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## Chapter 1: General Information

### ***“Prepared to excel. Equipped to serve.”***

Coastline Christian Schools (CCS) is an educational ministry of the Bay Area Chinese Bible Church (BACBC).

#### **1.1 Mission Statement**

Our mission is to lovingly guide students to follow Jesus Christ and to provide a comprehensive and balanced Christian education.

#### **1.2 Vision Statement**

Our vision is to cultivate in our students a love for God and each other. We equip our students spiritually, academically, emotionally, socially, and physically so they can serve God, their families, and their communities with compassion.

#### **1.3 Statement of Faith**

##### **a. The Bible**

We believe the 66 books of the Old and New Testaments were written by human authors, under the supernatural guidance of the Holy Spirit. It is the only written revelation from God. It is therefore without error in the original writings, infallible, and the final authority for what we believe and how we live. (2 Tim. 3:16-17; 2 Pet. 1:20-21)

##### **b. God**

We believe in one God, the Creator of the universe, eternally existing in three persons -- Father, Son and the Holy Spirit --co-identical in nature, co-equal in power and glory. (Matt.28:19; 1 Tim. 2:5; Eph. 4:6; John 1:1; Acts 5:3-4)

##### **c. Jesus Christ**

We believe the Son retained His deity when He became man through a miraculous conception and virgin birth. He lived without sin and died as our substitute. The Father showed that He accepted this sacrifice by the bodily resurrection. Christ ascended to Heaven, where He is our mediator, intercessor, and advocate. (John 1:1-2, 14; Luke 1:30-35; 2 Cor. 5:21; 1Pet. 2:24; Acts 1:9-10; Rom. 8:34)

##### **d. The Holy Spirit**

1. We believe that the Holy Spirit convicts the world of sin, righteousness, and judgment. He is the supernatural agent in the new birth. He baptizes all believers into the body of Christ, lives in them, and teaches them. (John 16:8; Rom. 6:3-4; 1 John 2:27)

2. We believe that God, in His wisdom and sovereignty, bestows through the Holy Spirit spiritual gifts to believers. They are to use their gifts in love to build up the body of Christ. (Rom. 12:48; Eph. 4:8-14; 1 Cor. 12-14)

**e. Humankind**

We believe that human beings are created in the image and likeness of God. Adam's sin affected all areas of our lives and separated us from God. By ourselves, we are unable to restore our original relationship with God. (Gen. 1:26-27; Rom. 3:20-25; 5:13)

**f. Civil Government**

In principle, we believe governments are appointed by God for good to restrain evil; therefore, it is to be obeyed, except if it violates God's laws. (Rom. 13:1-7; 1 Tim 2:1-3; Titus 3:1; 1 Pet. 2:11-17; Acts 5:29)

**g. Marriage**

We believe God instituted marriage as a lifelong monogamous relationship between a man and a woman. (Gen. 2:23-24; Matt. 19:3-6)

**h. Salvation**

We believe God loves every person. He cares about human life from conception to death. God has dealt with humankind through faith throughout history. The basis of salvation of the Old and New Testament believers is the work of Christ. Christ died on the cross for the sins of every individual. Every person can receive the free gift of salvation by believing that Christ was their substitute for sin. (Eph. 2:1-9; John 1:12-13; 1 Tim. 4:10; Heb. 11:6)

**i. Eternal Security**

We believe all who genuinely accept Christ are saved and secured forever by God's power. God has given us this assurance through His Word. (John 6:37-40; 10:27-29; Rom. 8:38-39)

**j. The Christian Life**

We believe that we should live to please God by daily surrendering our lives to Him. We are to grow in Christian maturity by the power of the Holy Spirit. (Rom. 12:1,2; Gal. 5:16-26)

**k. The Great Commission**

We believe that it is our responsibility to present the gospel and to make disciples in all the world. (Matt. 28:19, 20)

**l. The Church**

We believe in a universal church that is composed of all believers from the day of Pentecost to the Rapture. Local churches are composed of believers who choose to identify themselves with a particular assembly. (1 Cor. 12:12-14; Acts 14:27; Rom. 16:5)

#### **m. Church Ordinances**

We believe in two ordinances, which have symbolic value, but no saving merit. Baptism, best practiced by immersion, is a testimony of a person's faith in Christ. The Lord's Supper is a remembrance of Christ's death until He returns. (Matt. 28:19, 20; 1 Cor. 11:23-32)

#### **n. Satan**

We believe Satan is a fallen angel, the originator of sin, who will be eternally punished. (Job 1:6-7; Rev. 20:10)

#### **o. The Return of Christ**

We believe Christ can return at any time for those who belong to Him. Before He returns again to set up His rule on earth, it will experience a period of judgment. (1 Thess. 4:13-18; Zech 14:1-11; Rev. 22:20)

#### **p. Eternity**

We believe that people have an eternal existence after they die. Those who belong to Christ will live in His presence forever. Those who do not belong to Him will be eternally separated in a conscious state of misery. (1Thess. 4:16-17; Rev. 20:11-15)

### **1.4 Non-Discrimination Statement**

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. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

### **1.5 Educational Goals**

We strive to develop the whole child. This growth takes place in an environment of high academic standards and expectations. We offer a balanced, comprehensive curriculum: character development through Bible classes and chapel, Mandarin language courses, many enrichment classes, and life skills electives. We believe learning should incorporate hands-on experiences with clear conceptual understanding. Our goal is to equip students with 21st Century skills of critical thinking, communication, collaboration and creativity.

### **1.6 Schoolwide Expected Student Outcomes (SESO)**

As we strive to attain our mission to educate the whole child, Coastline Christian Schools desires that their students meet developmentally-appropriate expectations called the SESO Schoolwide Expected Student Outcomes. Our student outcome goals are as follows:



Proverbs 18:15 “An intelligent heart acquires knowledge, and the ear of the wise seeks knowledge.” <b>Students who are SCHOLARS</b>	
1) Continue to add knowledge and experiences	“I learn and experience new things.”
2) Share knowledge in a variety of ways	“I can show what I know.”
3) Use strategies to solve problems	“I can explain how to fix something.”
4) Don't give up	“I keep trying even if it's hard.”
Ephesians 4:32 “Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you.” <b>Students who are COMPASSIONATE</b>	
1) Care about others and treat them with kindness	“I want to be nice to others.”
2) Act upon their desire to help those in need	“When I can help someone, I do it.”
3) Think about others' feelings	“I try to understand the feelings of others.”
Colossians 3:23 “Whatever you do, work heartily, as for the Lord and not for men,” <b>Students who are INDUSTRIOUS</b>	
1) Accept responsibility for their work, belongings, and actions	“I take ownership of my work and behavior.”
2) Put in their best effort to meet goals	“I am diligent to get my work done.”
3) Use their time and tools wisely	“I can be trusted to work on my own.”
1 Timothy 4:12 “Let no one despise you for your youth, but set the believers an example in speech, in conduct, in love, in faith, in purity.” <b>Students who are LEADERS</b>	
1) Follow the example of Christ's leadership	“Follow me as I follow Christ.”
2) Set an example in what they say and how they live	“I can inspire others to learn and do more by my example.”
3) Accept responsibility for managing a group toward achieving a common goal	“I can lead my group to finish a task or project.”

<p>Matthew 22:37-39 “And he said to him, “You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment. And a second is like it: You shall love your neighbor as yourself.”</p> <p><b>Students who are DISCIPLES OF CHRIST</b></p>	
1) Trust in Jesus as their Savior	“I believe that Jesus died and rose again to save me from my sins.”
2) Continue to grow in their love for God and people	“I want to love others the way Jesus loves them.”
3) Learn and obey God’s Word	“I learn what God wants me to do through studying the Bible.”
4) Share the gospel of Jesus Christ with others	“I can tell others the good news about the love of Jesus.”

**1.7 Accreditation Statement**

CCS is fully accredited by both the Association of Christian Schools International (ACSI) and the Western Association of Schools and Colleges (WASC).

## Chapter 2: Academics

### 2.1 Philosophy of Christian Education and Curriculum Policy

Both Christian and secular curricula are used to teach students to develop a Christian worldview as well as to establish a solid foundation in learning. 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.

The courses of study at Coastline 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)

All students are required to be enrolled full-time and take the full complement of classes, including Bible, music, physical education, art, Mandarin, etc., unless specifically exempted by the Administration.

### 2.2 Homework and Late Assignment Policy

Students are expected to turn in all assignments on the due date whether complete or incomplete.

