted to make up any tests that have been missed. Students receiving in-school or at-home suspension will receive no credit for homework due the day of the suspension and no credit for tests given the day of the suspension.

Re-Admittance Slips

Admit slips are required prior to an absent student's return to the missed class(es). These will be issued only by the school office before school starts or upon a

student's arrival at school. The admit slip will indicate whether or not the absence is excused or unexcused. The student is responsible for producing an authorized admit slip when requested to do so by a teacher. When admit slips issued by the office have been lost or misplaced, replacement slips will be issued only after the student has checked with the last teacher who signed it. The student will receive an unexcused tardy to his next class.

Hall Passes

Students are not to be out of class at any time unless it is absolutely necessary. Hall passes are provided to the student by the teacher who sends them on an errand or by the office as proof of permission to be out of class. Students should take care of all non-emergency or teacher-directed business during break and lunch times.

Student Withdrawal

Students who withdraw from school before the conclusion of any semester will be issued check out grades. No partial credits are awarded.

Tardiness

Period 1: Students who arrive 10 minutes after the beginning of class must sign-in on campus in the school office noting the time of arrival and reason for being tardy before going directly to class. Excuses based upon poor planning or organization, car pool problems, over-sleeping (student or parent) etc., will result in the student receiving an unexcused tardy. Only excuses which are obviously a one-time emergency situation may be excused at the discretion of the principal or his staff. One emergency is allowed per quarter.

Periods 2-7: The classroom teacher will determine whether to issue an excused or unexcused tardy. In most instances, the teacher will issue an unexcused tardy unless the student presents a note from another teacher stating why an excused tardy should be given.

Unexcused Tardies

Tardiness is defined as a student not being in his seat when class begins. Students are encouraged to learn the self-discipline of proper time management. Penalties have been established for those who need help in this area. On the third unexcused tardy to a class each quarter, a student will be given a detention. Continued tardiness will require more severe discipline.

MAKE-UP WORK

Make-up Work Due to Excused Absences

It is the student's responsibility to check with the teacher the day he returns to school to determine the work needed to be done as make-up and to arrange specific dates for completing the work and taking tests if any tests have been missed. **All make-up work and tests will be given at the convenience of the teacher.** If a student is ill longer than a week, a conference with

each teacher would be appropriate to discuss a make-up schedule.

All long term projects, book reports, term papers, etc., which fall due during an absence are due the day a student returns unless prior arrangements have been made with the teacher. If any work is not made up by the end of a quarter or semester, and if, at the discretion of the instructor, there is just cause to allow further time for the student to make-up work, the instructor may assign an incomplete grade ("I") on this subject for that grading period. Failure on the part of the student to turn in the make-up work during the first three weeks of the following grading period will result in the grade "0" or "F" being averaged in for all missing work and the subsequent grade being assigned for the preceding grading period. This three week period is the maximum allowed and the instructor may set a lesser time as the deadline for the back work to be handed in.

Incomplete grades at the end of the fourth quarter due to extenuating circumstances may only be assigned with the permission of the principal.

Make-up Work Due to Extra Curricular Activities

Any student who misses a class due to involvement in any school sponsored activity shall be responsible for handing in any school work due on the day of the absence prior to that absence. Any test or quiz missed due to a school sponsored activity must be made up on the next school day or at a time determined by the teacher.

No Make-up Work for Cutting Class

Any student who intentionally cuts a class will receive no credit for exams taken and homework due during the time of the cut.

Make-up Work During Extended Illness

On the basis of the Attendance Policy, it is recommended that if a student is absent for an extended length of time, the parents contact the counselor immediately to set up an alternative plan of action so that an entire semester, or year, is not lost. The counselor may recommend an individualized program through correspondence or set up a home study program with a tutor.

MISCELLANEOUS POLICIES

Announcements

A daily bulletin is published to distribute information and school news to the secondary student body. The bulletin is read each day during the Home Room Period. All announcements are to be signed by a faculty advisor and approved by the principal or the Director of Student Activities. All announcements should be turned in to the office by 3:30 p.m. the day prior to publication.

All posters, bulletins, or other items of information to be posted on our campus must be approved and initialed

before posting by the CCS administration. This includes campaign material.

Christian Service

One of the goals of Coastal Christian School is to train young men and women to take their place of service within their local church and within the local body of Christ in our community. To encourage such service, the school has required 20 hours of Christian service for Juniors and Seniors each year, and 10 hours of Freshmen and Sophomores.

Driving

It is a privilege to drive a vehicle to school. In order to encourage safe driving, the administrator will have the authority to revoke the privilege of driving to school if unsafe driving habits have been observed.

Students are required to park in the student section of the parking lot and are not allowed to go to their cars during school hours without the approval of the office or a teacher.

We ask that students abide by the following rules because we have an obligation to our neighbors and ourselves to drive carefully, courteously, and safely at all times.

