



Chinese Christian Schools

2011-2012

High School

Parent • Student

Handbook



1801 North Loop Road, Alameda, California 94502
(510) 522-0200 • Fax: (510) 522-0204
Email: ccsalameda@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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A Message To Our Students

■ Your School

Chinese Christian Schools is your school. Strange as this may sound to some of you, it is an inescapable fact that the reason why this school was created, the reason it still exists, the reason why teachers come to teach, and the reason we do what we do all centers around you - our students. Therefore, we only succeed if you succeed, and if you fail, we fail as well.

■ Your Progress

The unmistakable message is that the school administration, faculty, staff, and parents are all here to help and support you. The rules and guidelines in this Handbook are not barriers to your progress, but safeguards to give you the best possible opportunity for success. If you choose to ignore, challenge, or resist them, it will only cause you, your parents, and the school to be unhappy because none of us will accomplish our goal.

■ A Partnership

However, if we all work together in partnership, history has shown that our students reach incredible heights of accomplishment. Working together, we find little need to refer to the Handbook for rules because we can fashion our own solutions and solve our own problems. What does it take to work together? Communication, trust, respect, honesty, forgiveness, selflessness, and a host of other virtues extolled in the Bible.

■ Your Decision

The administration, faculty, and staff of Chinese Christian Schools are committed and dedicated to working with parents and students to accomplish our mutual goals. We want to govern by relationship, not by rule, but the choice is up to you. As middle and high school students, you decide whether to accept our helping hand and guidance.

■ Our Hope

We hope that you, like hundreds who have gone before, will work with us to see how God has wonderfully equipped you to fulfill His perfect plan for your life.

CCS Administration



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

Gloria Ong, MS/HS Principal

- (510) 522-0200 Ext. 2305
- GloriaOng@ccs-rams.org

John Fong, MS/HS Vice-Principal

- (510) 522-0200 Ext. 3213
- JohnFong@ccs-rams.org

Jimmy Leong, MS/HS Vice-Principal

- (510) 522-0200 Ext. 3213
- JimmyLeong@ccs-rams.org

Stephen Lim, MS/HS Vice-Principal;
Athletics Advisor

- (510) 522-0200 Ext. 3214
- StephenLim@ccs-rams.org

Patrick Chow, CCS Pastor

- (510) 377-0264
- PatrickChow@ccs-rams.org
- PChow@bacbc.info

Robin Hom, Superintendent

- (510) 522-0200 Ext. 2303
- RobinHom@ccs-rams.org

Alan Chew, Operations Director

- (510) 522-0200 Ext. 3216
- AlanChew@ccs-rams.org

Jenny Lee, Academics Director

- (510) 522-0200 Ext. 3210
- JennyLee@ccs-rams.org

Debbie Leong, Development Director

- (510) 522-0200 Ext. 2304
- DebbieLeong@ccs-rams.org

Support:

Cindy Loh, Admissions

- (510) 351-4957, Ext. 1210
- CindyLoh@ccs-rams.org

Carol Wong, Academic Advisor

- (510) 522-0200 Ext. 3201

- CarolWong@ccs-rams.org

Ellen Tong, School Nurse

- (510) 522-0200 Ext. 2302
- EllenTong@ccs-rams.org

School Office:

- (510) 522-0200
- Hours: 8:00 am to 4:30 pm
- Email: ccsalameda@ccs-rams.org

Before School Care:

- To contact staff from 7:00 - 8:00 am:
- (510) 522-0200 Ext. 2102

After School Care:

- To contact staff after 4:30 pm:
- (510) 522-0200 Ext. 2102

Transportation:

- To leave a message for your driver,
if your child is going to be absent:
- (510) 351-4957, Ext. 4605
- Call before 6:45 am

Food Service:

- Nancy Tom
- (510) 351-4957, Ext. 1220
- 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/2345> ★ High School