Unexcused and Missing Assignment	"No work, no points" Teachers are to enter 0 (zero)
Excused late assignment -- due to illness, extended leave, students with special needs and other special circumstances	Teachers decide the new due date and other expectations with discretion.
Incomplete Assignment	Teachers are to record the actual score on RenWeb or 50% based on teacher discretion.
Late Assignment	Teachers may lower grades for any late assignments.
Exemption - due to illness, extended leave, students with special needs and other special circumstances	Teachers are to use discretion when deciding if a student is to be exempted from an assignment.

### 2.3 Assessment Policy Due to Absence

Students who were absent are responsible for making up all quizzes and tests. For an excused absence, no points will be deducted for any make up quiz, test and final examination.

Quiz	Teachers decide if students can be exempted to make up any quizzes.
Test – Chapter and Unit Test	All students must make up any chapter or unit tests. Teachers can decide when to administer the tests.
Final Examination No students are exempt from final examinations.	All students must make up finals.

### 2.4 Academic Modifications and Accommodations

Students with special needs can be exempted or given accommodations/modifications for any quiz, test, and final examination. Administration approval is required. Students who are English language learners may be exempted from certain subjects or assignments with Administration approval.

### 2.5 Educational Support Services

In a desire to help all students reach up to and even beyond their God-given potential, the school offers educational therapy and support services for students who have experienced learning and classroom struggles (2nd - 8<sup>th</sup> grade), who may be struggling with sound and letter recognition, and who may be at risk for reading difficulties (5 and 6 years old). For further information, please contact Mrs. Geer at [BrandiGeer@ccs-rams.org](mailto:BrandiGeer@ccs-rams.org).

### 2.6 Academic Honesty Policy

Students are to demonstrate honesty and integrity in their academic work.

Students who demonstrate academic honesty will not...

- do homework for other students
- copy homework from other students
- give answers to other students during a quiz, a test, or an exam
- copy answers from another student during a test or an exam; or conduct other forms of cheating
- take AR tests for another student or use another student's account to take AR tests
- use notes during a test unless permission is given by a teacher

Other forms of academic dishonesty include...

- plagiarism - students do not cite or give credit to the sources when presenting their ideas and words
- falsifying signature or changing the score of an assignment or test result

Academic dishonesty can result in the following...

- lose the privilege to participate in extracurricular activities such as sports or field trips
- earn a zero on the assignment, quiz, or test
- do a special writing assignment
- disciplinary consequences

## 2.7 Grading Scale

Kindergarten - 2nd grade reports cards indicate academic progress on a scale of 1 to 4:

- 4 = Advanced; Demonstrates superior performance
- 3 = Proficiency: Demonstrates consistent performance
- 2 = Moving toward proficiency/expectations
- 1 = Experiencing significant difficulty

3<sup>rd</sup> – 8<sup>th</sup> grade students will receive percentage scores or letter grades.

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

Passed (P/NP) basis. However, other non-letter grades may be issued in special situations:

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

Quarterly or semester grade point average (GPA) is weighed and calculated for specific courses.

## **2.8 Conduct Grades**

- O = Outstanding
- G = Good
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

## **2.9 Report Cards**

Report cards are issued for each quarter. There are also semester grades for Middle School students.

## **2.10 Promotion, Retention, and Graduation**

Students in grades 3 to 8 must maintain a GPA of 1.7 or higher in order to be promoted to the next grade. For students in eighth grade, a Certificate of Completion may be granted instead of a diploma for those who do not meet the minimum requirement. The Certificate of Completion will be granted at the discretion of the administration.

## **2.11 Standardized Testing**

Iowa Assessments is a standardized test that is given to all students in the Spring of each school year. The test is designed to assess student achievement in the areas of reading/language arts, mathematics, and science. The test measures the results of students relative to a nationwide normative group.

## **2.12 Textbooks**

Textbooks are ordered and issued to the students and a usage fee will be billed to their account. Consumable items such as workbooks will be billed at cost. The school's adoption of textbooks often includes e-books and digital licenses which are only available to school issued textbooks. We ask parents not to purchase textbooks on their own as students will not be able to access digital and online resources from the publishers.

Textbooks are evaluated on a regular basis and updated as needed.

## **2.13 School Supplies**

Each grade's supplies list is posted on the school website. All students are responsible to have all the necessary supplies for the school year; however, the school will purchase an initial set of supplies for all Kindergarten students.

## **2.14 Roster Assignments**

Students are assigned to classes based on data collected (report cards, assessments, etc.) and teacher recommendations. Our teachers know their students well and are able to make recommendations that are in the best interest of each student. We will not use parent requests as criteria for assigning students to class rosters.

## Chapter 3: Admission and Withdrawal Policy

The school enrolls 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. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletic, and other school administered programs.

### 3.1 Admission Procedures

A. Complete the Admissions Application on our school website [www.coastlinechristian.org](http://www.coastlinechristian.org)

The following documents will need to be uploaded when submitting an application:

1. Birth certificate
2. Copy of your child's last two years' report card (for students entering 1st grade & up)
3. For students applying for 1st to 8th grade, copy of your child's last two years' standardized test results (e.g. Terra Nova, Stanford Achievement, STAR, etc.)
4. Student questionnaire for students entering 6th through 8th grade
5. Kindergarten applicants must be five years old by Sept 1st of the entering year

B. Once all your application documents have been received, our admissions office will contact you with further details about a placement test and family interview. Please contact the school office if you are unable to upload the required documents.

C. In general, an admission decision will be made within two weeks from the placement test date. Admission, placement evaluation, and decision will be made by a staff team based on the following:

1. Parents and student agreement with the school's philosophy and policies
2. Student's academic grade level proficiency
3. Student's learning attitude and effort
4. Student's conduct and classroom behavior
5. School's ability and resources to meet the student's needs

### 3.2 Withdrawal Procedures & Policy

During the course of a school year, circumstances may arise that require a family to withdraw their child from Coastline Christian Schools. Parents are to follow the procedures so that the school can meet the needs of the family and to maintain the unity and high standards of our program.



- A. Parents are to notify the admissions coordinator of their decision to withdraw in person, in writing, or by email ([admissions@ccs-rams.org](mailto:admissions@ccs-rams.org)).
- B. Exit interviews with a school administrator may be requested.
- C. Due to the financial obligation of the school to its general operating budget, cancellation of annual services, tuition, transportation or extended care fees are subject to a 10% charge based on the annual amount.

## Chapter 4: Attendance

Attendance is a necessary component of each students' success in school since students will need to be present to gain the full learning experience provided by discussions, lectures, and class activities. California Educational Law does allow for excused absences due to illness or death in the immediate family. However vacations, extended weekends, or doctor's/dental/eye appointments do not constitute legal excused absences/tardies. As a private school, however, we are able to set up our own policies concerning reasonable numbers of absences or tardies.

Students are expected to be in their classrooms, in their seats, and ready to begin class at 8:40 for both elementary and middle school each morning. All absences and tardiness will be recorded on the student's report card.

### 4.1 Absences

Parents or guardians are to notify the school office of any student absence. Be sure to include the child's name, grade, classroom teacher's name, and the reason for the absence. If written notification is not possible, email the office at [office@ccs-rams.org](mailto:office@ccs-rams.org) or call the office by 9AM at (510) 522-0200. For students riding the school bus or minivan, please call (510) 552-0200 (dial 1 after the prompt).

Excused absences:

- Illness
  - Please notify the office each morning of absence by phone.
  - Any absence more than 3 days must have a doctor's note submitted on the day of the student's return to school.
- Bereavement/Funeral Services - Please notify the office either in writing, email, or by phone.
- Doctor/Dentist/Eye appointments – Since CCS now has early release days which allow opportunities for medical/dental appointments, please take advantage of those days for such appointments.

### 4.2 Tardiness

Developing the habit of promptness is not only of great value in school but also is a great habit to develop for life. School starts promptly. Students arriving after the start time will be marked tardy.

Students who arrive late must obtain a tardy pass from the school office before proceeding to their classroom. Special circumstances of tardiness can be waived with Administration approval.

Excessive tardies will impact student learning. An apparent habit of tardiness will be addressed by the administration and a plan for improvement put into place.

#### **4.3 Appointments and Early Dismissal**

If parents must pick up their child before the regular dismissal time, they are to inform the office ahead of time by note or phone call **before 9AM**. The school will only release students to parents and adults authorized by parents. For safety reasons, photo identification may be requested.

