

# Student/Parent Handbook

Who we are drives what we do.

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# Welcome to the family!

Our intimate campus provides an environment for faculty, staff, and students all to know one another and develop strong relationships. This sense of family and community in our school fosters students to feel more positive in the classroom, which allows them to grow comfortable sharing their ideas with their peers. Not only do students learn to speak up in class, but also, the strong bonds students develop with their teachers and peers can help them to develop strong relationship skills that will benefit them later in life.

We strive to create an environment where students feel safe, comfortable, and happy.



# Our Mission

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"The greatest gifts we can give our children are the roots of responsibility and the wings of independence"

-Maria Montessori

We commit ourselves to helping children and teens to develop a positive self-image and to develop into a self-directed and self-disciplined person.

CCPAA's mission is to foster independent thinking in a creative and challenging environment, by providing a diversified curriculum with an evolving and innovative framework of high standards in arts-integrated teaching and learning.

# Our Pillars

The 3 pillars provide a foundation which all CCPAA students should uphold

01

## CREATIVITY

Students should be creative in their problem solving both academically and artisitcally

02

## SELF-AWARENESS

Students should be able to recognize how their actions affect others and how they can positively improve their own character

03

## BE KIND

Students should display kindness both on and off campus as part of their daily lives



# ESLR's

## Expected Schoolwide Learning Results

ESLR's were developed to serve as ideal outcomes for all students. ESLR's identify what all students should know, understand, and be able to do in order to be globally competent, i.e., a global citizen, when they graduate.

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### Demonstrate Critically Thinking and Analytical Skills

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This includes but is not limited to:

- Cultivating an appreciation and respect for intellectual curiosity, academic rigor and the hard work required to achieve lasting success.
- Encouraging faculty, staff, and students to innovate and collaborate with each other in order to experience a productive process with meaningful outcomes.
- Becoming thoughtful, engaged citizens in a global society prepared for participation in the world beyond our school.

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### Communicate Effectively

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This includes but is not limited to:

- Practicing ethical digital citizenship and academic integrity
- Listening actively, effectively and critically
- Learning to communicate with confidence both publicly and personally

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### Practice Personal Responsibility and Respect

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This includes but is not limited to:

- Taking responsibility for one's actions
- Being punctual, present and prepared
- Showing respect for yourself and others
- Exemplifying the 3 pillars

# Student Responsibilities

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What are my responsibilities as a CCPAA student?

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Students should always maintain these ideals as a CCPAA student:

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|--|---|--|
| ✓ I will come to school prepared to learn                                      | ✓ I will always try to maintain a positive attitude                             | ✓ I will help others to succeed                      |
| ✓ I will cooperate with teachers and staff by following school and class rules | ✓ I will be respectful of all members of the CCPAA community                    | ✓ I will strive each day to achieve my goals         |
| ✓ I will be considerate of others  | ✓ I will attend my classes on time and submit homework and assignments promptly | ✓ I will be an active listener                       |
| ✓ I will behave in a way that does not interfere with the rights of others     | ✓ I will always do my very best to the best of my abilities                     | ✓ I will always do what is morally ethical and right |



# ATTENDANCE / TRUANCY POLICY

## ABSENT POLICY

In the case of a students' absence, parents/guardians must contact the school each day their child is absent.

Students who have an absence that is NOT excused by a parent or guardian will be marked as truant and will automatically be assigned Saturday school.

## LATE ARRIVALS

Students' who arrive late to first period, without an excused tardy from a parent/guardian, or who arrive late to any other class period during the school day will be considered tardy. Student's who have more than 3 tardies during a semester will receive one hour of detention for each tardy thereafter. An excused tardy does not include traffic or waking up late.

\*Students who have not served their assigned detention time hours and/or their assigned Saturday school will not be allowed to participate in any extracurricular activities until all hours are cleared with the school office.

# ATTENDANCE / TRUANCY POLICY

## EXTENDED LEAVE

Vacations should be scheduled during non-instructional days. Students who are scheduled to be absent for more than 3 days are considered to be on extended leave and are required to receive clearance from the front office. Students are responsible to communicate with teachers regarding all assigned work during their absence, a minimum of 2 weeks prior to their extended leave. Students are responsible to turn in work during their leave.