Chinese Christian Schools - Alameda

2011-2012 School Calendar

		2011						
		S	M	T	W	T	F	S
		3	4	5	6	7	8	9
		10	11	12	13	14	15	16
		17	18	19	20	21	22	23
		24	25	26	27	28	29	30
		31						
July			1	2	3	4	5	6
		7	8	9	10	11	12	13
		14	15	16	17	18	19	20
		21	22	23	24	25	26	27
		28	29	30	31			
August						1	2	3
		4	5	6	7	8	9	10
		11	12	13	14	15	16	17
		18	19	20	21	22	23	24
		25	26	27	28	29	30	
September								1
		2	3	4	5	6	7	8
		9	10	11	12	13	14	15
		16	17	18	19	20	21	22
		23	24	25	26	27	28	29
		30	31					
October				1	2	3	4	5
		6	7	8	9	10	11	12
		13	14	15	16	17	18	19
		20	21	22	23	24	25	26
		27	28	29	30			
November						1	2	3
		4	5	6	7	8	9	10
		11	12	13	14	15	16	17
		18	19	20	21	22	23	24
		25	26	27	28	29	30	31
December								
		1	2	3	4	5	6	7
		8	9	10	11	12	13	14
		15	16	17	18	19	20	21
		22	23	24	25	26	27	28
		29	30	31				
January								
		5	6	7	8	9	10	11
		12	13	14	15	16	17	18
		19	20	21	22	23	24	25
		26	27	28	29			
February								
		4	5	6	7	8	9	10
		11	12	13	14	15	16	17
		18	19	20	21	22	23	24
		25	26	27	28	29	30	31
March								
		1	2	3	4	5	6	7
		8	9	10	11	12	13	14
		15	16	17	18	19	20	21
		22	23	24	25	26	27	28
		29	30					
April								
		6	7	8	9	10	11	12
		13	14	15	16	17	18	19
		20	21	22	23	24	25	26
		27	28	29	30	31		
May								
June								
		3	4	5	6	7	8	9
		10	11	12	13	14	15	16
		17	18	19	20	21	22	23
		24	25	26	27	28	29	30

Transforming

Lives

for

the

Glory

of

God

- July 4 Independence Day Holiday
- July 22 Summer School regular session ends
- July 29 Summer School credit classes end
- August 8 6th, 9th, & MS/HS New Family Orientations
- August 11 K-5 Orientation Night
- August 17 K-5 First Day of School - Minimum Day
- August 18 6-12 First Day of School
- August 26 Middle School All-Dayer
- September 2 School Picture Day; 6-12 Back to School Night
- September 5 No School - Labor Day Holiday
- September 9 High School All-Dayer
- October 1 Annual Luau and Silent Auction
- October 7 No School: Teachers In-Service Day
- October 13-18 8th Grade Grand Canyon Trip
- October 15 PSAT Exam (10th & 11th Grades)
- October 18-21 6th Grade Outdoor Education Trip
- October 28 No School: Quarter Break-Teachers Work Day
- November 3-4 No School: Parent/Teacher Conferences
- November 6 Daylight Saving Time ends
- November 11 No School: Veteran's Day
- November 24-25 No School: Thanksgiving Holidays
- December 2 Middle/High Science Bowls
- December 5 In-House Spelling Bees
- December 14-16 Sr. High Final Exams
- December 16 End of Fall Semester
- Dec 19-Jan 2 No School: Christmas Vacation
- January 3 School Resumes
- January 16 No School: MLK, Jr. Holiday
- January 23 No School: Teacher's In-Service Day
- January 28 Annual Crab Feed
- February 10 No School: Teachers Work Day
- February 11 Open House: 9:00 AM - 12:00 Noon
- February 17 No School: Staff In-Service Day-ACSI Spelling Bees
- February 20 No School: President's Day Holiday
- March 2 Spring Picture Day
- March 9 No School: Teachers In-Service Day
- March 10 ACSI Math Olympics @ SL Campus
- March 11 Daylight Saving Time begins
- March 16 End of 3rd quarter
- March 19-23 No School: Spring Break
- April 4-6 4th Grade Gold Country Trip
- April 16-20 SAT-10 Testing
- April 30 No School: Teachers In-Service Day
- May 23-25 Senior High finals
- May 28 No School: Memorial Day Holiday
- May 27-June 4 12th Grade Senior Trip***
- May 27-June 2 10th Grade East Coast Trip***
- May 30 Senior High Last Day of School
- May 31 5th Grade Promotion
- June 1 Last Day of School; K Promotion
- June 6 8th Grade Graduation
- June 9 12th Grade Commencement**