- **Please sign-in at the office**, and the student will be called from class to meet you.
- **Do not go directly to the classrooms.**

#### **4.4 Family Vacations / Pre-Arranged Absences**

Since absences greatly impact student learning and success in school, we ask parents to schedule all personal and family trips during scheduled holidays. **Please remember that personal or family trips planned during scheduled school days are not considered excused.** (See 4.1)

Should you decide to schedule an extended vacation, we ask that you submit a written notification at least one week in advance. We also ask that parents not expect that teachers create packets of the anticipated work before the trip. Students are expected, on their return, to complete specific essential assignments and make-up tests at the discretion of the teachers.

## Chapter 5: Campus Operation Hours

### 5.1 Classroom

**Elementary Hours:** Regular Day: 8:40 am to 3:25 pm  
Minimum Day: 8:40 am to 12:30 pm  
Classroom door opens at 8:25 am

**Middle School Hours:** Regular Day: 8:40 am to 3:35 pm  
Minimum Day: 8:40 am to 12:30 pm  
Classroom door opens at 8:25 am

### 5.2 Extended Care Program

**Before School Care:** Regular Day: 8:00 - 8:25 am  
Between 8:00 am and 8:25 am, parents and authorized personnel should bring students to Before School Care in the gym. After 8:25 am, students may go directly to their classrooms.

**After School Childcare:** Regular Day: 3:30 pm - 6:00 pm  
Students who are not picked up by 3:45 pm on a regular school day or 12:45 pm on a minimum day will be brought to After School Childcare for a fee.

**Minimum Days:** 12:30 to 3:30 pm  
Childcare is available on Minimum days. Parents must sign up in advance and an additional fee will apply. Families who have their children regularly signed up for after school childcare on Wednesdays, will not pay an additional fee to cover the extra hours of childcare on minimum days.

For other information regarding the Extended Care Program, please refer to chapter 10 of the handbook.

### 5.3 School Office Hours

School Days: 8:00 am to 4:30 pm  
Non-School Days: 9:00 am to 4:00 pm  
Closed on weekends, school in-service days, and school holidays

## Chapter 6: Communication

### 6.1 General Directory

School: (510) 522-0200

School office email: [office@ccs-rams.org](mailto:office@ccs-rams.org)

Website: [www.coastlinechristian.org](http://www.coastlinechristian.org)

### 6.2 Contact Information

All of the teachers and administration have email accounts for you to better communicate with them. Their email address is first and last name@ccs-rams.org. For example, [edwardyue@ccs-rams.org](mailto:edwardyue@ccs-rams.org)

If you have any concerns or questions in any of the classes, you are welcome to make an appointment with the teacher directly via email. Due to child confidentiality policy, please avoid discussing issues or concerns openly during morning greeting time or pick up time. This time is reserved strictly for the teacher to greet children and parents briefly as they drop off their children.

If you have questions or concerns regarding general school issues, please address them to the school office or Administration. Discussing with teachers and administrators about concerns and issues is a more effective method of communicating with each other rather than discussing them with other parents. We want to provide a positive environment for all students, teachers, and parents.

#### Administration

Principal	Edward Yue	<a href="mailto:EdwardYue@ccs-rams.org">EdwardYue@ccs-rams.org</a>
Vice Principal of Advancement & Admissions	Lisa Lovitt	<a href="mailto:LisaLovitt@ccs-rams.org">LisaLovitt@ccs-rams.org</a>
Vice Principal of Curriculum, Instruction, and Assessment	Marjorie Chiu	<a href="mailto:MarjorieChiu@ccs-rams.org">MarjorieChiu@ccs-rams.org</a>

## Departments

Accounting	Accounting@ccs-rams.org
Admissions	Admissions@ccs-rams.org
Extended Care	TheraNg@ccs-rams.org
Food Service	FoodService@ccs-rams.org
Human Resources	HR@ccs-rams.org
Information & Technology	IT@ccs-rams.org
Office	Office@ccs-rams.org
Nurse	Nurse@ccs-rams.org
Summer School	SummerSchool@ccs-rams.org

## Bay Area Chinese Bible Church

Senior Pastor	Steve.Quen@bacbc.org
Youth Pastor	Toby.Yuen@bacbc.org
Tiny Treasures Preschool	preschoolinfo@bacbc.org

### 6.3 RenWeb

RenWeb School Management Software gives parents the opportunity to get more involved in their child(ren)'s academic progress and future success – all via the Internet!

RenWeb's ParentsWeb is a private and secure parents' portal that allows parents to view academic information specific to their children, while protecting their children's information from others. You may view your child's grades, attendance, homework and conduct, as well as other useful school information through Renweb. You can also communicate with teachers and other school staff online whenever necessary. All you need is an internet-capable technological device.

#### **6.4 Orientation and Back to School Night**

Orientation is for all K-8 parents and students and takes place before the first day of school. The purpose is to provide teachers and parents the opportunity to meet and establish a partnership at the beginning of the school year. The school office will notify families of the date and time of this event. Information packets are given to all families, and parents attend elementary school classroom presentations by homeroom teachers and subject teachers.

Back to School Night takes place one week after Orientation and is specifically for all middle school parents. Parents walk through their child's middle school schedule, meet teachers, and learn about the many subjects that will be taught throughout the year.

#### **6.5 Parent – Teacher Conferences**

The school sets aside two days for parents to discuss their child(ren)'s academic performance with teachers. It is generally optional for parents but parents must attend the conference if requested by teachers. Parents may request additional meetings with teachers during the school year if desired.

## Chapter 7: Conduct

Coastline Christian Schools is interested in the Christian character of its students as reflected in their conduct. Christian self-government is the rule and standard at Coastline Christian Schools. The policies outlined are designed to instruct students in the proper management and respect of God, others, themselves, and property.

Additional information regarding discipline for misconduct can be found in Chapter 8.

### 7.1 School Rules Regarding Toys, Cell Phones, Electronic Devices

When on campus, cell phones, 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 without prior permission from Administration or school staff.

Personally owned electronic devices, such as laptops, tablets, and cell phones, 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, and not for private entertainment.

It is the school's goal to promote games of high educational (not entertainment) value while students are in school. Except for baseball mitts and gloves, students may not bring sports equipment (such as basketballs), toys (including game/playing cards), computer or electronic games, etc.), or playground equipment to school. Students shall use the equipment provided by the school during recess and lunch periods.

### 7.2 Playground Rules

The play structure is for elementary students' use only. Students are to follow all playground rules and obey instructions of monitors. Playground equipment should only be used in its intended manner. Rough or dangerous play, mistreatment of others, abuse of playground equipment, disregard for playground rules, and a disrespectful, contentious attitude towards others are things that are taken seriously and will be dealt consequences that are age-appropriate and effective for stopping the unwanted behavior.

Students have assigned playground areas where they should play. Once outside, students should always check with their playground supervisor before entering the building during recess. Students are to stay away from perimeter fencing; they are not to respond to the calls of strangers outside the fence, and they are to notify an adult supervisor immediately if a stranger is on campus.



### 7.3 Play Structure Guidelines (for elementary students only)

Students are to...

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

Students are **NOT** to...

- eat, drink, or bring other play items into the play structure area.
- run, push, grab, or shove others.
- kick, throw, dig into or bury anything in the wood chip surfacing.
- lift students onto elements they cannot reach by themselves.
- block openings onto platforms or the bottoms of slides.
- wear loose clothing that can get caught or snagged.

### 7.4 Library Rules

The school library is an additional resource center for students to learn outside the classroom. Students must follow the library rules when they are inside the library and be responsible to return any checked out items in a timely manner. Consequences will apply when students habitually disobey the rules or disrespect library property.

### 7.5 Lockers

Lockers are assigned to each Middle School student for the temporary storage of textbooks, school supplies, and personal property during the school day. Lockers are the property of Coastline 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 locker is the student's responsibility.

Students shall be given the combination of the built-in locks. They are not to share locker combinations with anyone. 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.

Students may not gain access to any locker other than their own. Students may use lockers before school, during passing periods and lunch time, and after school until 5 pm.

Lockers are to be kept clean and orderly at all times. Inside the lockers may be decorated with non-permanent decorations. Students shall not kick, hit, strike, or slam lockers. There may be locker inspections by Administration, both announced and unannounced, to ensure their

maintenance and proper use. Students, student belongings, and student possessions may be subject to reasonable inspections, searches, and seizures as determined. Locker organizers (available from Amazon, Target, Walmart, etc.) are highly recommended.

