



# **CITY CHRISTIAN**

school handbook  
2025-2026

A PLACE TO LEARN, GROW AND BELONG

This handbook has been designed to assist the student, parents, teachers, and administration of City Christian School. Students and parents should familiarize themselves with the school policies because it is impossible to foresee all situations which may arise during a school year, the CCS Administration reserves the right to change or alter any portion of this handbook during the school year as deemed necessary. Please note, adjustments will be made throughout the year due to COVID-19 and the needs of the school.

**CITY CHRISTIAN SCHOOL**

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[www.citychristian.org](http://www.citychristian.org)



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## MISSION AND BELIEFS

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### MESSAGE TO PARENTS

Dear Parents,

Welcome to the 2025-2026 school year! Our staff consider it an honor that you have chosen City Christian School to partner with you in the education of your child.

This Parent and Student Handbook is designed to help you understand more about our school and policies and procedures we follow to help assure a positive experience for all our students. Please familiarize yourself and your student(s) with the information, as it will be referred to by administration and staff as needed.

Your Partner in Christ,

Mrs. Katie Venti  
Head of School

*"All your children shall be taught by the Lord, And great shall be the peace of your children."*  
Isaiah 54:13 (NKJV)

### MESSAGE TO STUDENTS

Dear Students,

The City Christian School Staff hopes you are excited about what is ahead for this new year! We hope you are ready for a new year of learning more about God and about the world He created. Get ready to do your best, work hard, and learn to grow in many ways just as was said of Jesus, *"...Jesus increased in wisdom and stature, and in favor with God and men"* (Luke 2:52 NKJV).

This handbook has guidelines for all students at City Christian School so that we can all have a positive school experience. Please take some time to talk through these guidelines with your parents and ask questions so that you feel comfortable about what is expected. We are looking forward to a wonderful year!

In Christ,

Mrs. Venti  
Head of School

## HISTORY OF CITY CHRISTIAN SCHOOL

City Christian School has served the Ventura community for over 40 years.

1979: Founded as “College Heights Christian School” by College Heights Baptist Church.

2010: Through a unanimous decision of the congregation of The Worship Center, formerly “College Heights Baptist Church,” Pastor David Kilpatrick bequeathed the facilities, church, and school to Pastors Jude and Becky Fouquier.

2016: The school changed to doing business as City Christian School.

2019-2020: 40<sup>th</sup> year of City Christian School.

July 2023: Full accreditation received from both ACSI and WASC.

Students are enrolled from JrK through 8<sup>th</sup> grade. Current enrollment includes students from Camarillo to Ojai, and Fillmore to Ventura. City Christian School represents a wide range of cultural and religious diversity. Current enrollment is 45.41% male and 54.59% female. City Christian School operates as a ministry of City Church California with a distinct 501c3 tax identification.

## OUR MISSION

City Christian School began from the passion of a local church to provide its families a place for students to receive a quality education with clear Christian values. Established in that desire CCS embraces community, school personnel, parents, and students united to fulfill the purpose of education under the Lordship of Jesus Christ.

***Mission Statement:*** *City Christian School, in its commitment to the Christian faith, exists to educate the whole child; preparing its graduates to be competent servant-leaders who are spiritually alive, mentally alert, physically active and involved with a local church.*

Fulfilling the school’s mission requires the involvement of our entire CCS community. It is our desire that this handbook help you understand more about our school and the policies and procedures which help it operate. Please become familiar with the contents of this handbook and contact the school administration if you have any questions.

## COMMON COMMITMENT

*"...present your bodies a living sacrifice, holy, acceptable to God, which is your reasonable service. And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what is that good and acceptable and perfect will of God." (Romans 12:1-2 NKJV)*

City Christian School believes our commitment should be to our lives as a *“living sacrifice”* to God and discovering the *“will of God”* for our lives. We are committed to the *“renewing of our minds,”* having God's perspective rather than a human perspective. Our desire is that CCS students will not conform to the world but be those that help transform the world around them for Christ.

The family's commitment provides the basis for the school's procedure for working together. CCS is solution oriented. If there is a common commitment (family-school), there will be a solution for every problem. Amos 3:3 puts it this way: *“Do two walk together unless they have agreed to do so?”* If the school and family have a common commitment, if they agree to walk together, solutions to difficulties will be found.

The common commitment is that the school and the family have chosen together to make serving God the most important task in life. The desire of both parties will be to bring every area of life under obedience to Jesus Christ. (Philippians 2:5-11)

Service for Jesus Christ is bound up in obedience to Him. At school, the specific areas of obedience include interpersonal relationships, personal conduct (language, dress, attitude, etc.) and stewardship of time (activities, studies, etc.). Obedience to Jesus Christ includes obedience to those He has placed over you to help in these specific areas. City Christian School is an educational institution committed to consistent Biblical Christianity.

## **EXPECTED STUDENT OUTCOMES**

***Spiritually Alive.*** Spiritually growing individuals who:

- have accepted Jesus Christ as their Savior.
- seek God as the source of truth.
- recognize God's love, will, and authority in their lives.
- are able share their testimony with others.
- seek to serve others with humility and grace.
- respectfully challenge authorities that are contrary to God's Word.
- are actively involved in a local church.
- honor God in all environments.

***Mentally Alert.*** Critically thinking learners who:

- take personal responsibility in the learning process and behaviors.
- investigate meaning beyond the obvious.
- demonstrate problem-solving skills.
- apply the truth of Scripture and reasoning skills to analyze information.
- express and defend their faith.
- present ideas clearly.
- are able to lead others when needed.
- work well as a team member.

- are able to work with others to solve problems.
- participate in a variety of activities from the arts to athletics.
- have competency in everyday computer skills.

**Physically Active.** Healthy students who:

- are physically, emotionally, and spiritually fit.
- enjoy a variety of physical activities.
- understand the importance God places on physical health.

## STATEMENTS & DISTINCTIVES OF FAITH

**Statements of Faith:** These Statements of Faith represent what City Christian School believes to be core elements of biblical teaching and are expected to be affirmed in all areas.

1. **Scripture** – We believe in the accepted canon of the Scriptures that is inspired by God as originally given. We believe in the infallibly and uniquely authoritative quality of Scripture that is free from error of any sort in all matters with which they deal; including scientific and historical, as well as moral and theological (2 Tim 3:16; 1 Cor 2:13).
2. **God, Himself** – We believe in the Eternal Godhead who has revealed himself as one God existing in three persons: Father, Son, and Holy Spirit; distinguishable but indivisible we affirm the Trinity is co-equal, co-eternal, and co-existent (Matt 28:19; 2 Cor 13:14).
3. **The Lord Jesus Christ** – We believe in the Lord Jesus Christ, the Savior of Humanity, conceived of the Holy Spirit, born of the Virgin Mary, fully God and fully man. He is the only sufficient sacrifice for the sins of the world and the perfect mediator that imputes his righteousness to all those who believe (Luke 1:26-35; John 1:18; Isaiah 7:14; 9:16).
4. **Christ's Death and Resurrection** – We believe Christ died for our sins, was buried and rose again the third day, and personally appeared to his disciples (1 Cor 15:14; Rom 4:25).
5. **Christ's Bodily Ascension** – We believe in the bodily ascension of Jesus to Heaven, His exaltation, and His personal, literal, and bodily coming again the second time for the Church (John 14:2-3; 1 Thess 4:13-18).
6. **Salvation by Grace Through Faith** – We believe in the salvation of sinners by grace, through repentance and faith in the perfect and sufficient work of the cross of Calvary by which we obtain remission of sins (Eph 2:8-9; Heb 9:12,22; Rom 5:11).
7. **Origin of Humanity** – We believe God created humanity, male and female. We believe in the test and fall of humanity and through God's grace redemption through Christ (Rom 3:10-18).

**Distinctives of Faith:** These distinctives of Faith reflect what distinguishes City Christian School from other schools that would affirm our statements of faith. These distinctives shape the way that City Christian School is led and the direction the school is headed.