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 Alameda, CA 94502
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 www.ccs-rams.org

Minimum Day No School *tentative date 8.8.11

All Dates Subject to Change. Always check the online school calendar.



Campus Policies

Classroom Hours:

Regular Day: 8:25 am to 3:25 pm
Minimum Day: 8:25 am to 12:30 pm

Drop Off Before School:

Students may arrive on campus as early as **7:00 am**. Once on campus, students may not leave campus without proper authorization (see Closed Campus policies).

Pick Up After School:

Parents are to pick up their children by:

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

For safety reasons, students not picked up on time will be placed in the After School Program and charged the daily fee for after school supervision and a snack.

Parents must pick up After School Care children before 6 pm. If you will be unavoidably late, please call the After School Care (510) 522-0200 Ext. 2102 as early as possible.

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

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) 522-0200

Email: FirstnameLastname@ccs-rams.org

For example, the e-mail of Mrs. Gloria Ong is GloriaOng@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 announcement is available (unrestricted access) at the following:

- **High School**
<http://ccs.powerschool.com/bulletin/2345>

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, x4605**

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.

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.

After School Hours:

Students are allowed to stay after school only with school authorization and parental permission.

Examples of authorized programs:

- After School Care
- Student Clubs
- Scheduled Yearbook meetings
- Special study groups.

Students must submit:

- A permission slip or
- A note signed by both parent and the staff who will be supervising him/her after school.

The note must be submitted to the school office by 8:30 am.

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 by:

- **3:45 pm** (regular school days)
- **12:45 pm** (minimum days)

For safety reasons, students not picked up on time will be placed in the After School Program in Room E102, even if you give a courtesy call, you will be charged the daily fee for after school supervision and a snack.

Parents must pick up After School Care children before 6 pm. After 6 pm there is a late fee of \$5 for every 10 minutes. If you will be unavoidably late, please call as early as possible.

- **(510) 522-0200, x2102**

Pick-Up & Drop Off Procedures:

Car Transportation: All cars are to enter campus through the south gate (the one closer to Harbor Bay Parkway) on North Loop Road. For safety reasons, please observe the 5 mph speed limit whenever on campus. Please see the site plan for additional information about traffic flow.

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.

School Bus: The school bus loading zone is on the walkway adjacent to the playground area (see site map). Students waiting for the school bus are to stand in line 10 feet away from the loading zone. Students are to go directly to class after being dropped off and should not linger in the parking lot areas.

Bicycle: Students on bicycles are expected to obey all state and local regulations regarding the wearing of helmets, traffic rules of the road, and bicycle safety. Students are expected to dismount and walk their bicycles once they reach the curb/walkways.

The bicycle rack is located near the bus loading zone south of the education building. Students are responsible for locking and securing their bicycles. CCS cannot be responsible for any theft or damage to one's bicycle.

Pedestrians: Pedestrians may enter campus from North Loop Road. Once on campus, pedestrians should use the nearest walkway and head directly to class. For safety reasons, do not linger in the parking lot areas.

Lunch Time Rules:

Unless weather conditions prohibit, students may spend their lunchtime outdoors in the playground area.

Students who wish to stay indoors during lunch may stay in the cafeteria or assigned classrooms.

Students who forget to bring their lunch will be charged for any provision the school makes for them.



Absences:

Whenever possible, parents or guardians are to notify the school office ahead of time (in writing) of any student absence. If advance notification is not possible,

For students riding the school bus, notify your driver by leaving a message at

- **(510) 351-4957, x4605**
Call before 6:45 am.

