



Chinese Christian Schools
華人基督教小學

2009-2010

Elementary School

Parent • Student

Handbook



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Email: info@ccs-rams.org
Web site: www.ccs-rams.org

Forward

This Parent Student Handbook is intended to assist communication between parents, students, and school.

Inside you will find **information and policies** established by the Board of Governors to help in our mutual efforts to give your children an education that will help them to develop into responsible and productive individuals.

Our teachers will work with and pray for each child in the school, and will be available to assist parents in any way possible.

As an educational ministry of the Bay Area Chinese Bible Church, Chinese Christian Schools always **reserves the right** to make decisions and/or take actions it deems necessary to be consistent with the faith and practices of the church and school.

If you have any questions concerning any area of the manual, please feel free to contact the school office.

Note: Information contained in this handbook is **subject to change** without prior notice.

The latest version of this Handbook is always available for download or reference at the school's web site: www.ccs-rams.org

The contents are published as **general information only** and shall not constitute a binding agreement on the part of Chinese Christian Schools.

CCS admits students of any race, sex, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, athletic programs and other school-administered programs.



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Our Philosophy of Christian Education

True education begins with an understanding that God is the ultimate reality and central unifying figure of all that exists.



Because God is also personal, every individual has a duty to know Him and to carry out His Will for his life. Education prepares a person to fulfill this responsibility to God.

Knowing God is achieved through salvation in Jesus Christ and Bible study, and results in wisdom and Christian character. By constant application of godly wisdom in all areas of life and study, students are equipped to become faithful servants of God, good citizens of society, and godly leaders at home.

The **responsibility for education** lies primarily with the individual, then with parents and the church who are given the responsibility of educating their young.

The Christian school serves as a **ministry to assist** students, parents, and the church in carrying out the universal responsibility of knowing God more and serving Him better.

This is an abridged version of the philosophy statement formally adopted by the school.



Our School

Our Motto:

Transforming Lives for the Glory of God

Mascot: The Ram

Colors: Red and Gold

School Verse: “. . . that they might know thee, the only true God, and Jesus Christ, whom thou hast sent.” John 17:3

Our Vision: People of principle in positions of prominence

Our Mission: Our mission is to see students transformed through a saving knowledge of Jesus Christ and Bible-based, Christ-centered instruction so they may be thoroughly equipped to fulfill God’s perfect plan for their lives.

Our Goals:

- Students that are **Faithful Disciples of Christ** who
 - Have a personal knowledge of Christ as their Savior.
 - Understand the Christian worldview of life.
 - Exemplify Christ-like character and lead their lives according to Biblical standards of virtue and ethics.
- Students that are **Industrious** who
 - Work independently without need of supervision.
 - Accept personal responsibility for their actions.
 - Are productive and efficient in carrying out their tasks.
- Students that are **Leaders** who
 - Readily accept positions of leadership and influence.
 - Manage projects and accomplish goals.
 - Work well with people and foster good relationships.
- Students that are **Scholars** who
 - Have a broad base of knowledge and experiences to draw upon.
 - Think logically and critically to ascertain truth and solve problems.
 - Can apply universal principles to an ever-changing world.
- Students that are **Compassionate** who
 - Care as much for others as for themselves.
 - Seek to improve the lives of those within their sphere of influence.
 - Have a personal knowledge of Christ as their Savior.
 - Understand the Christian worldview of life.
 - Exemplify Christ-like character and lead their lives according to Biblical standards of virtue and ethics.



Contact Information



Administration

Edward Yue, Elementary Principal

- Call: (510) 351-4957, x213
- EdwardYue@ccs-rams.org

Grace Leung, Elem. Vice-Principal

- Call: (510) 351-4957, x244
- GraceLeung@ccs-rams.org

David Chew, CCS Pastor

- (510) 522-0200
- DChew@bacbc.org

Robin Hom, Superintendent

- (510) 351-4957
- RobinHom@ccs-rams.org

Alan Chew, Operations Director

- (510) 351-4957
- AlanChew@ccs-rams.org

Jenny Lee, Academics Director

- (510) 351-4957
- JennyLee@ccs-rams.org

Debbie Leong, Development Director

- (510) 522-0200
- DebbieLeong@ccs-rams.org

Brian Camburn, SL Site Administrator

- (510) 351-4957
- BrianCamburn@ccs-rams.org

Support:

Cindy Loh, Admissions

- (510) 351-4957, x210
- CindyLoh@ccs-rams.org

Ellen Tong, School Nurse

- (510) 351-4957, x204
- EllenTong@ccs-rams.org

School Office:

- (510) 351-4957
- Hours: 8:00 am to 4:30 pm
- Email: officestaff@ccs-rams.org

Before School Care:

To contact staff from 7:00 - 8:00 am:

- (510) 351-4957, x222

After School Care:

To contact staff after 4:30 pm:

- (510) 351-4957, x222

Bus Transportation:

To leave a message for your driver, if your child is going to be absent:

- (510) 351-4957, x605
- Call before 6:45 am

Food Service:

Nancy Tom

- (510) 351-4957, x220

Menu on-line:

- <http://ccs.mhsoftware.com>

PowerSchool

To log on to your account:

- <http://ccs.powerschool.com/public>
- Requires username & password

Daily Announcements

- <http://ccs.powerschool.com/bulletin/1234>





Classroom Hours: Grades K-5
Regular Day: 8:35 am to 3:20 pm
Minimum Day: 8:35 am to 12:30 pm

Before School Program:
Students may arrive on campus after **7:00 am**. Between 7:00 am and 8:20 am, students are to be in Rooms 29/30 for supervision. After 8:20 am, students may go to their classrooms.

School Office Hours
School Days: 8:00 am to 4:30 pm
Non-School: 9:00 am to 4:00 pm
Closed weekends & school holidays

Keeping in Touch:
Every school staff member may be contacted by telephone and e-mail.

Phone: (510) 351-4957

Email: FirstnameLastname@ccs-rams.org

For example, the e-mail of Mr. Edward Yue is EdwardYue@ccs-rams.org.