8. **Marriage** – We believe in the sacrament and sanctity of marriage as established by the Holy Scriptures, which is a life-long covenant joining one man and one woman. (Gen 2:24; Rom 7:2-3; 1 Cor 7:10-11; Eph 5:22-33). We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.) We believe that in order to preserve the function and integrity of City Christian School, and to provide a biblical role model to the students of City Christian School and the community, it is imperative that all persons employed by City Christian School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)
9. **Biblical History** – We believe in the full historicity and perspicuity of the Biblical record of primeval history. (Gen 1-11).
10. **Water Baptism** – We believe in the sacrament of water baptism by immersion in the name of the Eternal Godhead in order to fulfill the command of Christ and is a unique channel of grace (Matt 28:19; Acts 2:37-39; 19:1-6).
11. **Baptism of the Holy Spirit** – We believe in the baptism of the Holy Spirit as a sovereign act of God that the believer continually experiences through faith and surrender (Acts 2:1-4; 8:14-17; 10:44-46; Gal 3:14-15; Eph 5:18).
12. **The Gifts of the Spirit** – We believe the gifts of the Holy Spirit are a vital part of the believer and the church today and are imparted to the believer for the edification of the church (1 Cor 12-14; Rom 12:6-8; Eph 4).
13. **Healing** – We believe God heals the body and soul through three main channels: miracles, medicine, and glorification. (Acts 4:30; Rom 8:11; 1 Cor 12:9; James 5:1).
14. **Communion** – We believe in the sacrament of the Table of the Lord for believers, commonly called Communion. It is a unique channel of grace where the believer experiences a substantial reality of Christ. (John 6:22-59; 1 Cor 11:28-32).
15. **Tithes, Offerings, and Prosperity** – We believe the tithe (the first ten percent of our income) is an act of obedience, giving to the Lord what He says is His. The offering is an act of generosity, giving to God what He says is ours. We believe prosperity is the heart of God for every believer for the purpose of building the Church through wise stewardship. (Deut 8:18; 2 Cor 9:6-15).
16. **Eternal Life** – We believe in eternal life for believers (John 5:24; 3:16) and eternal separation for unbelievers (Mark 9:43-58; 2 Thess 1:9; Rev 20:10-15).

17. **Satan & His Judgment** – We believe in the reality and personality of Satan and the eternal judgment of Satan and his angels (Matt 25:41; Rev 20:10-15).

## STATEMENT OF GOALS

Seeking to be in harmony with the historic creeds of the Christian faith, we affirm that:

- **God is the sovereign creator of all things (Romans 11:36).** Since God made all things, and the world is held together by His Word and His Grace, all of creation is revelatory of God. Thus, the educational process must begin with the recognition that all of life is inescapably religious in nature. Understanding this, we are compelled to integrate the various academic disciplines into a unified and holistic view of the world in which we live.
  - The educational program at CCS will stress that the knowledge of God and His creation is the ultimate purpose of education.
  - Programs, policies and coursework will integrate all the academic disciplines in a manner consistent with a unified Christian world view.
- **The bible is the word of God written, inspired and infallible, the only authoritative guide for faith and life.** Although God reveals Himself in the created order, we can only understand that by interpreting it in the light of Holy scripture. This means that the educational disciplines must never be seen as independent of the Biblical revelation, as though they are religiously neutral. Instead, the Scriptures must provide the foundation and framework for all of our educational endeavors.
  - Policies and programs will reflect a scriptural approach to education.
  - Coursework will include an explanation of the way Scripture is utilized in the teaching of courses.
  - Instructors will explain the biblical foundation for their courses and show how their discipline reveals and glorifies God.
- **Human beings are created in the image of God.** As a bearer of His image, each person is both accountable to God and is of inestimable value. Accordingly, we believe that every student is to be treated with love and respect. In addition, we recognize that we must cultivate the unique gifts each person possesses and nurture a sense of responsible vocational service to the Kingdom of God.
  - Programs and policies will reflect our determination to meet the needs of those who desire Christian education.
  - Individual abilities and learning styles will be considered when designing academic coursework.
  - CCS policies, procedures and classroom structure will reflect the school's commitment to nurture sound interpersonal relationships.

- **Human beings are stewards of the earth.** God has delegated to human beings, His image bearers, a subordinate authority to exercise Godly dominion in His Name over the creation. As stewards of the created order we are to care for God's world, draw out its latent treasures, and view our labor as a joyous service to God and His world.
  - Coursework will stress our individual and corporate responsibility to be faithful stewards of God's world.
  - Faculty, staff, students and parents will be expected to behave in a manner which respects a biblical model of authority.
  - Coursework will always respect the Creator-Creature distinction.
  - Staff, faculty, students and parents are expected to be good stewards both in and out of the classroom.
  
- **Mankind is fallen in sin, and has brought the creation itself under sin's bondage. (Ephesians 2:1, Romans 8:22).** We recognize that humanity is fallen and that sin has impacted the whole of creation, resulting in our alienation from God and affecting our understanding of ourselves and our relationship to the natural world. We must take seriously the fallenness of the world in which we live and the effect of sin upon our own understanding. Therefore, we recognize that absolute truth is found in Christ alone and not in the products of our own learning.
  - Coursework will include an understanding of the fundamental limitations of that discipline.
  - Policies, procedures and coursework will reflect an acknowledgment of our own limitations, weaknesses and failures.
  
- **Redemption in Jesus Christ extends to the whole of creation. (Acts 2:39)** As Christians, we must confront the fallen world with the claims of Christ, calling upon it to acknowledge His Lordship by taking every thought captive to Christ. Thus, as we build a Christian culture, we must lay claim to every aspect of our world and challenge every other "way of life".
  - Students will be confronted with the Gospel and their need for personal redemption through coursework and campus activities.
  - Coursework shall encourage students to become agents of cultural redemption by challenging them to think "Christianly" and by teaching them to evaluate and engage unbelieving modes of thought.
  - Recognizing our Lord's mandate to be the salt and light of the world, CCS shall serve God's redemptive purposes by strengthening its witness in the community.
  
- **Knowing is doing.** Redemption entails a knowledge of the truth and necessarily results in service and discipleship. Consequently, the Christian school must encourage a sense of loving servanthood by incorporating in its program opportunities for practical community service.

- Faculty, staff, students and parents are expected to model discipleship by following our Lord's command to be servants of all and to love one another.
  - Faculty, students and staff should be recognized and acknowledged for practical demonstrations of servanthood both in and out of the classroom.
8. **Teaching is modeling.** The school is to model a biblical view of life in its operations and its relationships. The task of all at BCS is to manifest the wisdom, love, and discipline of Christ in their responsibilities and in every aspect of their lives.
- Faculty, staff and students are expected to model Christ-like behavior and to evidence spiritual fruit consistent with their age and maturity.
  - Interpersonal relationships are expected to demonstrate an attitude of accountability to one another in Christ.
  - Faculty will encourage students to academic excellence.
  - Reviews and evaluations of both staff and students will reflect a biblical model of discipline and relationships.
9. **The ultimate goal of education is discipleship.** The goal of Christian education is to lead the student to a life of service to Christ's Kingdom and to other people. Therefore, the Christian school will seek first to promote the Kingdom of God and His righteousness, so that its students might incarnate His righteousness in lives of humble service.
- CCS policies will encourage mentoring relationships between students, faculty and staff and will stress accountability.
  - Policies, procedures and coursework will stress the primary importance of seeking the Kingdom of God, and will emphasize our accountability to Christ our Lord.
  - Academic excellence will be encouraged as a form of discipleship.
10. **The relationship between home, church, and school.** City Christian School seeks a relationship of mutual support and encouragement with the families and churches represented in its student body. While this school must never betray its educational vision, it should be responsive to the needs of its families. Parents, on the other hand, should support the school's educational leadership, yet without forsaking their parental responsibility for nurturing the child. Finally, our school recognizes the legitimate spiritual oversight of the Church with respect to its children.
- CCS will urge parental participation in student progress and school activities.
  - Programs, policies, and classroom procedures will encourage church attendance and student involvement in their respective churches.

## ADMISSIONS AND POLICIES

### ADMISSIONS

**Admissions Policy:** All applicants are considered based on an assessment test and the review of current school records. In addition, the following requirements must be met:

1. After touring the school, fill out testing form.
2. Provide current school records.
3. Schedule an assessment (a \$50 fee is due at the time of testing).
4. Some enrollments require an interview with a staff member.
5. Complete enrollment forms.
6. Pay all fees including enrollment, curriculum, and Gradelink and enrichment fees.

Students with learning disabilities will not be excluded from our program provided they meet the entrance requirements and can function successfully in the classroom without special services. Students requiring special services will be admitted only if parents provide a licensed aid. Students with an aid must only be one per classroom. All cases requiring an aid shall be decided by the administration and CCS Board.

Students who have been expelled due to disciplinary reasons from CCS, or another school, will not be accepted for enrollment unless a written appeal is made to the CCS Board. Admission will be considered on a case-by-case basis.

All students participate in a 90-day probationary period. If, during the first 90 days, the student has difficulty following the school guidelines or is failing in their grade level they may be asked to leave City Christian School or placed in a different grade level.

**Notice Of Nondiscriminatory Admissions Policy:** City Christian School (the “School”) admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, financial aid programs, and athletic and other school-administered programs.