If no notification is received regarding an absent student, the office will call the parents that same day. If the school must repeatedly verify a student's absence due to lack of notification, a fee may be charged.

The following does not constitute an excused tardy:

- Student over-slept
- Did not get out of the house on time

Unexcused Absences: 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.

An unexcused absence is deemed a "cut" and the consequences may include :

- **Suspension and 40 demerits.**

AP & Honors Classes: Students in AP & Honors Classes may miss no more than 10 class periods per quar-

ter or 15 class periods per semester or they must drop the class. In all other classes, students must attend 33% of the class periods in order to earn credit. Students arriving more than 10 minutes late will be considered absent.

Tardies:

If a student arrives to his first period class more than **10** minutes late, he or she must obtain a tardy pass from the office first.

Tardy Pass: 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.

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

- **5 demerits** and
- The lowering of one conduct grade each quarter.

Limit Per Quarter: Excused tardies and/or absences will not have any negative consequence on a student's conduct grade. However, students will be permitted only **5** excused tardies and/or absences per quarter without academic consequence.

On the 6th and all additional excused tardies or absences in a quarter, the student will not be allowed to make up any missed class work unless a doctor's note of excuse is submitted to the office upon the student's return.

Early Release:

Parents are to inform the office 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.

While some accommodation can be made by teachers, students will not benefit from the classroom learning environment even by keeping up with class work independently.

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



Health + Safety

Required Records:

All 10th grade students 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 whether they purchase lunch or not.

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 immuniza-

tion 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.

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

Chinese Christian Schools wants to have a safe, healthful, and inclusive environment for all students. To that end, we have instituted a policy that excludes all peanut/nut products from refreshments, snacks, or goodies provided for others during school or class functions, parties, and events. Baked and cooked products purchased from a store or homemade are not necessarily safe, so please remember to check all labels and ingredients carefully (e.g. check for peanut oil, traces of peanuts). Thank you for your cooperation and understanding.



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 Policy:

CCS disavows the practice of grading "on a curve". There are no "class

averages" which require some students to pass and some to fail. We also expressly disavow "grade inflation" where students' grades are artificially raised in order to make a student or teacher falsely appear to be more successful than they are in reality.

Grading Scale & Points:

97 - 100%	A+	4.0	
93 - 96%	A	4.0	Excellent
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
63 - 66%	D	1.0	Average
60 - 62%	D-	0.7	
0 - 59%	F	0.0	Fail

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: Due to circumstances beyond a student's control, he/she may not be able to complete a course by the end of the grading period. In these situations, a teacher may issue an "I" for quarter and/or semester work. This is issued with the understanding between teacher and student that the student will make up the work within a specified time frame to complete the course or the "I" grade will be converted into an "F".

“NG” = No Grade: 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 convert into an F.

“W” = Withdrawal: Students will need to give colleges they apply to an explanation for the “W,” which indicates a student failed to complete a course without adequate justification.

Honors & Advanced Placement: Students receiving a grade of “C-” or better may earn an extra grade point (e.g. 5.0 for an A) for UC-approved Honors level or Advanced Placement (AP) classes.

AP courses are college level courses offered to qualified high school students. Check with the Academics Advisor, College Advisor, or individual colleges regarding transferable units upon passing the College Board AP exams.

It should be noted that colleges select and calculate GPA according to their own standards.

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, Chapel, Physical Education, electives, etc., unless specifically exempted by administration.

Course Selection & Changes:

Students’ class registration and requests for class changes must be done timely and approved by Administration. See the Academics Advisor for current policies and procedures.

Adding Classes: A student may add an academic class if the completed “Request for Changes in Schedule Form” is received and approved by the Academics Advisor by the 10th school day of each new semester.

Dropping Classes: A student may drop an academic class if the completed “Request for Change in Schedule Form” is received and approved by the Academics Advisor before the first day of the 2nd and 4th quarters. The class will not appear on the student’s transcript.

A student desiring to drop a class after the first day of the 2nd and 4th quarters will be issued an “W” grade for the semester.