### **7.6 Changing (Locker) Room Rules**

1. Food, gum, beverages, and glass are prohibited in the changing (locker) room.
2. Do not stand on the benches.
3. Running or chasing in the changing (locker) room is prohibited.
4. Throwing shoes, books, clothing and other objects is prohibited in the changing (locker) room.
5. To prevent loss, damage, or personal injury students are not to bring jewelry or valuables in the changing (locker) room. Do not wear jewelry during PE classes. CCS is not responsible for lost or stolen items.
6. Students are not allowed to put locks on the lockers. All locks will be immediately cut off.
7. Locker use is limited to daily use. If students use the lockers to store clothing or items during PE classes, all clothing and items must be removed on the same day after PE classes. If personal clothing and items are not removed immediately from the lockers after PE class, they will be placed in "lost and found" and donated to charity if not claimed.
8. Cameras and cell phones are not permitted in the changing (locker) rooms.

### **7.7 School Safety**

All individuals entering 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.

## Chapter 8: Discipline

### 8.1 Philosophy

The vision of Coastline Christian Schools is to cultivate in our students a love for God and each other. We equip our students spiritually, academically, emotionally, socially, and physically so they can serve God, their families, and their communities with compassion. Because we believe that each student is made in the image of God and made for a relationship with God, discipline at our school is viewed within the context of discipleship. Hebrews 12:10-11 states, “Our fathers disciplined us for a little while as they thought best; but God disciplines us for our good, that we may share in his holiness. No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” All discipline has the goal of helping students grow in their walk with Jesus or to guide them towards a saving knowledge of Jesus Christ. Because each child has been created to uniquely reflect the image of God, discipline must be done on an individual level and will often look different from child to child.

The school’s philosophy of staff/student relationships, classroom management, and discipline is aligned with the Restorative Discipline approach. Restorative Discipline provides a framework and specific strategies for educators to use in developing a positive school climate that will, in turn, foster student discipleship.

### 8.2 Purpose Statement

*“Train up a child in the way he should go; and when he is old he will not depart from it.” Proverbs 22:6*

A part of the growth process is for children to explore and experiment to learn about their world and their environment. It is natural for children to sometimes engage in behaviors that can be unsafe, disruptive, or harmful in a group setting. It is important for staff, parents and adults to be good role models and guide children to learn and accept responsibility for their actions. By understanding that children go through stages of development, we prioritize using developmentally appropriate practices when addressing behavior and discipline.

Our goal is to promote and strengthen positive school culture and enhance pro-social relationships within the school community. We seek to build compassion and empathy within our students by also setting an example for them in our behavior, and to establish a supportive environment that is fair, consistent, safe, and nurturing. Our approach to discipline involves interventions when harm has happened, as well as practices that help to prevent harm and conflict by creating a sense of belonging, safety, and social responsibility within the school community. Through this process, we strive to make things as right as possible and bring redemption.

### 8.3 School Guidelines

Rather than spell out a list of mandates for every area of school life, we ask students to demonstrate respect for God, their neighbors, themselves, and properties (Matthew 22:37-40) guided by Christ's two greatest commands to love God and to love one another as we love ourselves. When we (students and staff) fail to do this, we hold each other accountable for solving the problem. The following school-wide rules should be posted in every classroom.

1. Treat others with respect. Because each person is created in the image of God and is loved and valued by their Creator, students must treat others with dignity and respect.
2. Your actions, dress, possessions, etc., may not cause a problem for yourself or anyone else. If your actions, dress, or possessions cause a problem, you will be asked to solve that problem.
3. If you cannot solve the problem, or choose not to, staff members will impose upon you an appropriate consequence. This consequence will depend upon the situation and the person or persons involved. Staff members will use their best judgment based upon the information they have at the time.
4. If students and/or parents feel that the consequences are unfair, they should request a meeting.

### 8.4 Response to Behavior

We are committed to working with every student to ensure that our school is a safe and positive learning environment, and we will use logical consequences to respond to behavior. In the case when the incident is unsafe and severe, we may need to take further action. Below is a description of the different levels of intervention.

#### **Probation policy**

Students may be placed on probation due to behavioral infractions or failure to meet minimum academic expectations. The Principal meets with the student and parents to establish the terms of probation, which may include **work duty or after school detention**. At the end of the probation period, another parent meeting is held to review progress and determine whether the probation will be lifted. Students who are on probation are not eligible to register for the following year. Once the probation has been lifted and the student is in good academic and behavioral standing, the family is allowed to register that student for the coming year. Students who do not show sufficient improvement to be removed from probation may not be allowed to re-enroll for the following year.

#### **Suspension**

Suspension is a temporary separation of the student from the classroom or the school and all activities for not less than one-half day and not more than two days. Suspension would normally be the result of specific incidents of repetition of improper conduct or for serious disciplinary infractions. Parents will be notified by phone and in writing.

**Expulsion**

Students can be expelled from school when in possession of dangerous and/or illegal items such as drugs, alcohol, cigarettes, or weapons (knives, firearms, etc.). Any actions requiring restraint by law enforcement officers may also lead to expulsion from school. Some students, though not expelled during a school year, may have their enrollment for the following year denied based on poor behavior, poor attendance, or consistent lack of academic progress.

**8.5 Cooperation with Civil Authority**

CCS treats all verbal, written, electronic (i.e. email, text message, social media, etc.), and physical threats seriously. The school will contact law enforcement for possession of illegal items, threats, any form of violence directed at others, or any other illegal activity.

Students are responsible for their words and actions. For the safety of students and staff, the school will not excuse threatening statements simply as “jokes” or “just kidding”. The school may be required to contact law enforcement or social services in some situations.

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. CCS staff are mandated reporters.

**Chapter 9: Dress Code**

**9.1 Student Uniform Standards**

The goals of the student dress code are to...

1. Create a sense of unity, belonging, and pride among students.
2. Reduce competition in appearance that commonly is a distraction for today’s students.
3. Promote a safe educational environment by making students readily identifiable.
4. Reduce distractions from the teaching/learning process.
5. Make selection of clothes less of a burden for parents and students.
6. Reduce inappropriate behavior associated with clothing and appearance.

CCS students are expected at all times on campus to be in compliance with these standards. Students are responsible for purchasing the school’s uniform before the first day of school.

French Toast  
 1-800-636-3104  
[www.frenchtoast.com](http://www.frenchtoast.com)

**Required Uniform**

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

<b>Elementary Girls</b>	<b>Elementary Boys</b>
<p><b><u>Required Uniform (Grades K-5th)</u></b></p> <ul style="list-style-type: none"> <li>● Navy blue knee-length skirt, jumper, or twill pants</li> <li>● Light blue polo shirt with logo</li> </ul> <p><b><u>Optional Uniform Items</u></b></p> <ul style="list-style-type: none"> <li>● White polo shirt with logo</li> <li>● Navy sweater, quarter or full zip fleece jacket with logo</li> <li>● Navy twill shorts</li> <li>● Jacket or pullover with logo</li> <li>● 2 in 1 pleated dress with logo</li> <li>● Navy jumper with logo</li> </ul>	<p><b><u>Required Uniform (Grades K-5th)</u></b></p> <ul style="list-style-type: none"> <li>● Navy blue twill pants</li> <li>● Light blue polo shirt with logo</li> </ul> <p><b><u>Optional Uniform Items</u></b></p> <ul style="list-style-type: none"> <li>● White polo shirt with logo</li> <li>● Sweater vest with logo</li> <li>● Navy sweater, quarter or full zip fleece jacket with logo</li> <li>● Navy twill shorts</li> <li>● Jacket or pullover with logo</li> </ul>

<b>Middle School Girls</b>	<b>Middle School Boys</b>
<p><b><u>Required Uniform (Middle School)</u></b></p> <ul style="list-style-type: none"> <li>● Navy or Charcoal grey knee-length skirt or slacks</li> <li>● Light blue polo shirt with logo</li> </ul>	<p><b><u>Required Uniform (Middle School)</u></b></p> <ul style="list-style-type: none"> <li>● Navy or Charcoal grey slacks</li> <li>● Light blue polo shirt with logo</li> </ul>
<p><b><u>Optional Uniform Items</u></b></p> <ul style="list-style-type: none"> <li>● White polo shirt with logo</li> <li>● Navy twill pants, knee-length skirt, or twill shorts</li> <li>● Navy sweater, quarter or full zip fleece jacket with logo</li> <li>● Jacket or pullover with logo</li> <li>● Blue or white Oxford shirt with logo</li> </ul>	<p><b><u>Optional Uniform Items</u></b></p> <ul style="list-style-type: none"> <li>● White polo shirt with logo</li> <li>● Navy twill pants or twill shorts</li> <li>● Sweater vest with logo</li> <li>● Navy sweater, quarter or full zip fleece jacket with logo</li> <li>● Jacket or pullover with logo</li> <li>● Blue or white Oxford shirt with logo</li> </ul>

**Summary of Uniform Items**

The table above presents a summary of the uniform items to be worn by CCS students. All uniform items are to be purchased from French Toast. Uniforms may not be modified or changed in appearance. They must be maintained in a clean, neat, and intact condition and are to be worn and fitted properly.