### BEFORE AND AFTER SCHOOL CARE

CCS provides a before and after school program attended by caring and qualified personnel. Should you need this service, please contact the school office. Before School Care begins at 7:30 a.m. and ends at 7:45 a.m. The cost for arrival anytime between 7:30 a.m. and 7:45 a.m. is \$5. After School Care begins at 3:00 p.m. and ends at 4:00 p.m. The cost for After School Care is \$10 for any time from pick up to 4:00 p.m. If your time exceeds the 4:00 p.m. limit, a \$5.00 per minute/per student late fee will be assessed.

Students not picked up by 3:00 p.m. will be taken directly to the After School Program. No students will be allowed to linger on or around the school parking lot before 7:45 a.m. or after 3:00 p.m. unless involved in a supervised school activity. It is the responsibility of the parent to sign the student in and out when using the Before or After School Program. Any child not signed out will be charged until 4:00 p.m. Students will NOT be released to any person unless he/she is listed on the authorized pick-up list, or a parental permission form is sent to the school office.

Parents must sign an Authorization to Leave Campus Form in order for his/her student to walk to another location after school. This will be kept on file in the office. Students will not be allowed to leave campus without this waiver.

### **CHILD ABUSE**

Professional school personnel are required by state law to report to designated school and community authorities any suspected case of child abuse and neglect. Failure to make the required report is against the law. The law protects the reporter from any liability which might be incurred for breach of confidence between them and a student. CCS staff, faculty and administrators are accountable before God to prevent this offense against children. City Christian will protect all CCS students.

### **COMMUNICATION**

Our primary form of communication is through email. All newsletters for the whole school and individual classes or groups will be posted on Gradelink as well as emailed. Text messages will also be sent through Gradelink (please note, these messages cannot be replied to). All parent emails sent to our school staff or teachers will be returned within 1 to 2 school days. Parents should call the office if immediate assistance is required.

### **CUSTODY**

All issues of custody or guardianship require a copy of a court order in the student file in the school office. The school's position in all cases of custody is for the welfare of the children and will follow the guidance of the courts. Parents and guardians are expected to maintain positive interactions on campus and with all communication with school personnel. As a school we will do our best to assist with parenting plans, but the school is limited in its authority to implement or mediate these plans. The school is unable to restrict pick up from a legal guardian unless there is a restraining order in place.

### **DIRECTORY**

Our staff and their contact information can be accessed at [www.citychristian.org](http://www.citychristian.org).

## EMERGENCY PREPAREDNESS

Emergency drills are held to help students learn appropriate responses in the event a real emergency should occur, and also for insurance purposes. Students must conduct themselves as though a real emergency was in process. Students are expected to give strict obedience to teachers, school staff, and/or emergency personnel. Teachers explain procedures and the possible routes to be used in exiting the classroom prior to the first drill. An evacuation map is posted in each room.

City Christian School follows the Standard Response Protocol for emergency procedures (<https://iloveguys.org/The-Standard-Response-Protocol.html>), and the Standard Reunification Method for student reunification following an emergency (<https://iloveguys.org/The-Standard-Reunification-Method.html>). In the event of a school-wide emergency, parents will be notified via email, text, and/or phone message with directions for next steps, when necessary.

In the event of a child-specific emergency injury, the parent will be immediately called. If necessary, 911 will be contacted first.

All school staff are trained annually in emergency preparedness. Specific training varies by year and are conducted during Staff Inservice days. Over a 2-year period trainings include CPR/First Aid, school emergency procedures using SRP, professional training from law enforcement, and live situation practice.

## FINANCIAL OBLIGATIONS

**Tuition:** Tuition is an annual charge. Tuition can be divided into ten equal monthly payments, two payments, or all paid at once. Payments can be made online through Gradelink or in the school office. All tuition is due by the 15th of each month beginning August 15th. Tuition payments are required beginning in August will be expected to be paid-in-full unless excused by the CCS Board.

**Fees:** All fees are non-refundable and non-transferable, this includes when a student is not meeting standards due to academic or disciplinary reasons and is withdrawn from CCS. Enrollment Fee and Assessment Fee, if applicable, are due by upon submitting enrollment documents and/or completing the enrollment assessment. The Curriculum Fee is due by April 1<sup>st</sup> (or upon enrollment if after April 1<sup>st</sup>), after April 15<sup>th</sup> you will incur a \$50 charge. The Gradelink and Enrichment Fee is due by May 1<sup>st</sup> (or upon enrollment if after May 1<sup>st</sup>), after May 15<sup>th</sup> you will incur a \$50 charge. If fees are not paid on time you may lose your student's place in the classroom.

**Additional Fees:** Additional fees will be charged based on grade level and/or event participation. All fees will incur a \$50 late fee if not paid according to the timeline stated on the tuition and fees sheet.

**Fundraising:** City Christian School relies solely on finances generated from tuition, fees, and fundraising each year. To keep CCS affordable for school families fundraising is required. Fundraising generated from Run for Funds and Family Game Night Prize Drawing Tickets can be considered a tax donation.

- Run for Funds (October): Recommended fundraising of \$300+ per student (required for students with any form of financial assistance)
- Family Game Night Prize Drawing Tickets (March): Required \$200 ticket sales per family. Due on or before the day of the event; if fundraising goal is not met, student account will be charged and payment required by the end of the month.

**Delinquent Accounts:** Tuition is due by the 15th of each month. All tuition payments not made by the 19th of each month will have a \$50 late fee added to the account on the 20th. In the event of delinquency, a notification will be sent home by the school office. If the account reaches 45 days delinquent, the parent/guardian will be contacted by the office and the child may not be allowed to return to school until the account is brought current unless an arrangement has been established.

**Insufficient Funds:** City Christian School will assess a \$50 fee for any failed electronic transaction or returned check. The payment of tuition is a condition of enrollment. All tuition payments and fees are not refundable. CCS will not release any records, report cards, or transcripts if any balance is owed (e.g. tuition, before/after school care, books, etc.) to CCS. The school has the right to withhold records on delinquent accounts.

**Tuition Refund:** Tuition is nonrefundable when the parents decide to withdraw their child if the reasons listed below are not applicable. All requests, including cases listed below, must be approved by the CCS Board.

Tuition paid in full may be refundable in accordance with the refund table when:

1. The relocation of a family is due to change of job status which results in a move outside of the 30-mile radius of CCS. Written verification that the relocation is job related must be submitted by the parent's immediate supervisor.
2. Despite the good faith effort by both faculty and student, City Christian School decides that a student with a learning disability must be asked to leave as a result of CCS not being able to assist the student in meeting the necessary academic standards, and as a result, the student is not achieving a minimal level of educational success at this stage of his/her formal education.
3. The relocation of a student is due to a change of custody which results in a move outside of the 30-mile radius of CCS. Legal documentation must be presented as evidence of custody change as well as documentation of enrollment into a new school.
4. A case of financial hardship (i.e. sickness, death of an immediate family member, loss of job) is demonstrated.



All refunds approved must be so approved per the following table:

- Withdraw between August 15 – August 31 – refund of 90%
- Withdraw between September 1 – January 31 – refund of 50%
- Withdraw between February 1 – March 31 – refund of 25%
- No refunds will be made after March 31

**Financial Assistance:** CCS has a financial assistance enrollment window for the month of February. Applications after that time are only considered if additional scholarship funds are available. Currently enrolled students will have priority. New students will be considered based on remaining scholarship availability.

## **HEALTH AND MEDICATION**

City Christian School is hereby providing notice that attending school with other students may increase the risk of infection or disease in some students. By enrolling and sending your child to school, you are stating that you understand CCS cannot protect your student or any other persons in your household from risks which may be encountered as a result of your child attending. Your student's attendance shows your recognition that there are natural, mechanical, and environmental conditions and hazards which independently or in combination with any activities engaged in while participating in this program may result in the exposure to certain risks including exposure to coronavirus (COVID-19), or other biological agents, virus or similar bacteriological agents, and the risk of being quarantined, or illness that may result in medical care, hospitalization or death. By having your child attend you understand these inherent risks and dangers involved with participation in the school providing its educational program and acknowledge the existence of risks which are not obvious or predictable, and hereby intend this release to extend to injury or loss which results from both obvious or predictable risks, as well as risks that are unpredictable and not obvious and to extend to yourself, your student or those they come into contact with.

### **Health Services**

Minor first aid will be administered by school personnel. Serious injuries will receive first aid via emergency services of emergency medical technicians of the Ventura Fire Department.