Challenging a Course:

Students generally will not receive credit from CCS for a class not taken at CCS. There are very limited exceptions to this rule and they must be approved in advance. Requests to challenge a course or to receive credit for classes taken off site should be made far in advance of registration to avoid any misunderstanding or disappointment.

Requirements for Promotion & Graduation:

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

Before a graduation diploma can be granted, Senior High School students must earn a minimum GPA of 1.7, throughout grades 9th to 12th, with a minimum of **36** units of course credits.

The School Board and the Administration have the prerogative to deny re-admission to any student who is failing to meet the promotion or graduation requirements of the school.

Opportunities to meet the academic requirements may be extended to failing students by placing them on academic probation.

Academic & College Advising:

CCS provides staff and resources to assist students and families in their academic and college planning and decision-making.

It is very important that students and families **plan early** and take the initiative in investigating options and information.

Due to limited resources, CCS staff cannot provide all the individual attention students and parents may desire at the moment it is requested. The school conducts several meetings each year to provide information on academic and college planning.

Those students and families who have been diligent in attending these meetings and in pursuing “self-help”

will be given priority when allocating staff time for specific assistance.

Co-Curricular Activity

Participation:

Chinese Christian Schools seeks to help students develop their God-given talents and abilities in a broad and comprehensive range of areas. The school therefore offers a wide variety of co-curricular activities for student participation.

However, it is important for students to maintain the proper balance and priorities in their stewardship of time regarding home, school, church, work, and other obligations. It is the parent’s duty to monitor a child’s involvement in co-curricular activities. However, the school will assist by limiting participation in co-curricular activities based on a student’s proven ability to uphold his academic responsibilities.

Most Recent GPA	Participation Units* Allowed
4.00 +	No Limit
3.50 +	16
3.00 +	13
2.50 +	8
2.00 +	3
under 2.00	none

* A participation unit is equivalent to one 45-60 minute meeting period per week beyond the student’s regular course load.

If an activity meets during elective period twice a week and after school once a week for 1 hour, that activity would be rated for 3 participation units.



Bus Transportation Policy

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 the vehicles.

- **Do not socialize** in the parking lot area.

9th to 12th grades parents may park their vehicles and pick up their children from their **designated waiting areas**. Students are not to attempt boarding vehicles that are still in the flow of traffic.

There is to be no running or playing in the parking lots or waiting area. Pedestrians must use the crosswalks to cross parking lots before and after school.

Note:

Go to the Campus Section of the handbook for pick-up and drop-off procedures.

Student Drivers & Passengers:

Only those high school students that have received special permission from their parents and the school may drive to and from school on a regular basis. Student drivers may only carry the passengers specified in their authorization.

Student drivers may only park in their specified areas and may not go to their vehicles during the school day

without specific permission.

Students that wish to ride with a student driver must receive specific authorization from their parents and the school. Approved passengers may only ride with the student driver specified in their authorization.

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 open windows but are expected to close them before leaving.

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 and 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, x4605**
Call before 6:45 am



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:

High school students will purchase lunch by presenting their student ID cards.

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.





Student Uniforms:

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

- **Dennis Uniform Company**
130Doolittle Drive
San Leandro, CA 94577
(510) 569-3811
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.

In middle and high school, the uniform dress policy is one of coordinated dress. (See table on the next page)

Uniform Jackets: Students in grades 9 to 12 may wear one of the following jackets:

- **A long-sleeved jacket in solid Navy blue, black, or charcoal-gray colors.**

The jacket shall not have 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, denim, or have the appearance of a hoodie are not allowed on regular uniform days.

Other Options:

- **School award jacket or**
- **Sports team warm-up jacket**
- **Official CCS Hoodie**

Award jackets and sports team warm-ups may not be worn by students who do not qualify to own one.

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 (i.e. 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 must be worn at all times.

Girls shall wear white socks, white tights, or skin tone nylon stockings.

Boys shall wear dark color dress socks or white 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 tucked in** at all times.
- **Belts must be worn** for pants with belt loops.