**9.2 Appearance Standards**

CCS students are expected at all times on campus and whenever a student’s presence off campus is related to the student’s identity as a CCS student, to be in compliance with these standards.

If students or parents are unsure whether any of their apparel is acceptable, please remember:

1. When in doubt...do NOT wear it.
2. If you need help determining if something is appropriate to wear, understanding the dress code, or knowing any other policy, contact the Administration.
3. Administrative interpretations regarding dress code issues are considered final.

### Boys' Overall Appearance

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

#### 1. Face and Outward Appearance:

- Hair is to be neatly trimmed and cut above the shirt collar and out of the eyes.
- "Extreme" hairstyles are not acceptable.
- Earrings, studs, nose-rings, body-rings, body piercings, and tattoos are not allowed.
- Boys are not allowed to wear make-up or nail polish.
- Hair accessories are not allowed.

#### 2. 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 at waist level at all times.
- For 3rd-8th grade students, belts must be worn with pants with belt loops.

### Girls' Overall Appearance:

Girls are to maintain principles of femininity, modesty, and discreteness in their appearance and apparel.

#### 1. Face and Outward Appearance:

- Make-up, if worn, should be complementary and moderate - not in excess nor offensive to others.
- Hair should be brushed, neatly combed, 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. Keep nails neatly trimmed.
- Earrings are not to be long, dangling, or excessive, and, for safety reasons, will be removed during sports activities.
- Other forms of body piercing (e.g. nose or tongue rings) and tattoos are not permitted.
- Avoid excessive and flamboyant hair accessories.

#### 2. Skirts and shorts are to be at knee length. Tights or leggings, if worn under skirts, are to be solid white, navy, grey, or black.

### **9.3 Footwear**

The goal is that items of clothing are not to be distracting. Please buy shoes that are as plain as possible. Shoes that flash can be a safety issue in the event of a lock down; for everyone's safety, we cannot allow them.



- Please find tennis shoes or business casual shoes that are predominantly white, black, brown, grey, or navy blue.
- Athletic shoes or tennis shoes may have accent colors, provided the shoe itself is predominantly black, white, grey, brown, or navy blue.
- Shoelaces for both casual and dress shoes should coordinate with shoe color.
- Light up shoes or shoelaces are not allowed under any circumstances for safety reasons.
- Sandals, boots, and/or unsafe styles (e.g. open toed, backless, high heels, shoes with wheels) are not allowed unless specifically stated (e.g. sandals may be permitted on some beach outings).
- Rain boots may be worn on rainy days, but regular shoes are to be brought to change into upon arrival in the classroom.
- Socks and hosiery
  1. Girls shall wear white socks or solid white, navy, grey, or black tights or leggings with dress code skirts and jumpers.
  2. Boys shall wear dark-color dress socks or white socks.

#### **9.4 Outerwear**

##### **Uniform Jackets**

For K-5th grades

- Rain jackets or overcoats for outdoor wear are optional and should be without large emblems, logos, or symbols, except for a small brand name or trademark. All non-CCS jackets or overcoats may be worn outside, but not in the classrooms.
- Students may wear any official CCS hoodie, jacket, or Ramswear.

For 6-8th grades, students may wear one of the following jackets for outdoor activities and during PE classes.

- Students may wear any official CCS hoodie, jacket, or Ramswear.

#### **9.5 Non-Uniform Dress Standards**

There will be special school activities in which a non-uniform dress standard will be specified. Please observe the following dress standards.

#### **9.6 Formal Wear**

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

##### Boys

- Dress shirt and tie
- Coat (if stated)
- Dress slacks

- Dark colored socks
- Black, grey, or navy blue dress shoes

### Girls

- Formal dresses at least knee-length
- Formal blouse with knee-length skirt or dress slacks
- Slip dresses, drop-shoulder styles, low-back, backless, strapless, and halter dresses are not permitted
- Appropriate stockings and dress shoes

### **9.7 Casual Dress Day**

Casual Dress is to be worn for some field trips, informal meetings, and summer school attire on campus.

- Clothing should fit comfortably (not too loose or too tight) and be worn properly
- During field trips, elementary students (K-5<sup>th</sup>) must wear field trip t-shirts which are complementary. If lost, replacement will be \$10.
- Collared shirt or colored T-shirt with no large pictures and/or written messages (stripes, plaids, and floral patterns are acceptable)
- Tank tops are not allowed
- Casual jeans and slacks (no holes or frayed ends)
- Casual shoes or tennis shoes
- Jeggings, shorts, or athletic wear are not permitted on Casual Dress Day
- Leggings are not allowed unless worn with dress code skirts, skorts, or jumpers
- See through and transparent clothing are not permitted
- Modest necklines
- Midriff is always covered when standing, sitting, and arms raised

### **9.8 Relaxed Dress (Play Wear)**

Relaxed Dress (Play Wear) is to be worn to the beach, activity 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)
- Tennis or casual shoes. No flip flops or sandals.
- Leggings are not allowed unless worn with dress code skirts, skorts or jumpers.
- See through and transparent clothing are not permitted
- Modest necklines
- Midriff is always covered when standing, sitting and arms raised.

## **9.9 Physical Education and Sports Dress Code**

### Grades K-5th

Students in grades K-5 will wear regular school apparel to PE classes. If needed, a pair of athletic shoes could be brought in for PE.

### Grades 6th-8th

Students in grades 6<sup>th</sup> through 8<sup>th</sup> are required to change for PE classes. The following uniform/items are required:

- Deodorant
- Rams PE t-shirt (grey)
- Rams PE shorts (black, navy)
- Rams PE sweatpants (optional)
- Non-skid athletic shoes
- Athletic Socks
- Leggings or tights are not allowed

Failure to dress properly in a PE uniform will negatively affect your grade.

### **Sports Attire**

Participation in clubs and sports is a privilege. If students are unable to meet the expectations for attire outlined in the policy and by their coach or club leader, students may lose the privilege to participate in the activity without refund of fees.

1. Students are expected to wear tops that cover their stomachs and chests at all times.
2. Students are expected to wear bottoms that are “fingertip length” or longer unless specifically given permission to wear shorter garments by a coach. Examples of when this is appropriate include manufacturer created shorts for sports uniforms. Coaches will confer with the Athletic Director and Administration prior to advising students on attire.
3. T-shirts should not be sheer or see through, nor should they be excessively tight.
4. Sleeveless shirts are allowed. Straps on tops are expected to be at least 1.5 inches wide.
5. Yoga pants are not allowed unless approved by the coach.

### **Rams Spirit Days**

The school administration will designate certain days throughout the school year as Rams Spirit Days to either celebrate school pride or to support our sports/club teams on the days of their competitions. On these designated days students are allowed to wear jeans along with their ramswear. If Ramswear is not worn on these days, students must be in their regular school uniform.

## Chapter 10: Extended Care

The CCS Extended Childcare Program supports parents by providing the following optional services to meet their families' needs:

- Before School Childcare
- After School Childcare
- Childcare on Minimum Days
- After School Enrichment Programs

### 10.1 Morning Childcare (8:00am to 8:25am at the gym)

Before School Childcare provides care for students at no additional charge. Students can be dropped off as early as 8:00am. For their safety, kindergarten-1st grade students must be escorted and signed in by an authorized adult.

### 10.2 After School Childcare (3:30pm to 6:00pm)

The After School Childcare program provides care for students throughout the school year or on an emergency drop-in basis.

There are two options for the full year enrollment in the After School Childcare Program:

- Option 1: 3:30 - 4:45 PM
- Option 2: 3:30 - 6:00 PM

Students who are not picked up by 3:45 PM on a regular school day (or 12:45 PM on a minimum day) will be brought to After School Childcare and charged a supervision fee.

Extended Childcare offers students time for:

- Snacks (brought from home) & Playtime
- Working on daily homework
- AR reading assignments
- Grade level worksheets for additional math/reading practice
- End of quarter movies and games

Pick-up Procedures:

Parents or authorized adults must pick-up children by 6:00 pm or will be subject to a late fee. Only authorized adults listed on the Student Information Verification form are allowed to pick up and sign out for students. Students must be signed out on the roster by an authorized adult at pick-up.