PowerSchool
For access to school and student information via PowerSchool, use the web address:

- <http://ccs.powerschool.com/public>

Enter your **user name** and **password** to access student information.

Daily announcements are available (unrestricted access) at the following:
• <http://ccs.powerschool.com/bulletin/1234>

By Telephone: To avoid interrupting classroom instruction, all calls to teachers will be directed through the school office first.

You may leave voice messages 24 hours a day.

All **transportation** change messages should be left at
• **(510) 351-4957, x605**

Closed Campus:
For the protection of our students, a closed campus policy is always in effect on the school campus and for all school activities unless specified.

Students may not receive visitors, personal mail, phone calls, messages, or deliveries without parental permission and administrative approval.

Students are only allowed to leave campus or a school activity with written permission from their parents or a legal guardian. Students must submit a signed notice to the office
• **By 8:30 am** on the day of release.

Lunch Time Rules:
• Students who remain indoors are to eat in the cafeteria. Students who eat outside must eat in the areas that have been assigned to their classes.

• Students are not allowed in classrooms during lunch without permission from a teacher, TA, or Lunch monitor.

• Students may not play until they have finished eating their lunches.

• On rainy days, students who have brought lunches from home will eat in their classrooms with their teachers. Indoor games are provided for each classroom.

Visitors:

All visitors must first check in with the school office and follow all stated guidelines.

To maintain safety and prevent distractions from learning, visitors without legitimate business on campus will be asked to leave.

Guests and visitors are not allowed to participate in off-campus activities or to associate with students without prior permission.

There is no smoking anywhere on campus, including the parking lots.

Pick Up After School:

For safety, only authorized, designated adults may pick up students after school. Parents or authorized adults are to pick up their children within 30 minutes of dismissal time by

- **3:45 pm** (regular school days)
- **1:00 pm** (minimum days).

Where to pick up your child:

- **K-2nd grades**
Go to your child's classroom.
- **3rd-5th Grades**
Pick up your child at one of the designated pick-up areas.

Students found outside this area after 3:50 pm will be sent to the office.

No running or playing in the parking lots or waiting area is allowed.

Parents must pick up After School Care children **before 6 pm.**

If you will be unavoidably late, please call as early as possible.

- **Parking lot gates will be locked at 7 pm.**

If you will be unavoidably late, please call the After-school Care as early as possible.

- **(510) 351-4957, x222**

Pick Up & Drop Off Procedures:

Car Transportation: All cars are to enter campus through the Lewelling Blvd. entrance.

- **Refer to the Traffic Flow Map for more information.**

Car Drop Off: Cars may pull over out of the flow of traffic and adjacent to the curb or traffic barriers in order for students to disembark on the passenger side.

Once out of their vehicles, students should stay on the curb or playground side of the traffic barriers and go directly to their assigned classroom.

For safety reasons, cars may not double park and students are not to exit on the driver's side of vehicles. Drivers may park their vehicles in a marked stall and walk their students to class.

Car Pick-Up: For safety reasons,

- **No curbside pick-ups are allowed.**

All cars are to park in a marked stall and adults must pick up and escort their child from the designated waiting area to the parking lot.

All drivers should use extreme caution when backing up and always be on the look out for pedestrians.

Pedestrians: Pedestrians may enter campus from the pedestrian gate located on Fargo Avenue near the corner of Swenson Street.

After School Programs:

Students are allowed to stay after school only with school authorization and parental permission. Examples of authorized programs are After School Care and student clubs.

- **After School Care Program will meet in Room 29/30**

Students not going home right after school will be brought to this room by their teacher. Other authorized activities may take place in rooms to be determined later.

For safety, only authorized, designated adults may pick up students after school. Adults must sign and check-out their students from the program and a photo ID may be required.

School Visits:

Any business related to students must be conducted through the school office. For the protection and proper care of our students, parents and relatives are asked **not** to go to the classrooms without previous clearance from the school office.

Parents and visitors shall enter the campus **only** through the Lewelling Blvd. entrance during the following times:

- **Regular Days**
7:00 to 9:00 am
3:00 to 4:00 pm
- **Minimum Days**
7:00 to 9:00 am
12:15 to 1:00 pm

Parents and visitors shall enter the campus through the Fargo Avenue driveway at all other times.

Conditions of our local use permit prohibit parents from parking vehicles, dropping off or picking up students on Fargo Avenue.

Special Days:

Follow the parking and chaperone instructions on field trips and special event days. Please read directions carefully before the event.

Parking:

- Parents are to park **only** in designated areas.
- All numbered stalls are reserved for staff.

Depending on the time of your arrival, please enter the campus and park as followed:

School Entrance & Parking

- **7:00 to 9:00 am**
Enter through the Lewelling Blvd. entrance and park on the playground.
- **9:00 to 3:00 pm**
Enter through the Fargo Avenue driveway and park at the Visitors' parking for short-term parking.
- **3:00 to 4:00 pm**
Enter through the Lewelling Blvd. entrance and park on the playground.
- **4:00 to 6:00 pm**
Enter through the Fargo Avenue driveway and park at any open parking space.

• Please observe the 5 m.p.h. speed limit when driving on campus.

Playground Rules:

Lunch & Recess Breaks: Students are to stay in their assigned playground areas. They are not to enter other playground areas nor associate with those assigned to other playground areas.

Once outside, students are not allowed back into classrooms without permission from a supervisor. Students are not to be inside classrooms without adult supervision.

Students are to stay away from perimeter fencing. Students are not to respond to the calls of strangers outside the fence. They are to notify an adult supervisor immediately.

Playground equipment are only to be used in its intended manner. For example, jump ropes are not for tying, hula hoops are not for throwing, and basketballs are not for kicking.

Students may be benched or referred to the office for rough or dangerous play, mistreatment of others, abuse of playground equipment, and disrespectful or contentious attitude.

Play Structure Guidelines

Students are to:

- Use the play structure only during their assigned times and when an adult monitor is present.
- Use the various elements in the manner designed (sliding down slides, hanging from overhead ladders).
- Line up and wait for their turn.
- Use handrails and safety devices.
- Follow all instructions given by adult supervisors.