• Uniform Items •			
Female Students	9th-12th	Male Students	9th-12th
Sweater		Sweater	
• Cardinal Cardigan or Long-sleeved pullover	Required	• Navy Cardigan or Long-sleeved pullover	Required
• Cardinal Sweater vest	Optional	• Navy Sweater vest	Optional
Tops		Tops	
• White Long or Short-sleeved Oxford Shirt, Turtleneck, or Knit Polo Shirt	All may be used as part of the required uniform	• White Long or Short-sleeved Oxford Shirt, Turtleneck, or Knit Polo Shirt	All may be used as part of the required uniform
• Navy or Cardinal Knit "Polo" Shirt	Optional	• Navy or Cardinal Knit "Polo" Shirt	Optional
Bottoms		Bottoms	
• Navy, Black, or Khaki Twill Skirts, Pants	All may be used as part of the required uniform	• Navy, Black, or Khaki Twill Pants	All may be used as part of the required uniform
• or Skorts	Optional		
<i>Skirt and Skorts lengths must be no more than 4" from the floor when kneeling.</i>			

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.

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 shoes.

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.

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

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

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

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

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.

Facial hair must be neatly trimmed.

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 discreetness 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 and skorts must be no more than 4" from the floor when kneeling.



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.

Lockers:

Lockers are assigned to each Senior High student for the temporary storage of textbooks, school supplies and personal property during the school day. They are the property of Chinese Christian Schools and are made available for the use and convenience of students. Students may be charged for damaged or dirty lockers requiring repair or cleaning. The student assumes full liability for any property stored on campus, including things placed inside lockers. Any loss, theft or damage of property stored in the lockers is the student's responsibility.

The following rules and regulations shall govern the use of the lockers:

Locks: Students shall be given the combination of the built-in locks. Any attached lock found on lockers will be removed. Students may not make use of an unassigned locker. Leaving a locker open or unlocked may result in forfeiture of locker privileges for a specified length of time.

Access: Students may not gain access to any locker other than their own. Students may use lockers before school, during passing periods and lunch, and after school until 5 pm. Students are NOT to share combinations with other students.

Maintenance and

Inspections: Lockers are to be kept clean and orderly at all times. No permanent decorations are allowed on or in the lockers. Students shall not kick, hit, strike, or slam lockers. There

will be locker inspections by Administration, both announced and unannounced, to ensure their maintenance and proper use. Locker organizers (available from Target, Wal-Mart, etc.) are highly recommended.

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, 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.

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) 522-0200**
or speak with them in person:

Patrick Chow, CCS Pastor

• (510) 377-0264

Robin Hom, Superintendent

Leona Lam, Elementary Vice-Principal

John Fong, Middle/High School Vice-Principal

Jimmy Leong, Middle/High School Vice-Principal

Stephen Lim Middle/High School Vice-Principal

.....
Jenny Lee, Academics Director

Debbie Leong, Development Director

• (510) 522-0200

Gloria Ong, 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.





Student Discipline

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 after school 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 **\$50** 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
1801 North Loop Road
Alameda, CA 94502

.....
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 **\$30** for each payment received after the 5th of the month.
- There is a **\$30** 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.





High School

•Course of Study•

English

- English I (9th), Adv. ESL
- World Literature
- English II Honors
- American Literature
- British Literature
- Adv. Composition & Literature
- AP Language
- AP Literature

Social Sciences

- World History
- U.S. History, Sheltered US History or AP U.S. History
- AP European History
- American Gov't or AP Gov't
- Economics or AP Economics
- Psychology or AP Psychology

Language

- Mandarin I-IV, Honors Mandarin
- AP Chinese Language
- Spanish I-III

Visual & Performing Arts

- Art I, Art II, Art III, AP Studio Art
- Music I or Concert Choir
- Drama I

Mathematics

- Algebra I
- Geometry
- Algebra II, Algebra II Honors
- Statistics (1 semester)
- Pre-Calculus/Pre-Calculus Honors
- AP Calculus AB or BC

Sciences

- Science 9
- Biology or AP Biology
- Chemistry, Chemistry Honors or AP Chemistry
- Physics or AP Physics C
- PhysioAnatomy

Others

- Bible
- Prog. in C++, Prog. in C++ Honors, Java AP Computer Science
- Physical Education*/Sports Team*
- Electives*
- Heath**/Driver's Ed.