A \$75 change fee will be charged for each schedule change during the year. Full year charges apply even if your child is absent during regular school days. No credit is granted for unused days due to absences or vacations.

Emergency drop in fees for After School Childcare are:

- 3:30 - 4:45 PM \$20 per day
- 3:30 - 6:00 PM \$35 per day
- A late fee of \$1 per minute will be charged if students are not picked up by 6:00 pm.

If you have any questions about the After School Childcare Program, please contact:

[TheraNg@ccs-rams.org](mailto:TheraNg@ccs-rams.org).

### **10.3 Childcare on Minimum Days**

The school has set aside one day out of each month (except for November, December & January) for staff training and collaboration during the school year. We will provide optional half-day childcare from 12:30-3:30 pm for a minimal fee to families who cannot come at 12:30 pm. Be sure to sign up when the registration forms are sent. Regular after school childcare from 3:30-6:00 will still be provided on minimum days, with the additional fee to cover 12:30-3:30 pm.

### **10.4 Year-long Performing Arts Program**

The After School Music Program offers the opportunity for children to further their music education. Students can choose the appropriate music ensemble group to suit their interests and levels. Students perform in various school events throughout the year. The highlights are the annual Christmas and Spring concerts.

For further information, please contact your child's music teacher, or you may download the registration form from our school website at [www.coastlinechristian.org](http://www.coastlinechristian.org).

### **10.5 Quarterly Enrichment Program**

Quarterly enrichment classes are provided on site at an additional charge. Enrollment forms will be sent out two to three weeks prior to the start of the enrichment class. Enrollment is not guaranteed due to the popularity of some classes and class size limitations. Parents will receive an email confirmation within one week after the enrollment form is received by the After School Coordinator. Our After School staff will pick up and escort students to their enrichment classes. Parents may pick up students at the end of their enrichment class or have them join After School Childcare for an additional cost.

## Chapter 11: Finance and Business

### 11.1 Fees and Charges

Tuition and bills may be paid via “e-tuition” (electronic withdrawal from your checking account), in the office during school hours, or mailed to:

**Coastline Christian Schools**

Attention: Billing Dept.

1801 North Loop Road

Alameda, CA 94502

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 are due and payable on the **first day** of the month. Refer to the Tuition and Fee Schedule for the payment schedule.

### 11.2 Late Charges & Returned Checks

There is a late charge of **\$35** for each payment received after the 5th of the month. There is a **\$50** service charge for all returned checks.

### 11.3 Withdrawals, Suspensions, & Expulsions

If a student withdraws or is expelled prior to the completion of a billing period, **there is a 10% cancellation fee based on the annual amount** to discontinue services (e.g. tuition, transportation or after school).

### 11.4 Delinquent Accounts

Students with delinquent accounts may not be permitted to begin classes the next semester, 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. Please refer to the annual tuition and fees contract for further information about our policies for delinquent accounts.

### 11.5 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 September 1 will be charged a “cancellation fee” equal to 10% of the annual service fee.

### 11.6 School Equipment & Supplies

Students are required to have their supplies ready by the first day of school. A listing of supplies for each class is posted on the school website as well as distributed during Orientation night. Textbooks are ordered and issued to students and billed to their account. Teachers will purchase supplies for kindergarten students to ensure that everyone has exactly what is needed; parents will be billed for the supplies purchased.

## Chapter 12: Food Service

### 12.1 Ordering Lunch - The cafeteria offers students lunches on all full days of school.

#### How do I order lunch for my child?

- Menus and order forms will be emailed to families
- Parents may pre-order lunches from the Food Service office at:  
[foodservice@ccs-rams.org](mailto:foodservice@ccs-rams.org)

### 12.2 Lunch Payments & Deposits

#### How do I pay for lunch and deposit funds into our lunch account?

- Lunch payments will be charged to the Family Lunch account on RenWeb
- Lunch funds should be deposited into lunch accounts before charges are made
- Deposits can be made to the lunch account by dropping of a check to the main office; online banking; or electronic funds transfers through our eLunch option
  - Personal and bank payment checks should be made payable to “CCS” or “Coastline Christian Schools”. (please write “Lunch or Food Service” on top.
  - Check memo line should include student’s first and last name and grade
  - Siblings may be included on the same check
  - Checks returned for any reason will be charged a service fee of \$50
  - eLunch, similar to e-tuition, may be requested through the general accounting office ([conkyohong@ccs-rams.org](mailto:conkyohong@ccs-rams.org))

### 12.3 Lunch Accounts – Family lunch accounts are automatically set up in RenWeb where parents can track lunch deposits, charges and balances.

#### How do I access our lunch account?

In the Family Portal go to “Family/Family Home” or “Family Information/Student Billing”

#### Lunch Balances

A minus sign “-“ in front of your balance indicates a credit amount

- Families are responsible to check their own accounts for low funds
- Lunch accounts with a negative balance (insufficient funds; indicated by no “-“ sign) for more than 5 school days will be charged a \$5 late fee each week the account remains negative..

#### **12. 4 Other Helpful Information**

1. **Meals** include the main entrée, salad or vegetable & fresh fruit and milk
2. **Milk** – Is available a la carte for \$.75 and can be charged to a lunch account
3. **Menu** - All menu items are subject to change.
4. **Food Allergies** - Should be reported to the school office so teachers and cafeteria staff can be notified. To the best of our knowledge all meals will be nut free.
5. **Monies remaining in lunch accounts** at the end of the year will automatically be forwarded to the next school year or to a sibling's account.
6. Refunds for remaining lunch balances may be requested at any time.

#### **Food Service Contact Information**

For questions or comments, please contact Nancy Tom at:

(510) 522-0200, ext. 2313 or through email: [foodservice@ccs-rams.org](mailto:foodservice@ccs-rams.org)



## Chapter 13: Fundraising

### 13.1 Purpose of Fundraising

Coastline Christian Schools is proud of the support that our church and school community provide by giving generously of their time, talents, and other resources to benefit the school. When our school community works to raise money for our programs, it has the result of enriching the learning that takes place at CCS.

### 13.2 Fundraising Policies

1. It is important in the fundraising process to keep true to our primary purpose of promoting learning.
2. Fundraising projects should be limited to school programs with an educational goal.
3. All fundraising projects must first be approved by the Administration. These factors will be considered for the approval of the fundraising project:
  - a. Scope, such as length of time, items sold, and method of sale
  - b. Number of fundraising projects going on simultaneously
  - c. Appropriateness of activity for students involved
4. Fundraising projects should take place primarily outside of school hours.
5. Throughout the fundraising, participants should focus on the group goal.
6. Limited projects may be used to raise funds for disaster relief or other charitable purposes.

### 13.3 Food Policy for Fundraising

- All food should come from a commercial kitchen or school food services
- Everything cold should be kept cold - 40 degrees or colder
- Everything hot should be kept hot - over 140 degrees
- No nuts are allowed. Please check labels carefully.

Remember, even cut fruit and vegetables have to be kept at a cold temperature until ready to serve. Packaged and non-perishable food items are recommended.

## Chapter 14: Health and Safety

### 14.1 Communicable Disease or Condition

A “communicable disease” is an illness caused by an infectious agent or its toxins through the direct or indirect transmission of the infectious agent or its products to a susceptible animal or human host. Please follow the school’s current COVID health protocols to keep everyone safe.

The school reserves the right to make all final decisions necessary to control the spread of diseases and conditions within the school. It is important to inform the school office of your child’s health history and any changes regarding his/her health (i.e. recent operations) or health care provider (i.e. new doctor or plan).

### 14.2 Illness

We want our children to be happy and healthy while attending Coastline Christian Schools. Help us maintain a healthful environment for our students and staff by keeping your children home when they are not feeling well.

Students who become ill at school will be kept away from class until an authorized pick up person arrives. If a child is kept home or is sent home due to fever (temperature of 100 degrees or higher), diarrhea, vomiting, head lice, or etc., the student must be symptom-free and has no fever for a full 24 hours (without the aid of fever-reducing medications) before returning to school. Any child found to have lice or lice eggs (nits) will be sent home immediately for treatment and must be rechecked and found to be clear before returning to school; a clearance note from a certified lice clinic or your child’s physician is required in order to return to school.

### 14.3 Emergency First Aid

First aid for minor injuries that occur at school is given in the First Aid Station. The school will notify parents of more serious injuries or sudden illnesses. It is important that health insurance information and emergency contact phone numbers of parents are updated at all times.