Students are not to:

- Eat, drink, or bring other play items into the play structure area.
- Run, push, grab, or shove others.
- Kick, throw, dig into or bury anything in the wood chip surfacing.
- Lift students onto elements they cannot reach by themselves.
- Block openings onto platforms or the bottoms of slides.
- Wear loose clothing that can get caught or snagged.



Attendance Policies

Absences:

Parents or guardians are to notify the school office ahead of time (in writing) of any student absence.

Parents may notify the School Office about absences in the following ways:

- **Non-emergency:**
Send a note, including reason of absence, to the office before the day(s) of absence.
- **Emergency:**
Call the office before 9 am, if your child does not ride the school bus. Students may **not** call, only parents.

Parents of students riding the school bus may call the office and leave a message regarding same-day absences to the drivers. This is a 24/7 phone message center for your convenience.

- **(510) 351-4957, x605**
Call before 6:45 am

If no notification is received regarding an absent student, the office will call the parents that same day. We will call parents beginning at 9:00 am.

If the school must repeatedly verify a student's absence due to lack of notification, a fee may be charged.

If the parents of an unexcused absentee cannot be reached, the student must return with a dated note (in English or in Chinese) signed by the parent explaining the reason for the absence by the next school day.

A student absence will be deemed unexcused until a written note is received from a parent or guardian.

Students will not be allowed to make up any tests, quizzes, or work due on the day of an unexcused absence. An unexcused absence must be cleared within **5** school days after the student's return to school.

There is no refund of tuition, transportation fees, or lunch fees due to absences.

Tardies:

If the student arrives for school after 8:35 am, he or she must obtain a tardy pass from the office first.

A student tardy will be deemed unexcused until a written note is received from a parent or guardian.

It is the responsibility of students to obtain a tardy pass when they are legitimately detained from attending class. In such circumstances, a tardy pass should be obtained from the staff member who can vouch for the legitimacy of the tardiness.

Students will not be allowed to make up any tests, quizzes, or work they miss as a result of an unexcused tardy.

Early Release:

Parents are to inform the office ahead of time by note or phone call

- **Before 9 am**

if they need to pick up their child before regular dismissal time.

The school will only release students to parents and drivers authorized by parents.

For safety reasons, photo identification may be requested.

- **Please sign-in at the office**

and the student will be sent from class to meet you.

- **Do not go directly to the classrooms.**

Extended Vacations:

We ask parents not to remove students from school for early or extended vacations.

Teachers can make some accommodation regarding homework and tests, but students will not benefit from the classroom learning environment even by keeping up with class work independently.

If an accommodation is needed, parents are responsible to pay in advance for any additional cost incurred as a result.



Health + Safety

Required Records:

All students (Kindergarten and 3rd grade) are to have a current physical examination prior to entering.

No student can attend classes without this completed report:

- **Student's Physical Examination Report**

Other forms we require are

- **Student Health History** (blue form)
- **Emergency Information** (pink form).

It is important to inform the school nurse of **changes** regarding a student's health (i.e. recent operations) or health care provider (i.e. new doctor or plan).

Students with **special health or dietary needs** and/or **food allergies** must report it to the school nurse.

Communicable Disease or Condition:

Chinese Christian Schools seeks to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases and conditions.

The term "communicable disease" shall mean an illness or condition which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

Any person with a communicable disease or condition for which immunization is required by law or is available,

shall be temporarily excluded from school while ill and during recognized periods of communicability.

Persons with communicable diseases for which immunization is not available shall be excluded from school while ill.

If the nature of the disease and circumstances warrant, the school may require an independent physician's examination of the person to verify the diagnosis of communicable disease or condition and to recommend terms and conditions for that person's presence on campus.

Chinese Christian Schools **reserves the right** to make all final decisions necessary to enforce this policy and to take all necessary action to control the spread of communicable diseases and conditions within the school.

Mandatory Child Abuse Reporting:

Mandatory Child Abuse Reporting State law mandates school staff to report to the proper authorities all suspected incidents of child abuse or neglect.

Unless a civil authority instructs otherwise, it is our practice to contact parents at the earliest opportunity whenever a report is made.

Prescription Drugs:

State law prohibits children from possessing prescription drugs on campus.

Students needing to take medication during the school day must give it to the school nurse, along with a written

note of instructions from a parent or doctor.

The nurse will call in the student to take the medicine at the designated time. The medication should be in its original container.

Health & Safety Practices:

CCS promotes good health choices by prohibiting (except for parties, outings, etc.) gum, and the consumption of soft drinks or candy.

For safety reasons, it is best not to have young children bring food or drinks in glass containers to school.

Parents are asked to set a good example and refrain from smoking while on campus and to always observe traffic rules and regulations.



Academic Policies

Curriculum Policy:

Chinese Christian Schools is committed to providing the finest Christian curriculum available for its students.

The materials, activities, events, and excursions that comprise the curriculum are judged according to their value in furthering the school's Philosophy of Christian Education. Each item is evaluated as a whole and in light of the other influences that make up the curriculum.

What makes a curriculum "Christian" is not the beliefs of the author, publisher, or event organizer. A Christian curriculum has a Biblically-based design in its scope and sequence of educational experiences. Thus, it is the teacher, the "pattern-maker" of educational experiences, who is key in providing a Christian curriculum. Christian textbooks that present subject matter from a Biblical perspective are an invaluable help.

Sometimes secular materials and activities, supplemented with materials to provide a Biblical perspective, prove to be more helpful to teachers. To the extent they teach truth, secular works may be part of the overall design of the Christian curriculum, since God is the source of all truth. Whether Christian or secular materials are used, teachers must first establish a solid Biblical foundation for their curriculum.

The measure of a Christian curriculum is not the sum of its parts, but its consistency as a whole to God's Biblical pattern for that subject.