* Subjects not included when calculating GPA.

** Quarter-long class required for graduation

Minimum Course Requirements

	CCS Diploma College Prep	CCS Diploma State of CA	CSU & UC Eligibility
a. History	2.5 years	2.5 years	2 years
b. English	4 years	3 years	4 years
c. Math	3 years	2 years	3 years recommend 4 yrs.
d. Language	3 years	1 year (or Vis/Perf Arts)	2 years recommend 3 yrs.
e. Science	2 years (1 lab)	2 years (biological and physical)	2 years recommend 3 yrs.
f. Electives	1.5 years	Select classes, inc. vocational classes 2 yrs of PE	1 yr. Vis/Perf Arts 1 year of Electives
Total Classes	16	15	15

Community College Courses Accepted for High School Credit
at CCS with approval from Academic Advisor

1. English IA if taken over the summer.
2. Classes which are taken to make up course deficiencies.

General Guidelines for College Coursework

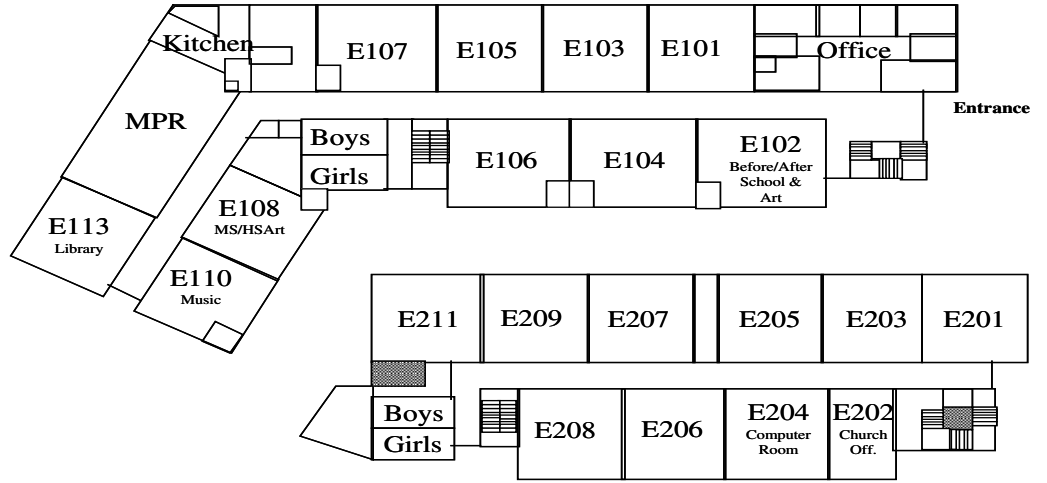
1. An application to the college must be submitted along with the additional paper work required for high school students.
2. A placement exam must be taken prior to registering for a math or English class.
3. Class registration occurs after the application has been processed. Students are notified of their priority date for class registration by the college.
4. After completing the course, a transcript from the community college needs to be sent to CCS before any high school credit can be given.
5. The course needs to be at least 3 units to receive high school credit.
6. If a class is not accepted for high school credit, the course may still be listed in the student's college application if the course is a transferable course to the 4-year institution the student is applying to.