### 14.4 Medication Policy

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 office, and the parent or guardian must fill out a medication administration form in the school office. The medication must be sent to school in its original container labeled by a doctor or pharmacist and include the student’s name, the doctor’s name, the name of the medication, and directions about the dosage and use. It is the responsibility of parents to advise the school of any changes in the physician's directions. Office staff will call for the student to take the medicine at the designated time. Since there is no certified nurse, students must be able to administer the drug/inhalers, etc. by themselves. Staff is allowed to assist but not administer except in the case of Epi-pens.

Over-the-Counter Medication: Medication must be sent to school in its original container along with a written note by the parents with directions about the dosage and use. Office staff will call for the student to take the medicine at the designated time.

#### **14.5 Immunization Verification**

Required Health Records: All students in Kindergarten and 7th grade are to have a current physical examination and updated vaccinations prior to entering school. No student can attend classes without these completed reports.

- Student's Physical Examination Report
- Proof of immunization as required by the State of California

Other forms we require are the "*Student Health History*" and the "*Emergency Information*". Students with special health or dietary needs and/or food allergies must report it to the school office before the first day of school whether they purchase lunch or not.

#### **14.6 Mandatory Child Abuse Reporting**

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

#### **14.7 Healthy Eating & No Nuts Policy**

Coastline Christian Schools promotes good health choices by prohibiting gum and limiting the consumption of soft drinks or candy. CCS wants to have a safe, healthful, and inclusive environment for all students. **To that end, we have instituted a "no nut policy"** since food allergies can be life threatening. Children with nut allergies can have an allergic reaction through contact, ingestion, or inhalation of airborne nut particles. We ask that no nuts be brought into our school, including peanut butter sandwiches. Food sent in for snacks, lunches, or any class event (including parties, field trips, etc.) should be carefully checked to make sure they are nut-free.

Families can help ensure that our school stays nut-free by reading packaging labels and reminding students not to share food with others at school. We need to make sure that there is little opportunity for a child to be exposed to foods that could harm him/her. 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 nuts). Cooperative efforts among students, parents, and school staff members can help minimize risks.

#### **14.8 Bullying Policy & Reporting**

Bullying is not tolerated at CCS and each bullying offense will be referred to school administrators for a disciplinary response. Continued bullying offenses could result in the student(s) being suspended, asked to withdraw, or expelled from school. Parents and, if necessary, the proper authorities will be notified.

We recognize that there are three main subjects involved in a bullying situation: the bully, the target, and the bystander. Our goals are the following: 1) to protect and support the target physically, emotionally, and spiritually, 2) to help the bully understand his/her error, repent, and seek forgiveness, and 3) to educate and encourage the bystander to speak up and help stop a bullying incident.

1. “Bullying” means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted, purposeful, written, verbal, nonverbal, or physical behavior (including but not limited to, any threatening, insulting, or dehumanizing gesture, by an adult or student) that has the potential to create an intimidating, hostile, or offensive educational environment or to cause long term damage or humiliation, or unreasonably interfere with the individual’s school performance or participation. Bullying is usually carried out repeatedly and is often characterized by an imbalance of power. Bullying may involve, but is not limited to unwanted teasing, threatening, intimidating, stalking, cyber-bullying, physical violence, theft, public humiliation, social exclusion including incitement and/or coercion, and rumor or spreading of falsehoods.

2. “Cyber-bullying” means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication (such as texting or Instagram communication), directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

3. A “bully” or “target” can be an adult or child. Bullying can occur between adults, children, or adults to children, or children to adults. It can take place in school, on the bus, at home, etc..

CCS expects all students to stop any bullying by doing the following:

- Students being bullied (target) should report it to staff, teachers, or parents.
- Students who are aware of bullying (bystander) should report it to a teacher or a staff member immediately.
- Students should be willing to resolve bullying situations through communicating, employing forgiveness, and changing behaviors and attitudes.

#### **14.9 Sexual Harassment**

Sexual harassment is a form of prohibited harassment requiring special mention. Sexual harassment is defined as unwelcome sexual conduct of any nature that creates an offensive or hostile work environment or unwelcome sexual conduct that is made a condition of working at BACBC/CCS/TTPS. It also may be in the form of non-sexual, offensive conduct that is directed at an employee or student because of his or her gender. Sexual harassment, like other forms of prohibited harassment, will not be tolerated.

Examples of prohibited sexual harassment include unwelcome sexual conduct such as:

- Verbal harassment (e.g., sexual requests, comments, jokes, slurs)
- Physical harassment (e.g., inappropriate touching, kissing)

- Visual harassment (e.g., posters, cartoons or drawings of a sexual nature)

Sexual harassment is not limited to conduct motivated by sexual attraction. It may occur between members of the opposite sex or members of the same sex; it includes sexual harassment, gender harassment, threats of sexual violence, and harassment based on pregnancy, childbirth, or related medical conditions, regardless of their sexual orientation, sexual desire, or intent of the harasser. It also includes offensive, non-sexual conduct directed at an employee because of his or her gender.

BACBC/CCS/TTPS policy rests on the fundamental precept that everyone must treat others with respect, dignity, and professionalism. Deviation from that standard will not be tolerated.

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 the Administration.
- Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to the Administration.
- 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

- Edward Yue, Principal, Ext. 2305
- Lisa Lovitt, Vice-Principal, Ext. 2308
- Marjorie Chiu, Vice-Principal, Ext. 2218
- Steve Quen, Senior Pastor, (510) 385-2794

#### 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

CCS will not retaliate, nor will it tolerate retaliation against employees/students who complain in good faith about harassment in the workplace. CCS will investigate any such report and will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is found to have violated this policy.

#### Procedure for Investigating Complaints and for Taking Corrective Action

CCS will promptly investigate all allegations of prohibited harassment that are brought to its attention. The investigation will be in as confidential a manner as is practical and appropriate under the circumstances. Employees and supervisors have a duty to cooperate in CCS's

investigation of alleged harassment. Upon completing its investigation, CCS will communicate its findings and intended actions to the complainant and to the individual accused of harassment.

Individuals found to have violated this policy will be disciplined and possibly suspended or terminated. In addition, failing to cooperate or providing false information during an investigation shall be grounds for disciplinary action, including termination/expulsion.

Although the school has limited authority to discipline a non-employee harassor (such as a client, customer, contractor, vendor or supplier), it will take remedial action aimed at ensuring that the conduct stops.

## Chapter 15: School Safety

### 15.1 Authorized Visitors

All visitors, including parents and guardians, 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. During the COVID pandemic, visitors must comply with health screening, temperature check or possible COVID testing.

All individuals entering 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. 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, and at off-campus school events.

### 15.2 Release of Children from School and Student Custody

The school will only release students to parents and adults authorized by parents as listed on the Student Information Verification Form. For safety reasons, photo identification may be requested.

- If a student must leave school early, please sign-out at the office, and the student will be sent from class to meet you there.
- Do not go directly to the classrooms.

Parents are to inform the school if there are changes in student custody arrangements with legal documents such as a court order.

### 15.3 Authorization for Publicity Release

One of the best ways to encourage proper behavior and achievement is to offer public recognition. Coastline Christian Schools would like the opportunity to do so through the use of non-confidential information and/or photographs of its students. This not only encourages the students, it also adds to the prestige and reputation of the school and the rest of the student body. Parents or guardians are asked to sign an authorization for publicity release form.

### 15.4 Emergency Preparedness, School Closure, and Dismissal

CCS has developed a comprehensive Emergency Response Manual (ERM) following many of the federal and state guidelines and suggestions. The ERM was reviewed by local law enforcement for effective coordination. We conduct regular fire, earthquake, shelter-in-place, and “lock down” drills, and the school has safety equipment, food, water, and supplies in case of an emergency or disasters.

We ask parents to provide us with updated mobile phone numbers and email addresses for emergency notifications. It is important that the school has current information of adults authorized by parents to pick up students. CCS will not release students without written authorization and photo identification of authorized adults.

CCS pays a fee and has certified site instructors for the ALICE school safety program, which contains active shooter or aggressive intruder responses. Most of our staff are trained and certified in first aid and CPR with the American Red Cross.

### **15.5 Emergency Procedures Overview**

In the event of any emergency, Coastline Christian Schools has a written plan of action that will immediately go into effect. These pre-planned responses are based on the experience and research of disaster preparedness professionals. While earthquakes are the central focus of this material, please note that similar (if not identical) actions will be taken in the event of any emergency, such as a campus lock-down.

We have the very real possibility of caring for hundreds of students and staff if a disaster strikes during school hours. With our emergency notification system, we will send out texts, email messages, and instructions. Please keep in mind that communications are often disrupted during a disaster or emergency.