Grading Scale & Points:

3rd - 5th Grades

97 - 100%	A+	4.0	Excellent
93 - 96%	A	4.0	
90 - 92%	A-	3.7	
87 - 89%	B+	3.3	Good
83 - 86%	B	3.0	
80 - 82%	B-	2.7	
77 - 79%	C+	2.3	Average
73 - 76%	C	2.0	
70 - 72%	C-	1.7	
67 - 69%	D+	1.3	Below Average
63 - 66%	D	1.0	
60 - 62%	D-	0.7	
0 - 59%	F	0.0	Fail

Grading Scale & Points:

K - 2nd Grades

Kindergarten to 2nd grades and certain subjects in grades 3rd to 5th are evaluated using non-letter grades.

E = Excellent	90 - 100%
G = Good	80 - 89%
P = Approaching Proficiency	70 - 79%
N = Needs Basics	< 69%

Non-Letter Grades:

On occasion, certain subjects, such as electives, are graded on a Passed/ Not Passed (P/NP) basis. However, other non-letter grades may be issued in special situations:

"I" = Incomplete: An incomplete is issued when circumstances beyond a student's control prevent him from completing a course by the end of the grading period. Under these circumstances, a teacher may issue an "I" for quarter and/or semester work with

the understanding that the student will make up the work within a specified time frame and complete the course or the “I” grade will be converted into an “F”.

“NG” = No Grade: An “NG” may be issued under extenuating and special circumstances, which can only be determined on an individual basis. An “NG” is issued only after the administration has decided a grade would not accurately or fairly reflect a student’s effort and/or abilities. An “NG” will not affect a student’s GPA and will not be converted into an F.

Conduct Grades:

- E** = Excellent
- G** = Good
- S** = Satisfactory
- U** = Unsatisfactory

Course of Study:

The courses of study at Chinese Christian Schools are composed of subjects selected to meet the high standards and demands of Biblical education, which prescribes that the individual be

“thoroughly furnished unto every good work”

II Timothy 3:16, 17

The college preparatory courses will prepare students for the entrance requirements at the university level.

All students are required to be enrolled full-time and take the full complement of classes, including Bible, Music, Physical Education, Art, Mandarin, etc., unless specifically exempted by administration.

Requirements for Promotion & Graduation:

A 1.7 grade point average (C-) is required before students may be promoted from one grade to the next.

The Administration may deny or place conditions upon the re-admission of any student who is failing to meet the school’s promotion or graduation requirements. Opportunities to meet the academic requirements may be extended to failing students by placing them on academic probation.



Campus Flow of Traffic:

Due to the large number of cars, buses, passengers, and pedestrians that must share the parking lot, it is extremely important that every individual adhere to the established rules regarding the flow of traffic before and after school.

Once students are on campus, they are not to be in the parking lot area unless required by school or class activities. Students are to proceed directly to or from vehicles and not socialize, run, or play in the parking lot area.

Note: Go to the **Campus** section of the handbook for pick up and drop off procedures.

School Bus Rules:

School bus drivers and monitors have the same authority as teachers and yard monitors when enforcing school rules. Give them proper respect and courtesy as you do for all other school staff.

Students must stay properly seated facing forward at all times while riding on the bus. Students may not make loud noises, talk loudly, shout, scream, play, or in any way cause a distraction to the bus driver.

Students may open windows but are expected to close them before leaving the bus.

No person or object is to hang out of the windows and no object may be thrown from the bus, into the bus, or within the bus

Drivers will hold for students any object which is liable to cause injury during the bus route. Students are not permitted to bring glass containers, sharp or bulky objects, animals, or insects on the buses.

For safety reasons, students riding the bus will refrain from using writing instruments (such as pens and pencils) or playing any musical instruments.

There is no eating or drinking on the buses. All trash must be disposed of in the receptacle provided on the bus.

Daily Bus Riders:

Be ready for your pick up each morning, waiting on the sidewalk at least 10 feet back from the curb.

- **The school bus will not honk if you are late.**

When on campus, board and exit the school buses in the designated areas only.

Do not exit the bus without explicit permission from the bus yard monitor or driver.

Drinks of water and use of restrooms are to be done before boarding of buses.

Students are to be in their buses ready to go home

- No later than **3:30 pm**
(12:45 pm on minimum days).

If you are going to be absent, notify your driver by leaving a message at

- **(510) 351-4957, x605**
Call before 6:45 am





Food Service

The cafeteria offers lunch on all regular days of school. There is no lunch on minimum days.

Menus will be issued every 8 weeks and will include:

- The featured lunch for the day
- Pricing/payment information
- Holidays and minimum days
- Articles on health and nutrition to help our students eat wisely

The most current menu updates and the high school menu may be viewed on-line at

- <http://ccs.mhsoftware.com>

Milk or bottled water can be purchased in the cafeteria.

To encourage good eating habits, students are **not** allowed to bring candy, gum or carbonated beverages to school.

Lunch Purchases:

All students will have a lunch account in the PowerSchool system.

Lunch money may be deposited into accounts by making payments at the school office (Alameda & San Leandro) or the cafeteria office (San Leandro).

Lunches are purchased on a "Pre-paid" basis. All students should have money in their accounts **before** purchasing their first meal.

Students or parents should check the lunch **balances** in their PowerSchool accounts regularly.

- <http://ccs.powerschool.com/public>

Fees will be charged for negative balances and checks returned due to insufficient funds.

Money remaining in the accounts at the end of the year will be forwarded to the next school year, unless a refund is requested.

Additional information is given on the menu handouts.

Purchasing Lunch:

K-5th students will not need their ID cards to purchase lunch; their teachers will record their purchases for them.

Student ID Card:

The student ID card is the student body card, which is used in the Cafeteria, Library, and wherever student ID is needed.

New students will receive temporary student ID cards to use, until their permanent student body cards have been processed.

Returning students may use their previous year's student ID cards or request temporary ones until the new cards have been issued.

A fee of **\$5.00** will be charged to replace a lost, permanent student ID card.

Serving Portions:

The meal price includes the main entree, 8 oz * milk, usually one side dish, dessert or fruit, and unlimited salad bar.

* 4 oz milk is available.