Links:

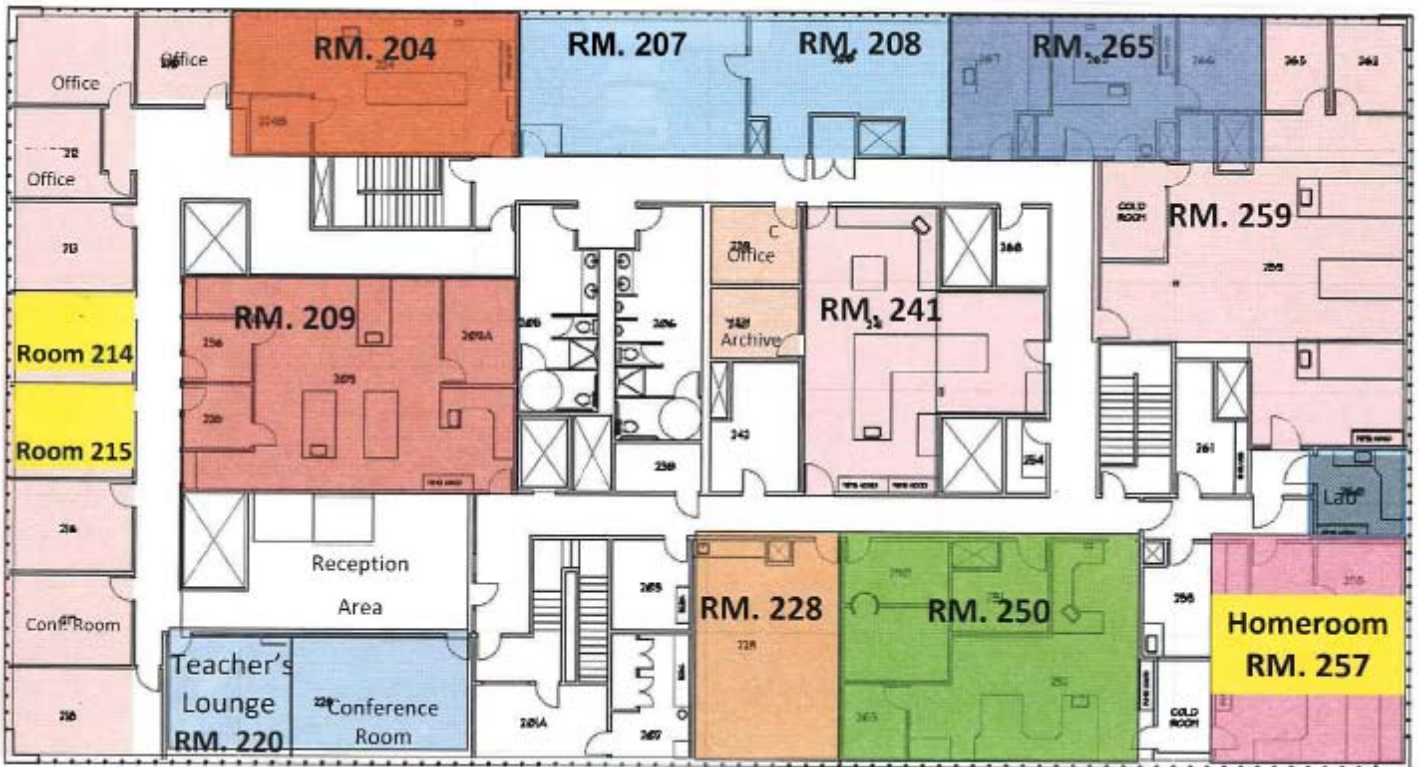
- www.californiacolleges.edu
- www.collegeboard.com
- www.act.org
- <https://doorways.ucop.edu/list>
- www.csumentor.edu/planning/high_school
- universityofcalifornia.edu/students/welcome.html



Alameda Educational Building Map



Alameda High School Lab





Traffic Flow

Rules

- Drop Off: 7-9 am
 - Pick Up: 3-4 pm
1. **Enter and Exit** through North Loop Road.
 2. **K-12th grades:** Use Drop-Off/Bus Loading zone for drop off only or park in Lot 1 or 2.
 3. **Parking Lot #2**
7 am-8:45 am and
3 pm - 4 pm
 4. **Do not stop** in a traffic lane.
 5. **Stop** at crosswalks for pedestrians.
 6. **Obey** the traffic monitors.
 7. **Observe 5 mph** speed limit.

**Safety is
our no. 1
priority.**