1. Drive slowly at all times on streets around our campus.
2. Spinning of wheels, squealing tires, speeding or any form of reckless driving will not be permitted on or around campus.
3. Horns are not to be used to attract attention nor in a careless manner. They are to be used in an emergency for the safety of others.
4. Car radios and musical devices must be kept at a low volume so our neighbors and classes will not be disturbed
5. Prior to students driving to school, students and parents must complete and return a parking permit to the office.
6. All students must park on campus in the designated area.
7. Upon arriving at school, students are not to loiter in cars. Cars should be locked, and students are not to return to them until school is out. Driving and parking citations will be issued to violators.
8. Bumper stickers and license plate holders should be glorifying to God.

Lockers & Locks

Locker are the property of Coastal Christian School and are subject to inspection by the administration at any time. As a result, students should have no expectation of privacy. Use of these lockers is a privilege subject to appropriate use by the student.

Coastal Christian School is not responsible for lost, stolen, or damaged items. Lockers are for the purpose of convenience only. Lockers are issued at the beginning of the school year. Lockers should not be thought of as a vault in which to keep valuables.

Each student is responsible for his/her locker and its contents at all times. The locker must be kept closed and the lock snapped shut. Any locks found open are subject to confiscation by the office. There is a \$1.00 fine to regain a confiscated lock. A second offense results in the student's loss of the right to use the lock and locker. There is a replacement fee for lost locks.

Locks not issued by the school may not be placed on any of the school's lockers. No tape or adhesive material is to be placed in or on the lockers. Lockers will be inspected periodically. Tampering with another student's locker will be considered a serious breach of school rules.

Student Organization & Activities

Most student organizations and activities help enrich the curriculum and/or enrich a student's interest in future vocational and non-vocational interests. All of these activities and organizations are important aspects of the total school program. Some of the most important learning experiences in a student's junior and senior high school career will result from participation in school activities. It is the hope of the School Board, administration, and faculty that each student will find some activities of special interest.

Study Hall Guidelines

The following guidelines are designed to insure that study centers will provide a quiet environment that is conducive to study.

1. Students will have assigned seats, with one empty chair between them.
2. No talking without permission.
3. Come prepared; students may not return to their lockers for additional materials.
4. Hall passes from the study hall will not be given for drinks, bathroom visits, or phone calls.

Textbooks

Students should take care of their books since replacement copies are often hard to get and are very expensive. We encourage students not to loan their texts to others, and not to leave their books in classrooms, on top of lockers or outside. Each student's name should be clearly printed in the front leaf of all books. Proper care of textbooks will save a great deal of personal expense from replacing lost or damaged materials.

If the office staff finds text books that have been left outside or in classrooms, or if books have been turned into the school office, there will be a \$1.00 fee charged per book in order for a student to receive his/her book back. Typically, grace is given for a first offense, however this fee will be charged for additional offenses.

Transcript Requests

Students may request two transcripts to be sent free of charge to the college of their choice. Subsequent transcripts may be sent at an additional cost. Requests

for transcripts must be made in writing to the school office. Transcripts may require up to 3 business days to be issued once a request has been submitted.

Valedictorian & Salutatorian Eligibility

Junior high students must have attended both years of junior high school at CCS to be eligible for valedictorian or salutatorian. High school students must have attended all four years at CCS to be eligible for valedictorian or salutatorian. Candidates are chosen 3rd quarter of the second semester for 8th and 12th grades students.

Secondary Dress Code

Students are expected to maintain a style of dress, appearance and hairstyle that:

- Is safe
- Is neat and clean
- Is modest
- Does not attract undue attention from others
- Is not disruptive or embarrassing to the student or others
- Is a positive, Christian role model that is both appropriate and respectful

These standards apply while on campus, at school sponsored events, activities, field trips, or when representing CCS in the community. Exceptions may be granted by the Administration in the case of special, school sponsored "dress up" days which will be advertised in advance.

The Administration reserves the right to make final decisions regarding all dress code standards in individual circumstances and to modify these guidelines as situations arise that are of concern. If a family has a question regarding whether or not an item of clothing or hair style is appropriate, the family should contact the school office and inquire in advance.

Regular School Day Guidelines

Pants

- Neat and clean slacks or jeans
- Must fit properly and be worn at the waist
- No stains, holes, patches, tears, ravel, frayed ends
- Must not be tight fitting
- No leggings or stretch pants unless worn under a skirt or dress
- No sport pants, sweat pants, jogging suits or rolled up pants
- "Capri" pants must go beyond the knee

Dresses & Skirts

- Safe, clean & modest dresses & skirts are permitted
- No shorter than 4 inches above the bended knee (i.e. 4 inches from the floor when kneeling)

- Leggings or stretch pants may be worn under dresses or skirts (no regular pants or jeans)

Shirts & Blouses

- Shirt tails must be tucked in unless designed to be worn outside of pants
- No tank tops with straps narrower than 2 inches, tube tops, strapless, bare midriff, backless or off shoulder tops
- Must cover the belt line
- No questionable or offensive designs, wording or advertisements allowed (i.e. skulls, questionable symbols, art work, inappropriate or negative slogans, etc.)
- CCS reserves the right to make final judgment on what constitutes “questionable or offensive” clothing.
- CCS t-shirts & sweatshirts are encouraged

Undergarments

- Proper undergarments must be worn and may not be visible at any time.