Occasionally chocolate milk, juice, or bottled water will be offered instead of milk.

K-2nd Grades

Portions will generally be 1/2 the full-size servings. "2nds" can be requested if students have eaten all of their first servings.

3rd-12th Grades

Full-size portions will be offered.



Student Uniforms:

Students are responsible for purchasing the school's uniform before the first day of school:

- **Dennis Uniform Company**
820 East 8th Street, Oakland
(510) 763-0966
www.dennisuniform.com

The “**required uniform**” is the one combination of uniform items to be worn on designated days and school functions.

The students may choose to wear the required uniform for all school days.

Except on days when the required uniform is specified, students may wear any combination of optional items allowed for their grade level.

Jackets: For K-5th grades, jackets are optional and are without any emblems, logos, or symbols, except for a small brand name or trademark no larger than 2 inches in diameter.

Jackets made of sweatshirt material or denim are not allowed on regular school uniform days.

Permissible Footwear: Predominantly white, black or navy blue, low-top tennis shoes.

Medium and high-top tennis shoes may be worn if they are laced to the top with pant legs worn over the top portion of the shoe (e.g. not tucked into or gathered above the shoe).

Students may also wear brown, black, or navy blue **business casual** shoes.

Sandals, hiking boots, work boots and/or unsafe styles (e.g. open toed, backless, high heels) are not allowed under any circumstances unless specifically stated (e.g. sandals may be permitted on some beach outings).

Socks:

- **Girls** shall wear white socks or white tights.
- **Boys** shall wear dark color dress socks or white crew socks.

Summary of Uniform Items:

The following tables present a summary of the uniform items to be worn by CCS students. Both Required and Optional items are to be purchased from Dennis Uniform Company.

- **Substitutions are not allowed.**
- **Uniforms may not be modified or changed in appearance**

They must be maintained in a clean, neat, tidy, and intact condition and are to be worn and fitted properly.

- **Boys must have their shirts and tops must be tucked in** at all times.
- **Belts must be worn** for pants with belt loops.

• Uniform Items •			
Female Students* K-5th		Male Students* K-5th	
<p>Sweater</p> <ul style="list-style-type: none"> • Cardinal Cardigan or Long-sleeved pullover Required • Cardinal Sweater vest Optional 	<p>Sweater</p> <ul style="list-style-type: none"> • Navy Cardigan or Long-sleeved pullover Required • Navy Sweater vest Optional 		
<p>Tops</p> <ul style="list-style-type: none"> • White Long or Short-sleeved Knit Polo Shirt, or white Turtleneck. Any white top may be used as part of the required uniform 	<p>Tops</p> <ul style="list-style-type: none"> • White Long or Short-sleeved Turtleneck, or Knit Polo Shirt Any white top may be used as required uniform 		
<p>Bottoms</p> <ul style="list-style-type: none"> • Navy Jumper, Skirt (4th and up only), Long Pants or Skorts Required • Khaki Long Pants Optional 	<p>Bottoms</p> <ul style="list-style-type: none"> • Navy Long Pants Required • Khaki Long Pants, Navy or Khaki Walk Shorts Optional 		
<p>K-5th grades students must wear the CCS field trip T-shirts for all field trips, available at Dennis Uniform Company.</p>			

Non-Uniform Dress Standards:

There are school activities and functions where uniforms are not required and a non-uniform dress standard is specified.

Students should be aware that if they fail to follow the stated dress code, they may be prevented from participating in the activity or function.

shoes.

Types of Non-Uniform Dress Codes

Formal Wear: To be worn on formal occasions such as graduations, public performances, and concerts.

- **Gentlemen**
Dress shirt and tie, coat (if stated) dress slacks, dark color socks, and dress shoes.
- **Ladies**
Formal dresses-at least knee-length, formal blouse and skirt, nylon stockings, and dress shoes.

Casual Wear: To be worn for some field trips, informal meetings, and summer attire on campus. The clothing should fit comfortably (not too loose or too tight) and be worn properly.

- **Collared shirt or colored T-shirt** with no designs and/or written messages, casual slacks and jeans, and causal or tennis

Play Clothes: To be worn to the beach, activities days, special outings, etc.

- P.E. uniform and athletic wear, T-shirts without offensive printing/logos (no tank tops), knee-length shorts (no short shorts), and tennis shoes.

If in doubt whether a particular item of clothing is appropriate or allowed, the student is to check with the administration before wearing it to school or to a school function.

Appearance Standards:

Student dress and appearance shall be conformable to the professional posture which presents school as a place of business and learning.

A temporary waiver due to an extenuating circumstance must be obtained from school administration prior to or upon arrival on campus.

Appropriate undergarments shall be worn at all times. Students are not to wear adornments or accessories that are distracting, offensive, or inappropriate.

Students are to remain in school uniform while on campus or under the school's care unless pre-approved by the administration.

- **Parents should be aware** that students are liable to be refused admission to class and sent home if they come dressed improperly for school.

Boy's Appearance:

Gentlemen are to maintain principles of masculinity, wholesomeness, and modesty in their appearance and apparel.

Face and Outward Appearance:

Hair is to be neatly trimmed, cut above the ears and shirt collar, and out of the eyes.

Inappropriate or "extreme" hairstyles (e.g. "punk" or Mohawk cuts) or unnatural coloring are not acceptable.

Earrings, studs, nose-rings, body-rings, body piercings, and tattoos are not allowed.

.....
Shirts, Sweaters, & Slacks

Shirt and sweater sleeves and pant legs are not to be rolled or pushed up. All shirts are to be tucked into slacks.

Slacks are to be worn properly with belts, at waist level, at all times. Excessively long belts are not allowed.

Girl's Appearance:

Ladies are to maintain principles of femininity, modesty, and discretion in their appearance and apparel.

Face and Outward Appearance:

Make-up, if worn, should be complimentary and moderate - not in excess nor offensive to others.

Hair should be brushed, neatly combed, of a natural color, and kept out of the eyes.

Nail polish may be neatly worn in conformity with good taste. Color must be appropriate for daytime, school wear.