No child with a fever of 100 degrees or above, or a child experiencing vomiting or diarrhea, will be allowed to remain in class. A student may return to school when fever-free without medication for 24 hours (documentation may be required to return to school). Rashes or eye infections may require a child to go home when there is a question of contagion. A child may return to school when the family physician notifies the school in writing that it is safe to do so.

### **Illness Policy**

If your student is exhibiting symptoms of illness (fever, rash, extreme weakness, or tiredness), vomiting, diarrhea, etc.) **you are required to pick up your student within 1 hour of contact from the school office.** Please note, there are NO EXCEPTIONS, please assure you have an alternate

pick up if you are unavailable. Students will be quarantined during that time and all surfaces they contacted will be disinfected.

If your student is ill, please contact the school office by 8:30am to excuse the absence. Also, please note that **a student must be symptom-free for 24 hours** (including fever, vomiting/diarrhea, cough that is not improving, etc.). Please contact the school office with any questions.

### ***Medication Policy***

All students requiring the use of medications during school hours must have a signed Physician Order Form along with parental consent to administer the medication on file in the school office. A Physician's Order Form may be obtained in the school office and must be signed by a parent. A Doctor's note with prescription information is also acceptable in place of a Physician's Order Form.

At the beginning of each school year and anytime there is a change in medication, a new Physician's Order Form along with written parental consent to administer the medication must accompany the new prescription. All medications are kept in our school medical cabinet located in the office and may only be accessed by authorized personnel.

### ***Administering Medications***

Medications must be brought to the school office by the parent or guardian in the original pharmacy container. The pharmacy container must have clear instructions identifying the following: student's name, prescription number, date, frequency, name of medication, dosage, routine, and physician's name. No more than one month's supply (twenty-five school days) of medication shall be kept at school. An email reminder will be sent to the parent when medication becomes low. Empty medication containers must be picked up by the parent in the school office. If a student is to receive a fraction of a tablet ( $\frac{1}{2}$  of a tablet) the parent is responsible for scoring (breaking) the tablets and providing these to the school. All distributed medications will be recorded daily on the student's medication log.

### **INCLEMENT WEATHER PROCEDURES**

In the event weather makes it unsafe to be at school we will notify you through email and/or phone call. If you are unsure contact the school office.

### **KINDERGARTEN ADMISSIONS**

As students enter Junior Kindergarten or Kindergarten it is expected that they will be school-ready in several areas. Below are expected abilities for entry to Junior Kindergarten or Kindergarten at City Christian School. These areas are reinforced throughout the school year and are most effective in the life of the student with reaffirmed at home.

***Personal Health & Hygiene:***

- Independently put on and take off clothes (including shoes and socks)
- Independently open and close beverage and food containers
- Independently use the restroom, including wiping and flushing
- Independently wash hands with the habit of doing so after using the restroom
- Independently use a tissue to blow nose
- Identify which items are for snacks and which are for lunch
- Keep non-food items out of mouth (pencils, crayons, papers, jackets, ...)
- Have basic folding skills for their rest blanket

***School Readiness:***

- Able to recognize their name
- Able to follow a three-step direction
- Able to hold pencils, markers, crayons, and scissors with correct grasp
- Able to pack and unpack backpack items
- Able to clean up after themselves
- Able to raise hand to ask or respond to questions
- Able to sit and listen to stories and answer questions about them
- Able to color in lines
- Able to walk in a line with class

***Interactions With Others:***

- Take turns in conversations
- Take turns in sharing
- Make eye contact with peers or adults when speaking with them
- Use kind words and actions to communicate
- Able to apologize appropriately when an issue arises
- Speak in an appropriate volume
- Understand that others have different feelings than they do
- Cope in a noisy environment
- Recognize and discuss emotions
- Ask for help when needed

**PARENT-TEACHER CONFERENCES**

JrK through 5th grade parents are expected to attend a regularly scheduled fall and spring conference with their child's teacher or teachers to discuss needs, progress, and ways in which the home and school can work together. Middle School conferences are on a need-basis, or at the request of the parent. CCS has set aside designated times in November and March for conferences. It is important that all families schedule appointments to meet with classroom teachers on those days. Additional conferences may be arranged with individual teachers as

needed; it is expected that parents will make every effort to attend any conference called by the school.

City Christian School supports strong Teacher/Parent relationships. Classroom teachers regularly communicate with our parents through email, and we welcome conversations via email and appointments.

### **PHYSICAL REQUIREMENTS**

California law requires documented proof of immunizations for any child entering school for the first time, whether kindergarten or first grade. Health records for all other children should indicate that the immunizations are complete or are in progress. The following are required:

<b><u>Vaccine</u></b>	<b><u>Required Doses</u></b>
Polio	4 doses by Kindergarten
Diphtheria, Tetanus, Pertussis	5 doses by Kindergarten
Measles, Mumps, Rubella (MMR)	2 doses by Kindergarten OR 1 dose by Grades 1-6 & 8 OR 2 doses by 7th Grade
Hepatitis B	3 doses by Kindergarten
Varicella (Chicken Pox)	1 doses by Kindergarten

A student will not be allowed to register or enter school without documented proof of required immunizations. This documentation must be from the student's private physician. If a student cannot take these immunizations for medical reasons, a signed statement from the student's private doctor is required by the school. In accordance with state laws, current immunization records must be on file at the school. The State Health Department audits CCS records annually to ensure compliance with state regulations. Parents must respond promptly to inquiries from the school relating to these records in order to maintain student enrollment at CCS.

### **PARENT VISITATIONS**

At City Christian School we welcome classroom assistance from parents. Any parent who would like to help in a classroom must first check with the teacher for availability. The teacher must then receive approval from the principal. Any visitor must check into the school office before coming on campus.

Parents requesting classroom observations must contact the school principal and receive CCS School Board approval.

\* Please note, this policy is subject to change due to Ventura County and California state requirements for COVID-19. Please contact the school office for the most up-to-date information.

## **PET POLICY**

For the health and safety of all our students, pets are not allowed on campus. If the student has prior approval from their teacher and the school administration, a pet could be brought to a classroom for the educational benefit of the class.

## **RESOLVING DIFFERENCES**

Most students and parents find CCS to be a wonderful experience; however occasionally concerns may arise. The following policy is intended to outline how complaints or concerns should be shared at CCS.

***Issue With a School Policy:*** All policies are determined by the CCS School Board.

1. Contact the school principal to discuss your concern and provide a formal written message to address your concern to the school board for review. The complaint must be submitted in writing and signed by those issuing the complaint.
2. It will be reviewed by the School Board at their next meeting.
3. Once a decision is rendered, the School Board will inform the person making the complaint of its decision in writing.

***Issue With a Student on Campus:***

1. If an issue arises with another student while on campus (please note, the school cannot address off campus issues), the first step is to contact your child's teacher.
2. If needed the teacher will contact the principal.
3. The next step is to speak with the principal.
4. If you feel your concern has not been adequately addressed by the school administration, you may appeal directly to the school board in writing.

***Issue With a Staff Member:***

1. If an issue arises with a staff member, the first step is to meet with that person and try to resolve the issue.
2. Upon failure to reach a satisfactory solution, the next step is to speak with the principal.
3. If you feel your concern has not been adequately addressed by the school administration, you may appeal directly to the school board in writing.

## **SCHOOL BOARD**

City Christian School is governed by a board of individuals chosen by the existing school board and upon recommendation of the oversight of City Church California. Directors are elected as necessary by the Board at each annual meeting. Each director must be a Christian in good standing with his or her church and must believe without reservation in the purpose and mission of City Christian School. Each director must have a lifestyle consistent with the standards set forth in 1 Timothy 3:2-7.

#### 2025-2026 City Christian School Board:

- Rick Green – CCS Board President, ricklgreen@sbcglobal.net
- Phil Venti – Treasurer & City Church Elder, philipventi@yahoo.com
- Jay Smith, jay@ministrytraining.org
- Becky Fouquier, becky@citychurchca.com
- Laurie Kumpf, lkumpfchcs@yahoo.com

#### SCHOOL HOURS

Elementary: 8:00am-2:50pm

Middle School (6<sup>th</sup>-8<sup>th</sup>): 8:00am-3:00pm

#### *Office Hours:*

- Mondays: 7:30am-3:10pm
- Tuesdays-Fridays: 7:30am-4:00pm

#### SEXUAL HARASSMENT

Sexual harassment of students or employees by other students or by employees of City Christian School is unlawful. It is contrary to our religious belief and the commitment of this school to provide a stable learning and working environment.