### **1. Guidelines for Parents in the Event of an Emergency**

We appreciate your full cooperation as the overall safety of your child is at stake.

#### **DON'T**

- Don't rush to school to pick up your child - You may be in more danger on the street than your child will be here. Emergency equipment may not be able to get through and road conditions may be unsafe.
- Don't call the school - If people are jamming the phone line, no one will get through and more importantly, we will not be able to get a call out for emergency help if we have a need. Wait for our announcements by text and email.
- Don't Panic - We know you may be anxious before you are certain of your child's condition, but panic often leads to mistakes. Also, students need to see calmness in all adults.
- Don't send strangers to pick up your child - The law prohibits us from releasing your child to anyone not authorized by you on your child's "*Student Identification Verification*" form that is always filled out at the start of any school year.

#### **DO**

- Be Patient and take your time to get to school - Once an emergency occurs, it will take time for us to take roll and set up the student assembly area. No child will be released until then.



- Trust us - We have an emergency plan, and we conduct school wide drills. Staff will stay and care for your child until you are safely reunited. We have food, water, and emergency equipment on site.
- Be patient - As much as can be done will be done for each and every child. The reunification process will take time.
- Pray - Praying is an effective and productive thing we can do in these critical situations.

## **2. How to Pick Up Your Child**

- When you arrive at school, school staff will direct parents and authorized adults to the Parent Holding Area to be checked in.
- Once in the Holding Area, request the release of your child from the next available staff member. Wait patiently and be considerate to the staff.

There are different reasons why a student may not be in the Student Holding Area.

- Your child is being treated in the medical area for injuries.
- Your child has been transported to a local hospital for treatment.
- Your child is currently awaiting rescue by a “sweep and rescue team” that has made contact with your child.
- Your child is believed to be trapped and is awaiting rescue by a “sweep and rescue team” but no contact has been made.
- Your child is missing and unaccounted for and a search is underway.

## **3. Be patient and considerate as responses to emergencies often take time.**

- Staff will require photo identification from the adult picking up your child if that person is not immediately recognizable by team members.
- We love you and your children and will do everything possible to protect both.
- School personnel will remain at the school site in an emergency until officially released by the Administration or law enforcement. Because of this, please be understanding of teachers and staff members who may be at school caring for your children for many hours.

## Chapter 16: Student Life

### 16.1 Chapel

Chapels are held regularly and are a mandatory and important part of our school culture at CCS. It is a time for students to worship, sing, grow in their relationship with God, and receive moral teaching beyond the classroom. Parents are welcome to attend. In middle school, small groups are part of the chapel curriculum where students will discuss what was learned in chapel under the facilitation of their teachers.

### 16.2 Field Trips

Special field trips and events create unique learning opportunities beyond the classroom. Students are required to attend and participate unless special permission is granted by the Administration.

### 16.3 Parties and Celebrations

School is a time for learning and as such, any birthday celebrations should be limited to a less than 30 minutes snack time in the afternoon. Parents should work with the teachers to determine the best time. During holiday seasons (Thanksgiving, Christmas, etc.) many classes may plan longer parties. The homeroom teacher (or parent helper) will prepare the sign-up sheet and remind parents of the school's food and "no nut" policy.

#### Food Policy for Parties

- All food should come from a commercial kitchen
- Everything cold should be kept cold - 40 degrees or colder
- Everything hot should be kept hot - over 140 degrees

Remember, even cut fruit and vegetables have to be kept at a cold temperature to keep them safe for eating.

Ideas for items:

- Packaged and non-perishable food
- Food from our school kitchen or from a commercial kitchen if it is served to students

### 16.4 Student Council

Student Council consists of middle school students elected by their peers and is designed to help promote school spirit and leadership among students. Students participating in all levels of the council will maintain a high standard of personal conduct. Council members will demonstrate leadership qualities by serving as good examples of behavior through their words and actions. All council members will attend the regularly scheduled student council meetings and be expected to serve in enhancing the quality of both the physical and spiritual environment of the school.

## **16.5 Middle School Sports**

The goal of the CCS athletic program is to train student-athletes to manage their individual and team participation in a Christ-like manner. Students will have the opportunity to develop appropriate skill sets and experience competitive opportunities to strengthen their character through gracious winning and losing.

Student athletes will demonstrate Christ-like and good sportsmanship traits such as humility, compassion, hard work, and perseverance. One important goal of the athletic department is that everything that is done will bring glory and honor to God.

We are part of the Bay Area Christian Schools Athletic League which consists of about 20 schools. The competitive sports include Cross County, Flag Football, Basketball, Soccer and Volleyball.

For more information, please visit our school website or contact our Athletic Director.

## Chapter 17 - Technology Use Policy

### 17.1 Technology Use Policy

The Internet and other online resources are provided by CCS to support instructional programs and appropriate student learning. While computers and the Internet can be powerful educational tools, they can be used inappropriately. CCS will make every reasonable effort to ensure that this resource is used responsibly and will further require that **every student and parent sign the Acceptable Computer/Internet Use Agreement before Internet access is granted.**

Student use of computers and the Internet at CCS is a *privilege*. If used properly, this resource can greatly enhance a student's learning experience. However, anyone who uses the computer and Internet improperly or for purposes inconsistent with the educational program at CCS will lose all computer network privileges. CCS uses filtering to monitor Internet activity and to prevent student use of inappropriate materials. CCS cannot guarantee the appropriateness of all material accessed by the students on the Internet.

Students at CCS agree not to do any of the following **unacceptable** uses of the Computer/Internet. Violation of this agreement could result in loss of a student's online privileges and other disciplinary actions.

- Sending or displaying offensive pictures, using obscene language, or harassing, insulting, threatening or abusing other network users
- Any activity prohibited by law or CCS policy
- Posting, sending, or displaying any personal identification information of anyone under 18 years old.
- Using the Internet for financial gain
- Damaging or disrupting equipment, software, or system performance
- Using others' passwords or accounts
- Posting anonymous messages or messages with a false identity
- Trespassing in or deleting files, info, or data that does not belong to you
- Downloading or printing files or messages that are profane, obscene, or that use language that offends others
- Playing unauthorized games
- Computer piracy, hacking, or any tampering with hardware or software
- Using the Internet for any illegal activity, including violation of copyright or other laws
- Activities that allow a computer or network to become infected with a virus or other destructive influence
- Posting of photos of other students on social media without the explicit permission of the students and their parents

Violating any of the cyberbullying policies outlined in the CCS Student Handbook is subject to disciplinary action and/or suspension/expulsion. Middle student students will be issued a school email account for schoolwork only. Students are to keep personal information private. They should participate only in what the teacher allows and follow the rules of the school computer/Internet use policy.

### **17.2 Middle School Chromebook Program**

Chromebook computers are part of the School Technology Plan to enhance student learning in the 21st Century. Middle School students purchase Chromebooks from school. Additional information regarding the Chromebook use and its policies are found in CCS; “*Student Chromebook Policy and Guide*”.

## Chapter 18 Traffic and Transportation

### 18.1 Campus Traffic Flow

Due to large numbers 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 while driving on campus. The speed limit is 5 MPH , and you may need to drive slower on rainy days. Please follow arrows and be aware of traffic cones and barriers.

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 school and not to socialize in the parking lot or loading areas. There is to be no running or playing in the parking lots or loading zones. Pedestrians must use crosswalks and obey traffic monitors' directions.

### 18.2 School & Van 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.

1. Students may ride the school vans to and from shuttle stops, for field trips, and for sports events. They must follow all transportation rules and safe riding practices.
2. Students must stay properly seated facing forward at all times while riding on a van.
3. Students may not make loud noises, talk loudly, shout, scream, play, or in any way cause a distraction to the driver and other students.
4. Students may open windows but are expected to close them before leaving the vehicle.
5. No person or object is to protrude out of the windows, and no object may be thrown from a vehicle, into a vehicle, nor within a vehicle.
6. Students are not permitted to bring on the van any glass containers, sharp or bulky objects, animals, insects, or any object which may cause injury during the route.
7. For safety reasons, students riding the van will refrain from using writing instruments (such as pens and pencils) or playing any musical instruments.
8. There is no chewing gum, eating, or drinking (except water) on school vehicles. All trash must be disposed of in the receptacle provided in the vehicles.
9. Students are not permitted to use cellular phones without the driver's or school Administration's approval.

### 18.3 Daily Van Riders

CCS offers a limited van service for students in Alameda, San Leandro, San Lorenzo and Hayward. Contact the school office to request this service. Riders must abide by the following rules to ensure safe and timely departures and arrivals.