Earrings are not to be long, dangling, or excessive. Other forms of body piercing (e.g. nose or tongue rings) and tattoos are not permitted.

Skirts are to be worn at least at knee-length.



Student Conduct

Chinese Christian Schools is concerned with the Christian character of its students as reflected in their conduct. Christian self-government is the rule and standard at Chinese Christian Schools. The policies outlined are designed to instruct students in the proper management of themselves, their property, and their liberty.

Student Conduct & the School Learning Environment:

Chinese Christian Schools believes it is crucial to teach and impart Christian Education in an environment that supports, esteems, and nurtures those same values and beliefs.

Therefore, the school maintains the right to improve the learning environment for each student by making changes in a student's interaction with the school's staff, facilities, academic program, and student body.

It is well documented that classmates play a major role in the values, influences, and attitudes that are imparted in the school environment.

- **All students are therefore expected to respect and promote each other's desire for a Christian education by being a positive influence on his/her classmates, whether on or off campus.**

In some extreme circumstances, a student may be asked to withdraw or an alternative learning arrangement may be implemented in order to provide that student with the proper learning environment and/or to maintain the proper learning environment for others.

All individuals entering onto the campus should take note that the premises are protected by a video surveillance system. School officials routinely monitor campus public areas and video images are recorded for future reference if needed.

Students, student belongings, and student possessions may be subject to reasonable inspections, searches, and seizures as determined by school administration to ensure compliance with school rules and policies.

Cell Phones, Pagers:

When classes are in session (generally between the hours of 8:35 am and 3:20 pm), cell phones, two-way pagers, and other communications devices are to be turned off, stored away, and not displayed in public. Students may not receive or send communications on these devices during classroom hours without prior permission from administration or the school office.

Non-Instructional Private Property:

Electronic devices, such as MP3/CD players and tape recorders, may be brought onto campus only with prior permission from the teachers or administration. Such items may only be used for instructional and educational purposes, not for private entertainment.

It is the school's goal to promote games of high educational (not entertainment) value while students are in school. Except for baseball mitts and gloves, students may not bring sports equipment (such as basketballs), toys (including game/playing cards,

computer or electronic games, etc.) or playground equipment to school. Students shall use the equipment provided by the school during recess and lunch periods.

Confiscated items will be released only to parents in person.

Inspections:

All individuals entering onto the campus should take note that the premises are protected by a video surveillance system. The public areas of the campus may be monitored by school officials and video images are recorded for later reference if needed.

Students, student belongings, and student possessions may be subject to reasonable inspections, searches, and seizures as determined by school administration to ensure compliance with school rules and policies.

Confiscated items shall only be released to parents through the school office. Confiscated or lost & found items that are not claimed by the end of each quarter will be deemed abandoned.

Sexual Harassment:

The Bay Area Chinese Bible Church and Chinese Christian Schools believe, as a matter of faith, that God loves all people, that He desires everyone to be saved, and that as Christians, we are to love all people, live peaceably with all people, and do good to all people, especially those of the household of faith.

In our dealings with others, we are to bestow honor, respect, and Godly love, preferring others before ourselves, and loving our neighbor as ourselves.

Consistent with these beliefs, the church and school have adopted formal sexual harassment policies addressing employee-to-employee, employee-to-student, and student-to-student relationships. These policies are to be included in the Employee, Faculty, and Student handbooks. They are to be implemented as described below, consistent with the Articles of Faith, Constitution, and By-Laws of the Bay Area Chinese Bible Church.

Policy: Chinese Christian Schools (CCS) 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 this policy.**

Anyone who violates this policy will be subject to discipline, up to and including expulsion.

Definition of Sexual Harassment:

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, and 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 CCS.

Examples of Sexual Harassment

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

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 Sexual Harassment

Employee-student sexual harassment is prohibited.

Student-Student Sexual Harassment

Student-Student sexual harassment is prohibited.

What to do if You Experience or Observe Sexual Harassment:

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 officials designated below.

Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated on the following page.

- **All complaints will be promptly investigated.**

Where to Report

Sexual Harassment

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment.

- **Call them at (510) 351-4957**
or speak with them in person:

Brian Camburn SL Site Administrator

David Chew, CCS Pastor

- (510) 522-0200

John Fong

Middle/High School Vice-Principal

Robin Hom, Superintendent

Jimmy Leong

Middle/High School Vice-Principal

Stephen Lim

Middle/High School Vice-Principal

Athletics Advisor

Edward Yue, Elementary Principal

Jenny Lee, Academics Director

Debbie Leong, Development Director

- (510) 522-0200

Grace Leung,

Elementary Vice-Principal

Gloria Ong

Middle/High School Principal

Ellen Tong, R.N. , School Nurse

Confidentiality:

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

Protection Against Retaliation:

It is against CCS policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigative proceeding or hearing concerning sexual harassment.

Procedure for Investigating Complaints and for Taking Corrective Action

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the administrator. The administrator will direct an investigation.

If the investigation confirms the allegations, prompt corrective actions, as stated in the Administrative Procedure Manual shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken.

In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.





Demerit System:
Demerits will be given to students for various offenses:

- Minor Misconduct**
(up to 10 demerits)
- Habitual dress code violations
 - Habitual tardiness, gum-chewing
 - Excessive talking in class
 - Name calling or teasing

- Misconduct** (up to 40 demerits)
- Fighting/rough play
 - Disobedience
 - Disruptive behavior
 - Theft
 - Destruction of property
 - Dishonesty
 - Open disrespect to authority
 - Cheating
 - Improper language
 - Cutting class

As the total number of points reaches different levels, various actions will happen automatically. The number of demerits and resulting actions are:

Actions Automatically Taken:

- **25 demerits:**
Conference with parents and/or After School detention
- **40 demerits:**
Second detention;
Disciplinary probation
- **50 demerits:**
Suspension from school
- **75 demerits:**
Second suspension
- **100 demerits:**
Expulsion from school

Students with 40 or more demerits will be assigned a second afterschool detention as well as lose their extra-curricular privileges (e.g. sport teams, etc.).