#### SERVICE HOURS

City Christian School relies on its partnership with our families and therefore requires that families earn 10 Service Hours per student throughout the school year. The first 5 hours are due by the 5<sup>th</sup> of December and the second 5 hours are due by the 5<sup>th</sup> of May. If Service Hours are not completed and submitted by the designated dates student accounts will be charged \$20 for each hour not earned.

Service Hours may be earned by volunteering in a variety of ways including, but not limited to, driving on field trips, helping with fundraisers, school event committees, classroom activities and assisting with projects around the facility.

Service Hours must be entered on Gradelink through your parent login. To enter your hours, please click on the “Service Hours” tab and add an entry. Your hours will be sent to the administration for approval. Prior hours submissions and approval can be viewed in your Gradelink account.

#### STUDENT RECORDS

All student records are maintained in the school office. According to law, student records will be kept for 60 years. In the event the school permanently closes, all student files will be digitized for the custodian of records to keep, and physical files will be returned to the student or family. Records for students unable to be located will be kept digitally and the physical file shredded.

## DAILY OPERATION POLICIES AND GRADING

### ARRIVAL AND DISMISSAL

Our school day begins promptly at 8:00am and ends between 2:50pm and 3:00pm depending on grade level. Students arriving after the school gate is closed must check in the school office for a pass. Students are able to enter the campus at 7:45 a.m. without incurring a charge. After 8:00 a.m. students will be marked tardy. Elementary (Jr K-5<sup>th</sup>) students will conclude their day at 2:50 p.m. with pickup in the courtyard. Middle school students will locate parents from their classrooms and walk to their cars beginning at 3:00 p.m.

Any student leaving campus before their designated dismissal time must be checked out of the school office. When a student checks out and returns the same day, the student must check into the school office before returning to class.

When someone other than the parent or guardian comes to the school office to check out a student, verification of identity and confirmed approval from the parent or guardian will be conducted before the student is allowed to leave school.

### ATTENDANCE

Quality education requires regular school attendance. A student's level of success in school relates directly to class attendance and quality of work which is why City Christian School works diligently to accurately track and record student attendance. Students who are identified as chronically absent or truant shall be subject to the interventions specified in law and administrative regulation.

#### ***Tardiness***

Students not in their classroom by the 8:00 a.m. bell will be marked tardy. Please note, tardiness is determined by the time the student arrives in their classroom. Students tardy past 8:05 a.m. must check in at the school office; Jr K through 1st grade students must have a parent check in.

Ten times tardy in a quarter, whether excused or unexcused, will result in notification from the school office of potential truancy, which may affect continuation at City Christian School. A student presenting a doctor's slip upon checking in will be excused for that day's tardiness.

#### ***Absences***

Parents are required to notify the school by 8:30 a.m. if their student will be absent that day. Ten times absent (including early dismissal) in a quarter, whether excused or unexcused, will result in notification from the school office of potential truancy, which may affect continuation at City Christian School.

### *Excused Absences*

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following reasons:

1. Personal illness
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, optometry, or chiropractic appointment
4. Attendance at funeral services for a member of the student's immediate family. Such absence shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
5. Illness or medical appointment of a child to whom the student is the custodial parent
6. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to:
  - a. Appearance in court
  - b. Attendance at a funeral service
  - c. Observance of a religious holiday or ceremony
  - d. Attendance at religious retreats for no more than four hours per semester
  - e. Attendance at an employment conference
  - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
7. To spend time with an immediate family member who is an active-duty member of the uniformed services and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment. Such absence shall be granted for a period of time to be determined at the discretion of the Head of School.
8. Attendance at a naturalization ceremony to become a United States citizen
9. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school.
10. Work in the entertainment or allied industry. Such absence shall be excused provided that the student holds a work permit authorizing such work and is absent for a period of not more than five consecutive days and up to five absences per school year.
11. Other reasons authorized at the discretion of the Head of School based on the student's specific circumstances.

For the purpose of the absences described above, immediate family means the student's parent/guardian, brother or sister, grandparent, or any other relative living in the student's household.

### *Method of Verification*

Upon returning to school following the absence, students should present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian or other person having charge or control of the student.



When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible using the school absence form,

<https://citychristian.wufoo.com/forms/excused-absence-request/>.

The following methods may be used to verify student absences:

1. Email from parent/guardian or parent representative to the school office.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative.
3. Physician's verification through doctor's office visit notification or doctor's request for school absence.

A student with an excused absence will have the one days per excused absence to make up, complete, and turn in all work (i.e., an absence on Monday would result in work assigned Monday to be due Wednesday). For absences longer than two days, parents should contact the school office and arrange a time to pick up assignments, so students stay current.

#### *Extended Absence Request*

Families may request an Extended Absence through email to the Head of School for the School Board to review. Any request must be submitted at least one month before the requested leave. To be eligible for a non-medical leave, the student shall, at the time the leave of absence is to begin, have at least a 2.5 GPA. The written request shall include:

1. The purpose of the leave
2. The length of the leave
3. Provision for a meeting or contact between the student and the school at least once a month while the student is on leave
4. A statement that the leave is for the purpose of supervised travel, study, training, or work not available to the student under another educational option

For lengthy absences, parents may need to provide additional tutoring. Students are required to make up missed work. Unless an emergency exists, teachers will not be asked by the school office to give exams at times other than those specified for all students.

#### *Unexcused Absences*

Any reason for an absence other than the ones stated above will be considered unexcused. If a student fails to bring a note from the doctor within two school days, following the absence, the absence will be considered unexcused. Students with unexcused absences will not be allowed to make up classwork, homework, tests or quizzes.

Please note, any type of suspension (in school or at home) is considered an unexcused absence.

### ***Excessive Absences***

If there are reasons why a student must be absent for more than 10 days per semester or more than 20 days per year, a formal request must be made through email to the Head of School for the School Board to review. Any request should include all necessary documentation (i.e. doctor's note) and should be requested before the 10 absences have occurred.

### ***Truancy***

As previously stated, ten times absent (including early dismissal) in a semester, whether excused or unexcused, may result in a truancy report. Any student with nearing 10 absences in a semester (excused or unexcused) will be notified by the school office. At the discretion of the Head of School and School Board, 10 or more absences in a semester will result in a truancy report to the Ventura Police Department with possible expulsion from the school.

### **CITIZENSHIP GRADING**

In 1<sup>st</sup> through 8<sup>th</sup> grades students will receive a quarterly citizenship grade. Teachers enter weekly citizenship grades based on daily tally marks given based on the following criteria,

- Following directions in the classroom.
- Turning in homework on time.
- Keeping their locker area clean.
- Paying attention in class and not distracting their neighbor.
- Participating in classroom discussions and activities.
- Showing respect for other students and staff.
- Using appropriate language and kind words.
- Coming to class prepared with supplies needed.
- Being on time.
- Wearing the proper uniform.

Based on the above areas, students receive marks (both positive and negative) from their classroom teachers. Any suspension will receive a 10% per day reduction for that week. At the end of the week, teachers calculate the overall weekly grade for each student and enter the grade into Gradelink. The weekly grades are combined to create the quarter grade.

### **ELECTRONIC DEVICE POLICY**

- All WIFI/cellular-connected devices (other than computer required for class) must be turned into the teacher and will be returned after school is dismissed.
- MP3 players, iPods, iPads/tablets, and other electronic or battery-operated devices are not to be used during school hours.
- Calculators are allowed when they are required for mathematics class.

## **HOMEWORK POLICY**

Homework assignments should best be viewed as independent practice for students. In other words, the assigned task is simply providing the student a chance to practice or “polish” a skill. Homework activities should be preceded by classroom activities which provide guided practice. By way of a general guideline, homework assignments should be given that will take no more than ten minutes per grade level; ex. second grade students should be limited to about 20 minutes of homework. No grade level should have more than 1 hour of homework on a consistent basis.

## **HOT LUNCH**

Hot lunch is offered five days a week for \$9 per meal through CCS Lunch Program (link available on the school’s website). For safety purposes, no third-party lunch deliveries will be allowed.

## **LOST AND FOUND**

Clothing, lunch bags, and other items which may be left lying around should be labeled with the student’s name, grade level, and home phone number. Found articles are placed in a designated Lost & Found location with our Student Care Staff. Students and parents are encouraged to frequently check there for lost or misplaced items. All unclaimed items are quarterly donated to organizations that help the needy.

## **MAKE UP ASSIGNMENTS**

The school recognizes there are various reasons a student may need to make up missing work or correct low scoring assignments. These opportunities are allowed at the discretion of the classroom teacher or school administration. Parents may request the opportunity for a student to make up missed assignments or correct low scoring assignments. Students are not allowed to retake tests unless requested by the classroom teacher and opportunity is provided to the entire class.