Shorts

- Allowed on “Shorts Day” (Wednesdays)
- Must be neat, clean and modest
- Must be no shorter than 4 inches above the bended knee (i.e. 4 inches from the floor when kneeling)
- Must be hemmed (not cut off, frayed or have holes of any kind)

Hats

- May only be worn during PE or on day trips when students may have long exposure to the sun for the purposes of sun protection only
- Must be appropriate
- Must be worn facing front (not sideways or backwards)
- May never be worn indoors
- No questionable emblems, logos, pictures or advertisements
- May be permitted on special dress up days if appropriate for the theme and activities planned

Feet Covering

- Must be worn at all times
- Must be safe and appropriate
- Flip flops, sandals, and high heels are permitted as long as they are safe and appropriate for school activities.
- Students must wear appropriate athletic shoes when participating in PE or athletics.

Backpacks/Lunch Boxes/Book Bags

- Must be clean and in good repair
- May not be drawn on, written on or used to display logos, slogans, band names, advertisements, etc.

Hair for Boys

- Must be clean and neatly styled
- No longer than eyebrows in the front (eyebrows must be clearly visible)
- No longer than the top of the collar in the back
- No longer than the bottom of the ear on the sides
- Sideburns may not go beyond the bottom of the ear

- No dyed or bleached hair

Hair for Girls

- Clean and neatly styled
- Naturally colored hair is acceptable.

Jewelry, Make Up & Accessories

- Jewelry must be safe, appropriate and not excessive or distracting
- Girls may not have multiple pierced ears
- No earrings of any kind for boys
- No body piercing jewelry (other than appropriate earrings for girls)
- Girls may wear natural looking make up but it may not be excessive or distracting.
- Make up is not permitted for boys
- No spiked or studded attire/accessories
- No chains (including wallet chains)
- No body markings or tattoos (including temporary tattoos)
- No buttons or stickers containing slogans, pictures, emblems or advertisements that are questionable, distracting or that identify with groups or movements that are contrary to the Word of God
- No bandanas
- Girls may wear natural looking nail polish.

Miscellaneous Restrictions

- No clothing with band names or band artwork
- No baggy or oversized clothing
- No spandex-type or tight fitting clothing
- No plain white t-shirts
- No gang related clothing
- No camouflaged or military clothing
- No gothic clothing or accessories
- No pajamas
 - No low necked, sheer or immodest clothing
 - No shirt straps on girls tops or dresses that are narrower than 2 inches
- No distracting, fad dress or extreme hairstyles
- **CCS Administration reserves the right to add to this list as it deems necessary throughout the school year.**

Chapel Day Guidelines

Chapel Attire for Boys

- Properly fitting dress pants and solid-colored, button-down shirts with a collar and neck tie are required. Shirts must be tucked in and ties must be worn throughout the school day.
- Dress shoes are encouraged but are not required.
- No jeans, sport pants, polo shirts, sweat shirts, t-shirts or flip flops are permitted on Chapel Day.
- Chapel attire is required on Chapel Days (Tuesdays), special days and some field trips.
- Chapel attire is required for all athletes on game/sports event days.

Chapel Attire for Girls

- Girls must wear a dress or a skirt that meets the above listed guidelines (no shorter than 4 inches above the bended knee – i.e. 4 inches from the floor when kneeling)

- Dress shoes are encouraged but are not required (high heels are permitted so long as they are safe and appropriate)
- Leggings are acceptable when worn under dresses or skirts (jeans or pants may not be worn as leggings)
- Tops worn with skirts should be considered "Sunday best"
- Chapel attire is required on Chapel Days (Tuesdays), special days and some field trips.
- Chapel attire is required for all athletes on game/sports event days.

Enforcement

- Students whose appearance does not meet the standards listed above will be warned and directed to correct the problem within a specified amount of time or will be asked to call home for assistance from a parent. Detention will be assigned for subsequent offenses or if the problem is not corrected within the allotted time frame assigned by staff. Repeated offenses will be dealt with as a serious disciplinary matter and may result in suspension or expulsion from school. Students are expected to respond to staff members with a respectful attitude and a prompt, courteous change of behavior, dress or hair when directed to make such a change.
- Parents will be contacted to bring appropriate clothing if the violation is clothing related.
- For hair violations, boys will be given one week to correct the problem once notified by staff to do so. Parents are strongly encouraged to monitor the length of their male student's hair to ensure that it meets the above guidelines.

In all cases, CCS's Administration reserves the right to determine appropriate dress and hair style for its students.