Students who fail to fulfill the required detention within one week will not be allowed to attend classes.

This policy provides consistency in our discipline as well as better interaction with parents in meeting the needs of students.

In addition to the demerits, students may be given writing assignments or work duty for various offenses.

Unless otherwise informed, each student will start with zero (0) demerits at the beginning of each school year.

Corrective Measures:
There are several corrective measures the school may impose as part of its disciplinary program:

After School Detention:
Students with 25 or more demerits will be required to stay for After School Detention.
• **From 3:30 pm to 5:30 pm**

- After School Detention will include:
- Performing work duty or writing assignment under the direct supervision of an adult staff member
 - A **\$30** supervision charge

Parents will be responsible for picking up their child at 5:30 pm.

Suspensions:

The following are grounds for suspension (for a period of one-to-five days):

- 50 demerits (1st suspension)
- 75 demerits (2nd suspension)
- Obscene, nasty, or vulgar speech or conduct
- Habitual breaking of school rules
- Verbal, written or electronic threats
- Acts of insubordination
- Malicious mischief (i.e. willful, wanton or reckless injury to others or damage/destruction of property).

Expulsions:

The following are grounds for expulsion of a student from school:

- 100 demerits within a school year;
- Any action causing danger and or harm to any individual (including the student himself);
- Continued actions leading to suspension;
- Possession of dangerous and/or illegal items such as:
 - 1) drugs, alcohol or cigarettes;
 - 2) obscene literature;
 - 3) weapons, such as knives, firearms, and fireworks.
- While enrolled in school, any actions requiring the lawful restraint of civil authority.

Suspensions and expulsions shall be noted on the student's school records.

Cooperation with**Civil Authority:**

CCS treats all verbal, written, and electronic threats seriously. The school may

- **Contact law enforcement** for possession of illegal items, threats, any form of violence directed at others, or any illegal activity.

If any staff member becomes aware of information that causes him/her to suspect a child has been abused, neglected, or is otherwise endangered,

- **Civil authorities will be contacted** in accordance with state law.

Whenever appropriate and possible, the school will also involve parents when civil authorities are contacted.



Business +Financial

Payment of Fees & Charges:

Tuition and bills may be paid in the office during school hours or mailed to:

Chinese Christian Schools
750 Fargo Avenue
San Leandro, CA 94579

Fees and Charges: In addition to tuition, registration and facilities fees, other charges for textbooks, materials, outings, and expenses will be billed as they are incurred.

Installment Payments: Installment payments are due and payable on the first day of the month. Refer to the Tuition and Fee Schedule for the payment schedule.

Late Charges & Returned Checks:

- There is a late charge of **\$25** for each payment received after the 5th of the month.
- There is a **\$25** service charge for all returned checks.

Withdrawals, Suspensions, & Expulsions

If a student withdraws or is expelled prior to the completion of a billing period,

- **There is a 10% cancellation fee** to discontinue annual services (e.g. tuition, transportation or after school).

Mid-Year Semester Break

Once a student remains past the mid-year semester break,

- **Tuition must be paid for the remainder of the school year** regardless of whether the student actually remains enrolled for the entire second semester.

Delinquent Accounts:

Students with delinquent accounts will not be issued quarter or semester grades, nor will they be permitted to begin classes the next quarter, until the balance is paid in full.

The school reserves the right to require payment in advance from families who are repeatedly delinquent on their account.

Cancellation Fees:

CCS commits to parents' requests for transportation and after-school services for the entire school year.

Parents who need to discontinue these services **after August 1** will be charged a "cancellation fee" equal to **10%** of the annual service fee.

School Equipment & Supplies:

Students are required to have their textbooks and supplies ready by the first day of school.

A listing of textbooks and supplies for each class is distributed during Orientation.