### ***Absence (see page 25 for more information on absence policies)***

When a student is absent from school for 1-2 days, all missing work will be collected when the student returns and is expected to be completed within one day of receipt (if more time is requested, the parent can contact the classroom teacher and the teacher will make the final decision). All missed quizzes and tests must be rescheduled for a time that day, or in the future, with the teacher the day the student returns to the classroom.

When a student is absent from school more than 2 days, the parent should call the school office to request the absent work for pick up. All work missed will be expected to be completed within one day of returning to school (if more time is requested, the parent can contact the classroom teacher and the teacher will make the final decision). All missed quizzes and tests must be rescheduled for a time that day, or in the future, with the teacher the day the student returns to the classroom. Regardless of the length of absence, no work should be returned to the teacher

later than one week after the original due date (parents may drop off completed work in the office for extensive illnesses).

### ***Corrections***

Teachers may allow students to make corrections to assignments scoring lower than a B- grade. Accurate corrections will result in ½ credit per correct answer (true/false or 50/50 questions will not receive credit for corrections). Corrections are allowed on assignments only, no quizzes or tests. For 1<sup>st</sup> through 3<sup>rd</sup> grades, all corrections are due within one week of receiving the graded assignment. For 4<sup>th</sup> through 8<sup>th</sup> grades, all corrections are due within one day of receiving the graded assignment. The allowance of corrections and allotment of time for those corrections is at the discretion of the teacher, any adjustment to classroom or handbook policy must be approved by the school administration.

### ***Extra Credit***

The school policy is that teachers are not to provide separate additional assignments, or extra credit, for individual students.

## **MESSAGES FOR STUDENTS**

If you have an important telephone message for a student, please call it in before 1 p.m. We will do our best to deliver the message to the student by the end of the day.

## **SCHOOL SUPPLIES AND TEXTBOOKS**

Students need to bring items as required by the teacher. Supply lists will be emailed in June or July and will be posted on the school website under the Parents tab. Parents are allowed to select the version of the Bible they prefer their student to memorize from. Teachers will most frequently utilize The New King James Version (NKJV) or New International Version (NIV) for uniformity.

Students will use both workbooks and textbooks. Any non-textbook materials or supplies provided by the teacher and/or school must be returned at the end of the school year. Careless or deliberate damage to school items will be charged to the student account on a replacement value basis.

## **STUDENT GRADING AND PROMOTION**

### ***Academic Awards***

Academic Awards are presented quarterly and at year end. Honor Roll is received for students with a 3.0 GPA or higher, High Honor Roll is received for a 3.7 GPA or higher

### ***Gradelink***

Student grades are reported through Gradelink. For grades 1 through 8 assignment information is also available with comments from teachers on grading when appropriate. Report cards are able to be downloaded from Gradelink

***Progress Reports***

Mid-quarter progress reports will be sent out for students with grades below a C-.

***Promotion from Grade Level***

Students may not be promoted to the next grade level if they fail two or more core subjects for two or more quarters of the school year. Quarterly, if students are receiving a D or lower in any core class they will be placed on Academic Probation until the grades have consistently improved. If a student faces the possibility of not being promoted, there will be preventative meetings, and the school board and/or principal will make the final decision for promotion.

***Report Cards***

Report cards are available 1-2 weeks following the end of the quarter. Report cards can be downloaded from Gradelink, or at a parent's request, a physical copy will be printed.

***Transcripts***

Official transcripts can be requested by contacting the school office, (805) 658-2900.

## UNIFORM STANDARDS

One of the principal purposes of the dress code is to encourage students to dress appropriately as a representative of both CCS and Jesus Christ. In addition, uniforms are a safety factor for our school to assure students on campus are identifiable. **The CCS dress code is explained below; however, the school administration is the final authority on uniform standards.**

All logo uniform items should be purchased through the designated school uniform provider (contact the school office for uniform provider list).

### ALL GRADES

- **Jackets, Coats, Sweaters, and Sweatshirts** (all grades). All jackets, coats, sweaters, and sweatshirts must be navy blue ONLY. Outwear may be purchased from uniform provider with a CCS logo; or may be purchase from other retailers if they are plain with no patterns, texture, or colored stitching.
- **Shoes** (all grades) Closed-toed rubber-soled shoes that are appropriate for running and play are required for all grades. Sports type shoes are recommended. No dark or evil characters, light up shoes, or pointed heels are allowed. For safety reasons, students will not be allowed to wear sandals (including Crocs), dress shoes, open-toed/open-back shoes, high-heel shoes, or shoes with wheels. Shoe rules apply on Free Dress days, unless otherwise instructed.
- **Tights/leggings** (all grades) Navy blue tights are allowed but may not be worn with shorts. Solid navy-blue leggings may also be worn under skorts and jumpers.
- **Pants/shorts/skorts** All pants, shorts, and skorts must be hemmed. No pants, shorts, or skorts, may be rolled, cuffed, cut, or frayed. If cuffs appear on the items at the time the items are purchased, the cuffs are permitted.
- **Body Piercing and Tattoos** (all grades) Visible body piercing (other than earrings) and visible tattoos are prohibited on campus and at all school functions whether on or off campus including athletic events.
- **Hairstyles** (all grades) Hair should be neatly styled and cut so that hair is not covering the eyes or face. Hair fashions that are extreme or call attention to themselves, including spiking (e.g., “mohawks”), dramatic coloring (only natural hair colors), are not permitted.
- **Jewelry** (all grades) CCS administration shall be the final interpreter of jewelry. Jewelry must be in good taste, not excessive. Large loop earrings are prohibited for safety reasons on campus and at all school functions whether on or off campus including athletic events.
- **Make-up & Nail Polish** (all grades) Make-up and nail polish may only be worn by female students in good taste and not excessive.

### ELEMENTARY (K-5<sup>TH</sup>)

- **Skorts (GIRLS ONLY):** Uniform style khaki, navy, and plaid (plaid must be from uniform provider only). Skorts must be no more than 4 inches above the knee. May be purchased through a retailer or uniform provider. **(No skirts are allowed)**
- **Pants:** Uniform style khakis or navy pants. No cargo styles, designs or holes. Pants may be purchased through a retailer or uniform provider.
- **Shorts:** Uniform style khaki or navy. No cargo styles, designs or holes. Shorts must be no more than 4 inches above the knee. Shorts may be purchased through a retailer or uniform provider.
- **Shirts:** Polo shirts with school logo are navy blue, light blue, green, or gray. Solid navy-blue polos may be purchased through other store but must be uniform-style polos. Students must have at least one uniform provider light blue polo with logo for assemblies. Students may wear a white-short sleeved t-shirt under their uniform shirt.
- **Field Trip T-Shirt:** All students must purchase a navy-blue field trip t-shirt with the school logo from the uniform provider. Field Trip t-shirts are only to be worn on a field trip day. Standard uniform skorts, pants, or shorts should be worn with the field trip shirt, unless classroom teacher designates differently.
- **4<sup>th</sup> & 5<sup>th</sup> Grade PE Uniform:** Students must purchase a navy-blue field trip shirt for PE use from uniform provider. Students must wear navy blue athletic shorts or pants with the uniform shirt. Shorts must be within 4 inches of knee or have navy blue leggings underneath.

### MIDDLE SCHOOL & HIGH SCHOOL (6<sup>TH</sup>-12<sup>TH</sup>)

- **Skorts (GIRLS ONLY):** Uniform style khaki and navy. Skorts must be no more than 4 inches above the knee. Skorts may be purchased through a retailer or uniform provider. **(No skirts are allowed)**
- **Pants:** Uniform style khakis or navy pants. No cargo styles, designs or holes. Pants may be purchased through a retailer or uniform provider.
- **Shorts:** Uniform style khaki or navy. No cargo styles, designs or holes. Shorts must be no more than 4 inches above the knee. Shorts may be purchased through a retailer or uniform provider.
- **Shirts:** Polo shirts with school logo are navy blue, light blue, green, or gray. Solid navy-blue polos may be purchased through other store but must be uniform-style polos. Students must have at least one uniform provider light blue polo with logo for assemblies. Students may wear a white-short sleeved t-shirt under their uniform shirt.
- **PE:** Students must purchase a navy-blue field trip/PE shirt for PE use from uniform provider. Students must wear navy blue athletic shorts or pants with the uniform shirt. Shorts must be within 4 inches of knee or have navy blue leggings underneath.
- **HIGH SCHOOL ADDITIONS:** Additions to uniform guidelines for high school students will be made within the first quarter of 2025-2026 to add variations for these students.