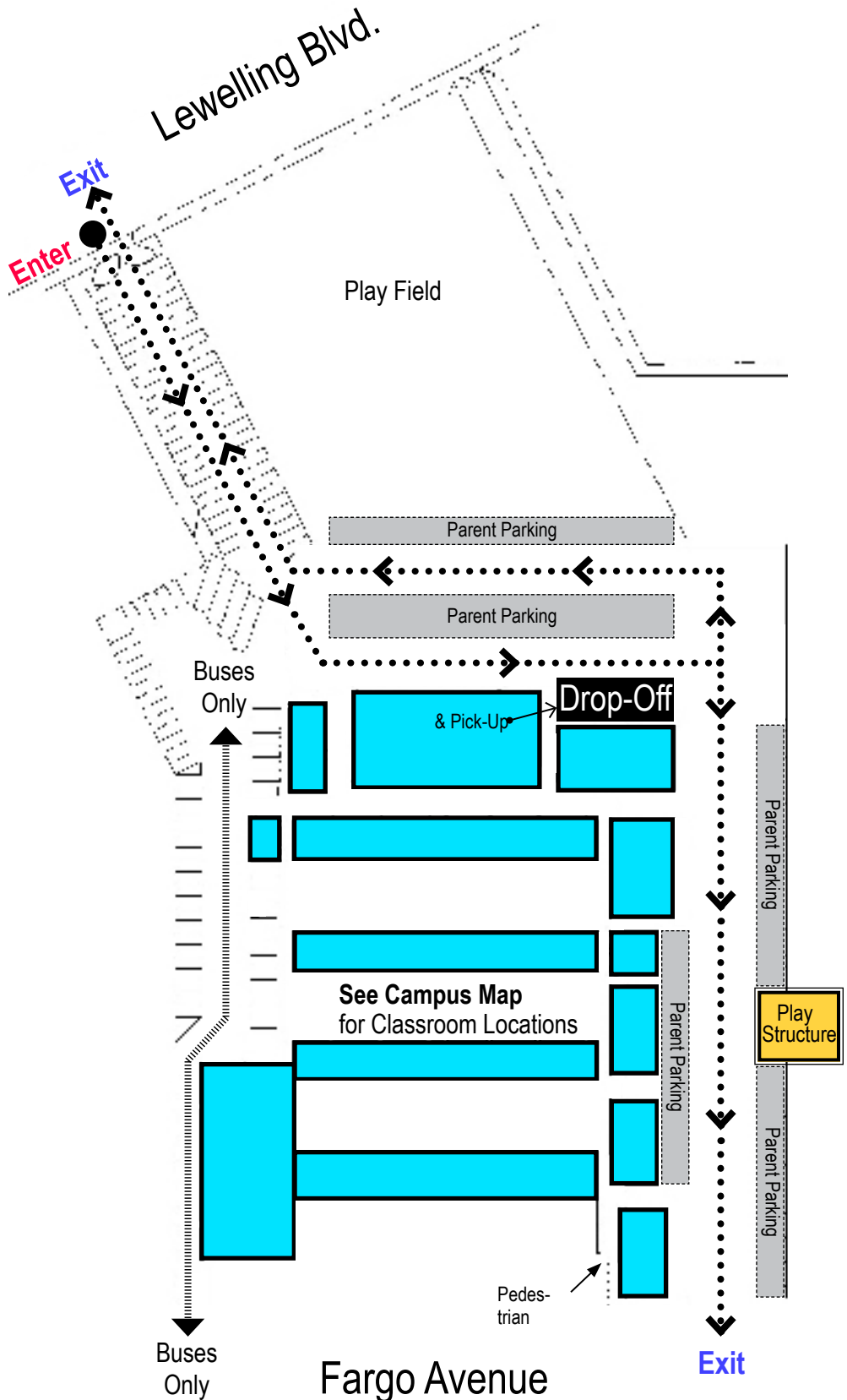
Traffic Flow

Rules

- Drop Off: 7-9 am
- Pick Up: 3-4 pm

1. **Enter** only through the Lewelling gate.
2. **K-5th grades:**
Park & walk your child to class.
- 6-12th grades:**
Use Drop-Off zone or park.
3. **Do not stop** in a traffic lane.
4. **Stop** at crosswalks for pedestrians.
5. **Obey** the traffic monitors.
6. **Observe 5 mph** speed limit.

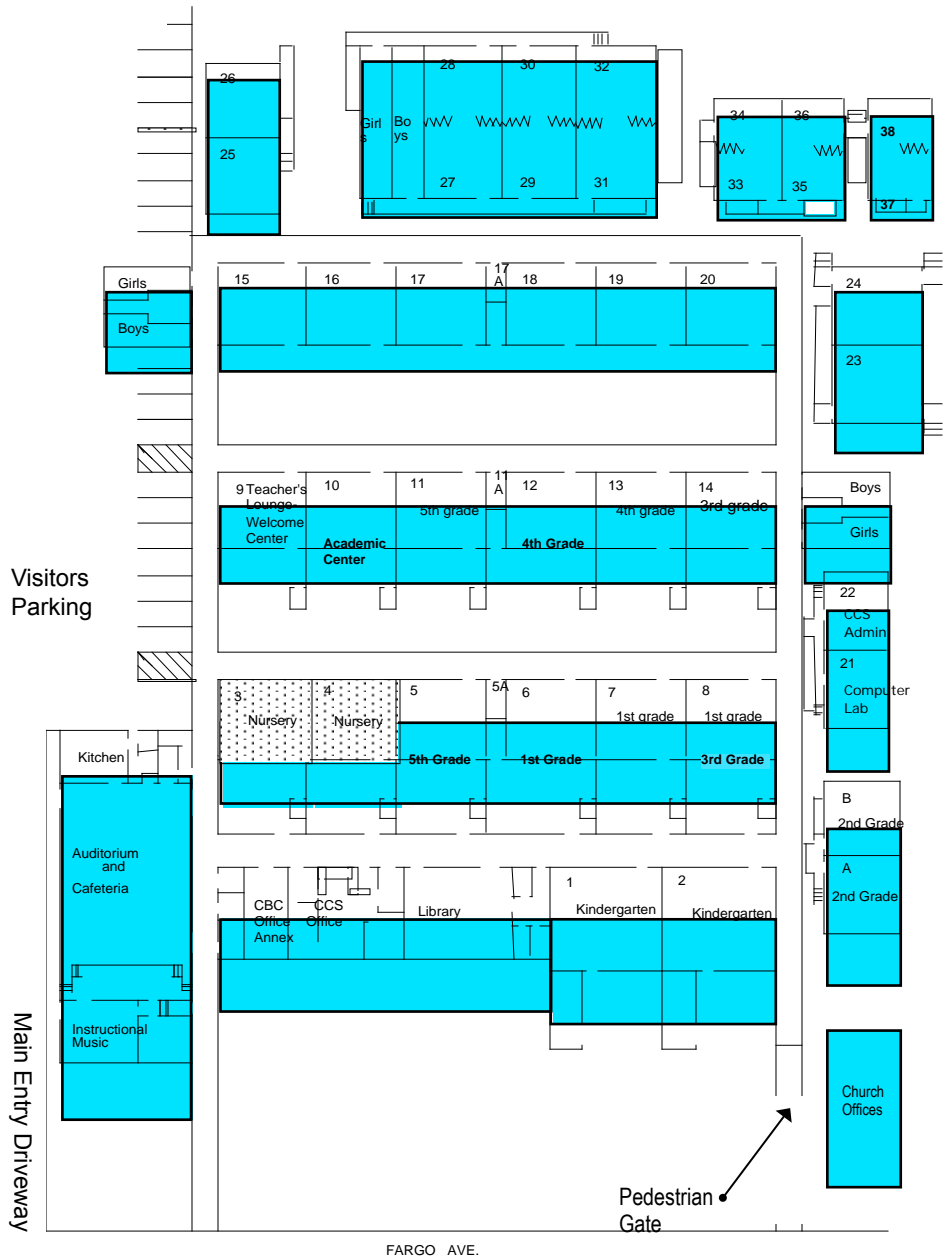
Safety is our no. 1 priority.





Lewelling Blvd.

Basketball Courts



Fargo Avenue

See the **Traffic Flow** map for an overall view of the entire campus site.