### **NOTE TO PARENTS**

We respectfully ask parents to assist the school by purchasing only regulation apparel, maintaining an adequate supply of laundered uniforms, insisting that the student come to school with the required apparel, including apparel during inclement weather.

Please note that we will be enforcing strict adherence to the uniform dress code. A uniform code infraction will result in the parents being contacted to bring a correct uniform to school for their children. If the parent(s) choose to not bring a change of uniform, students will receive a uniform from the office and family accounts will be charged for the item. If any part of the uniform is modified (lowered, cut-off, etc.), that article of clothing will be unacceptable.

### **FREE DRESS FRIDAY**

Once a month we offer free dress Friday. Students participating shall wear clothing that is in accordance with the free dress policy for the school. Modesty must always be considered.

Please observe the following:

- Shirts must have sleeves and cover the midriff
- Shorts are Bermuda style length only (within 4 inches of knee)
- Baggy or “grunge” clothes are not permitted.
- Undergarments may not be exposed
- Pants must be worn at waist area
- Bike shorts, exercise type pants, leggings, pajama bottoms, or sweatpants are not permitted.
- Closed toe shoes must still be worn
- Torn or soiled clothes are not permitted
- Skirts must be knee length
- All attire must be free of depicting evil, darkness, negativity, and foul language

All students are required to follow the school’s dress code. Parents are ultimately responsible for the dress and appearance of their children.



## STUDENT EXPECTATIONS

City Christian School is committed to helping students grow spiritually, intellectually, and physically. To support a safe and respectful learning environment, students are expected to follow these guidelines both on and off campus:

### 1. **Honor God.**

Students are expected to maintain wholesome relationships, speak and act with integrity, and uphold Christian moral standards, including:

- Students are expected to speak in a way that honors God
- Students should dress and use facilities in accordance with one's biological sex
- Students should abstain from sexual activity
- Students should not engage in immoral, racist, sexual, or drug-related behavior or possess materials involving the like

### 2. **Respect Yourself, Others and Property.**

Students should treat staff, classmates, and school property with care and respect. This includes:

- Students should respect their schoolwork by upholding academic integrity in all assignments, tests, and projects, refraining from cheating and plagiarism
- Student safety for both the individual student and entire student body should be prioritized; therefore, students may not possess any weapons or drugs (prescription, non-prescription, or illegal) on campus (all medication must be administered in the school office)
- Student behavior campus should be considerate of others at all times
- Students should be supervised and in expected locations
- Students should work to repair and restore relationships when conflict arise
- All property whether personally or school owned should be treated with care and respect

### **BREAK AND COURTYARD GUIDELINES**

The following guidelines should be followed at all times while on campus.

1. **Run Only on Cement—No Running with Food.** Running is only allowed on the cement areas. Always walk when you have food or are near others eating.
2. **Eat at the Tables and Clean Up.** Food must stay at the lunch tables. Ask a supervisor before leaving your seat, and make sure to clean up your area when you're done.
3. **Leave Toys at Home.** For everyone's safety, personal toys are not allowed at school.
4. **Keep Hands and Bodies to Yourself.** Respect personal space—no pushing, grabbing, or rough play.
5. **No Kicking Balls in the Courtyard.** Soft balls only—no hard balls or bats allowed in the courtyard. Balls should not be kicked in this area.

6. **Use Play Equipment Safely.** Go down the slide—never up! Don't climb on the outside or jump off the play structure.
7. **Stay in Supervised Areas.** Always stay where an adult can see you. Ask permission before leaving your play area.

Courtyard Whistle Signals:

- Emergency (drop to a knee immediately) – 3 whistles
- Back to Class – 2 whistles
- Change (parking lot, bathroom & water) – 1 whistle

### **MIDDLE SCHOOL AND HIGH SCHOOL EXPECTATIONS**

Middle and high school students are expected to uphold all the previous student expectations. In addition to those expectations, students are expected to maintain high academic and behavior standards. At CCS the highest standard is to produce godly character in our lives.

#### ***Student Leadership***

The goal of City Christian Middle and High School is to develop strong leadership skills within our students. Student leaders work with student groups weekly during homeroom meetings to foster student independence in responsibility, respect, resourcefulness, and responsiveness. Students Leaders are nominated by their classmates, teachers, and had a cumulative honor roll GPA for the current school year.

#### ***Overnight Trips and Non-Academic Field Trips***

Our middle school students represent Christ to the world around them. To maintain a positive impression in the world students wanting to attend all overnight or non-academic school field trips (ex. Catalina, 8th Grade DC Trip, 8th Grade Magic Mountain) must fulfill the following criteria:

- Academics – 2.0 or better cumulative GPA for the year with no Ds or Fs.
- Citizenship grade – A or B in citizenship for the previous 12 months.
- Discipline – No code 3 infractions and/or less than 3 code 2 infractions within the previous 12 months. If an infraction has occurred in less than 12 months, there will be a behavioral plan in place for the student to show improvement and potentially be allowed to attend the trip.

#### ***Graduation Speaker***

The graduation speaker represents City Christian School and its standards. To choose a commencement speaker that reflects both character and academic excellence, the speaker will be selected based on the following criteria:

1. Academics – Cumulative high honor roll for all middle school.
2. Attendance – Exemplary attendance records for middle school.

3. Godly Character – Promotes a lifestyle of godly character through the following assessments:
  1. Citizenship grade – A or B in citizenship for the previous 12 months.
  2. Character trait awards – recognized by school staff in monthly character awards (meekness, forgiveness, patience, kindness, self-control, etc.)
4. Discipline – No code 3 infractions and/or less than 3 code 2 infractions within the previous 12 months.
5. Testimony – In written or spoken testimony, there is a clear demonstration of a pursuit of godly standards.

### **ATHLETICS EXPECTATIONS**

We believe sports offer a powerful opportunity to grow physically, mentally, and spiritually. Our goal is to develop student-athletes who demonstrate integrity, responsibility, and represent City Christian School with excellence. City Christian Middle School is part of the Tri-Valley Christian Athletic League (TVCAL). Currently we are able to offer the following athletic opportunities:

- **Fall Sports:** Flag Football (Middle School), Volleyball (4<sup>th</sup> & 5<sup>th</sup> Girls, 6<sup>th</sup>-8<sup>th</sup> Girls), and Cross Country (through VCSXC, Elementary 3<sup>rd</sup>-5<sup>th</sup> and Middle School Teams)
- **Winter Sports:** Basketball (4<sup>th</sup> & 5<sup>th</sup> Girls, 4<sup>th</sup> & 5<sup>th</sup> Boys, 6<sup>th</sup>-8<sup>th</sup> Girls, 6<sup>th</sup>-8<sup>th</sup> Boys)
- **Spring Sports:** Soccer (6<sup>th</sup>-8<sup>th</sup> Girls, 6<sup>th</sup>-8<sup>th</sup> Boys)

### ***Parent Involvement***

We value parent involvement as coaches or assistants. All coaching assignments are determined by the Athletic Director and school leadership. Prior coaching does not guarantee future positions.

### ***Eligibility***

#### **Physical and Financial Responsibility**

Before participating in any sports practice, the school office must have the following items:

- A current physical exam form (by a doctor)
- All online documents signed by student and parent
- Athletic fee submitted to school office

### **Academics**

To participate in sports, students must:

- Maintain a **minimum 2.0 GPA** at the end of each grading period.
- **Failing to meet GPA** results in a **one-time probationary period**. If GPA is not raised after that period, the student becomes ineligible until the GPA is restored.
- Pass **at least 4 classes** each quarter.
- Meet eligibility requirements regardless of special programs or transfer status.
- **During ineligibility**, students may practice during school hours but **cannot compete** in games or contests.

***Student-Athlete Responsibilities*****1. Attendance**

- Athletes are students first and are expected to maintain consistent school attendance. It is expected that athletes will attend all classes on game/practice days unless excused by administration.
- Unexcused absences may lead to loss of game or practice participation.

**2. Conduct & Sportsmanship**

- Athletes represent God, their school, and teammates—on and off the field.
- Athletes are expected to respect officials, opponents, teammates, and fans.
- Students should be respectful and properly dressed when visiting other schools.
- Social media must reflect positive values.
- Misconduct may lead to warnings, suspensions, or dismissal from the team.
- School suspensions automatically suspend the student from all team activities.

**3. School Equipment**

- Athletes should treat all school equipment and uniforms with care, returning all items promptly and in excellent condition.
- Athletes must return all school-issued gear. Unreturned items will be charged to the student.

**4. Transportation**

- Athletes must travel to and from games and practices in parent-arranged transportation.

**5. Quitting vs. Dropping a Sport**

- Quitting a team makes the student ineligible for end-of-season awards and banquets.
- To officially drop a sport, students must speak with the coach and receive approval to remain eligible for future sports.

## STUDENT DISCIPLINE

### PHILOSOPHY OF DISCIPLINE

*“If you don’t correct your children, you don’t love them. If you love them, you will be quick to discipline them.” Proverbs 13:24 (ERV)*

City Christian School believes the school’s role in student discipline is to focus on Godly character. It is the school’s desire to quickly address issues to adjust wrong habit patterns in a timely manner. The school believes Godly discipline is done in love and without shame. Therefore, disciplinary actions are only discussed with those necessary and will not be shared with other parties.

City Christian School also believes class management is most effective when handled by the person closest to the situation. In the classroom, that means the teacher; at breaks, that means the student care team. Parents or principal may impact the classroom, but the most effective change comes through the individuals directly in the situation. CCS works to encourage, support, and empower its teachers first, then move to principal or parent intervention.

### PARENT SUPPORT IN DISCIPLINARY ACTIONS

City Christian School is blessed with supportive parents and desires to continue healthy communication in student disciplinary. To maintain unity staff and parents must remember,

**We are on the same team.** We all have the same goal, your student’s growth and development.

- City Christian School is here to partner with our parents to develop Godly character and academic growth in the lives of your children.
- City Christian School prays for, and looks out for, each student individually.
- City Christian School desires the very best for your student and your family.

**We need each other.** Parents, students, and staff work best together.

- City Christian School wants your involvement; you are your child’s God-given authority, and the school does not want to operate independent of you.
- City Christian School needs parent support in disciplinary actions as disagreement with school decisions in front of students or other parents causes division. If you disagree with decisions, please bring that to the teacher and/or principal privately for discussion.

**Believe the best.** Remember that no person is perfect, and we will all make mistakes.

- City Christian School knows students may make an error in their judgement. The school’s desire is not to condemn, but to motivate them toward future Godly decisions. Disciplinary procedures are meant to provide opportunities for growth with action steps based on violation severity and frequency.

- City Christian School knows that staff might make minor error as well. From communication to errors on assignments, the school's desire is to correct any mistake and reconcile parents, students, and staff as quickly as possible.

Please note, just as students are held accountable, parents and staff are held accountable in the unlikely event of the spreading of malicious rumors, gossip or lies involving CCS, its teachers, staff, parents or students, or making threats against CCS teachers, staff, or students.

If any disciplinary action concerns you, please contact the teacher for further clarification. If there is still concern, contact the school office to schedule a time to meet with the principal.

### **VIOLATIONS AND DISCIPLINARY ACTIONS**

The following behavior incidents are illustrative but are not exclusive of what would merit disciplinary action. Most code 1 and 2 violations and disciplinary actions are administered by the teacher, all code 3 and 4 violations are brought to the school office. Disciplinary issues will be handled on a case-by-case basis using the following guidelines as a framework, recognizing that they cannot address all situations. The principal is authorized to consider all details regarding a particular incident and to take disciplinary actions which may be more or less severe than those following. Regardless of the level of violation students may be removed from the school if deemed necessary by the Head of School and/or the school board.

If possible, the staff member administering consequences will always provide an opportunity for behavior change before bringing significant consequences. In giving a consequence, the goal is to provide an action that both addresses the issue and provides opportunities for reconciliation. Repeated violations of the same issue will result in a school board discussion on potential student removal.

#### ***Code 1 Violations***

- Classroom violation or disruption
- Eating without permission
- Excessive public display of affection
- Unsportsmanlike conduct
- Failure to be in designated area
- Failure to return signed document by deadline
- Uniform violation

#### ***Code 2 Violations***

- Unkind behaviors and/or talk (teasing, pestering, making fun of)
- Inappropriate language (including swearing)
- Lying
- Disrespect for authority

- Disobedient, misbehaving
- Uncontrollable behavior
- Inappropriate use of computer or tampering of computer or related devices
- Using personal electronic devices during school hours (cell phone, iPod, etc.)
- Using computer messaging during school hours (including parents, students should go to the school office to contact parents)

***Codes 1 and 2 Disciplinary Actions:***

- 1st Offense: Private warning (parent will be notified of incident and conversation)
- 2nd Offense: Natural consequence to restore the situation (parent will be notified)
- 3rd Offense: Natural consequence and conversation with parent, student, and teacher
- 4th Offense: Meeting with administration and behavior plan
- 5th Offense: Meeting with administration and suspension
- 6th Offense: Case sent to the CCS School Board for recommendation of expulsion

***Code 3 Violations***

- Racist talk or jesting
- Bullying (Persistent tormenting, utilizing habitually cruel or overbearing comments, spreading rumors, or encouraging exclusion and teasing)
- Fighting, assault, or threat of a student or staff member
- Cheating or plagiarism
- Skipping class or required activity
- Destruction of property or vandalism (including school, teacher, or student)
- Intimidation or verbal threatening of school personnel
- Possession or use of any non-prescription drugs
- Forgery or gambling
- Profanity or unacceptable language
- Pulling the fire alarm or placing false emergency call
- Participation in indecent behavior, conversation, or viewing of images
- Alteration of grades
- Inappropriate use of technology including taking photos without permission
- Sexual harassment (depending on severity)
- Theft (at school or during school activity)

***Code 3 Disciplinary Action:*** A Code 3 infraction will result in a write-up and the student will report to the principal for the following action:

- 1st Offense: Meeting with administration and consequence (restorative or suspension)
- 2nd Offense: Meeting with parents, administration and suspension
- 3rd Offense: Meeting with parents, administration and multi-day suspension
- 4th Offense: Case sent to the CCS School Board for recommendation of expulsion

### **Code 4 Violations**

- Physical assault of school personnel
- Possession of a weapon (or facsimile) or assault with a weapon
- Possession, consumption or under the influence of alcohol or illegal drugs
- Breaking and entering
- Sexual harassment (depending on severity)
- Setting a fire or possession of explosives

**Code 4 Disciplinary Action:** A Code 4 infraction will result in a write-up and the student will report to the principal for the following action:

1st Offense: Case sent to the CCS School Board for recommendation of expulsion

## **DEFINITIONS AND FURTHER EXPLANATIONS**

### ***Bullying***

- Definition: “Persistent threatening and aggressive physical behavior or verbal abuse directed toward other people, especially those who are younger, smaller, weaker, or in some other situation of relative disadvantage” ([American Psychological Association](#)).
- Policy on Bullying: City Christian School has a zero tolerance for bullying as defined by the APA above. All racist comments or actions, persistent tormenting, habitually cruel comments, persistent exclusion and/or spreading rumors will result in a code 3 violation.

### ***Racism***

Our goal at City Christian School is to be a place that is safe for all. [Oxford Languages](#) defines racism as, “*prejudice, discrimination, or antagonism directed against a person or people on the basis of their membership of a particular racial or ethnic group, typically one that is a minority or marginalized*”. Racism will NOT be tolerated in any form. Any act, or language, that is racist will be addressed in an age-appropriate manner, likely resulting in suspension, and potentially sent to the school board for means of expulsion.

### ***Suspension (On Campus or Off Campus)***

A one-day suspension is 24 hours in length. No make-up work or tests will be allowed for a suspension, and the suspended student will receive a grade of zero for all work missed during the suspension. Any student who is suspended from school, even though the student was at school for the first part of the day, may not participate in a school activity until the student has been reinstated at school (including weekends).

### ***Vandalism***

Vandalism is defined as an action involving deliberate destruction of or damage to public or private property. Students are liable for any willful damage to school property. This does not include accidents.



***Disciplinary Dismissals***

Any student dismissed from CCS for disciplinary reasons will not be permitted to attend any school function without administrative approval and must sit out of CCS for the remainder of the academic year. Students who are suspended 3 times (in any category of offense) are subject to expulsion upon review by the Principal and CCS school board.

***Discipline / Behavior Notices***

To keep communication lines open, a call or email will be given to the parents. CCS reserves the right to declare any conduct that disrupts or upsets any classroom, office, staff, or school activity as unnecessary, unsatisfactory, or unbecoming, and, therefore, will require disciplinary action.

***Search And Seizure***

If the administration of CCS, or any appointed designee, consider it necessary to search the person, locker, book bag, or any other belongings of a student, a search (announced or unannounced) may be conducted. If a search is announced and a student does not voluntarily submit to the search, the parents will be notified to come and pick up the student. Proper procedures will be followed in this event to the satisfaction of the administration. Suspension or expulsion may occur. CCS reserves the right to search anything that is brought onto school property. Random searches of things such as lockers will be conducted by the administration of CCS or any appointed designee.