## DETENTION/ SATURDAY SCHOOL

Detention is assigned to students who fail to comply with the attendance/truancy policies. Students have 10 school days to serve their detention hours before it is converted into a Saturday school. Students must serve Saturday school if they fail to comply with attendance/truancy policy. Students who do not attend their assigned Saturday school will not be permitted on campus until a mandatory parent conference has been held.

\*Students who have not served their assigned detention time hours and/or their assigned Saturday school will not be allowed to participate in any extracurricular activities until all hours are cleared with the school office.



# Discipline: Rules & Regulations

CCPAA's rules and regulations were created to underline the importance of respect, consideration, honesty, and responsibility





# Minor Infractions

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The following are considered (but not limited to) minor infractions:

If a student is found to be guilty of committing a minor infraction, a written or verbal report (Referral) will be made by the witnessing/reporting staff member and filed in the office in the student's file. Students will receive ONE WARNING. Any subsequent violation of any of the below will result in additional detention assignments. Accumulation of three infractions in one semester will result in one day of Suspension. The offending student and their parent shall be informed of the infraction by written notice or by phone. If necessary, a conference may be scheduled at this time.

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- ✗ Rudeness, teasing, bullying
- ✗ Repeated disruptive behavior
- ✗ Gum chewing/eating drinking during class time
- ✗ Profanity
- ✗ Public Displays of Affection
- ✗ Use of electronic devices in class
- ✗ Three unexcused tardies in one 6 week grading period

# Major Infractions

If a student commits a Major Infraction, a staff member will complete a written account (Referral) of the infraction and inform the student of the violations. Violation of any items considered Major Infractions will result in the student being sent home (suspended) for the day. A conference to include the student, parents, Director, and staff members (if applicable) will be scheduled, as necessary. The student's actions will be reviewed, discussed and appropriate action will be taken against the student. These actions may include any of the terms set for a case of cumulative Minor Infractions, financial reimbursement, or expulsion.

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# Major Infractions

VIII

The following are considered (but not limited to) major infractions:

Violation of a major infraction will result in an immediate suspension. Appropriate courses of action after the suspension time include, additional day(s) of suspension or in/out -of-school community service (maximum of 15 hours in addition to regular community service requirements). Any additional infractions will be considered cumulative to the previous number and will result in another conference. If a second conference is called, the disciplinary committee may choose to expel the student.



Forging anyone's signature or identification



Stealing



Committing acts which violate laws and statutes of the State of California and the United States government such as possession of drugs, alcohol, tobacco



Truancy (unexcused absence)



Fighting



Poor behavior while representing the school



Defacement of property (Ex: destroying, vandalizing, breaking school property)  
\*All cases involving the defacement of property will result in financial reimbursement



Leaving campus without permission from the office



Repeated minor violations after corrections



Plagiarizing or cheating

\*Any violation of the law, statues, or provisions of the State of California will result in immediate expulsion from CCPAA



# Plagiarizing and Cheating

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Consequences for cheating are an immediate “Zero” or “no credit” on the assignment, quiz or exam. If applicable, the student providing answers will also receive a Zero on their assignment/test, etc. Based upon the student’s disciplinary record, the student may also receive suspension or even expulsion.

Plagiarizing and cheating are considered major infractions and include (but are not limited to):

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- ✗ Copying another person’s homework, or lending completed homework to another student to be copied and turned in as one’s own work;
- ✗ Stealing or otherwise “obtaining” a test in advance of the issuance of the test by the (a) classroom teacher.
- ✗ To copy words from another source without giving that source proper credit (i.e., footnotes, bibliography, etc.)
- ✗ Utilizing unauthorized aides to assist on a test or quiz. Unauthorized aides may include, but are not limited to, the following:
  - (1) hand signals, text messages, verbal or written communications, use of calculators or calculator watches or similar electronic devices or study aides



# COMMUNITY SERVICE REQUIREMENT

## MIDDLE SCHOOL

Students in grades 6th - 8th are required to complete 40 hours of community service by the end of the year

## HIGH SCHOOL

Students in grades 9th - 12th are required to complete 50 hours of community service by the end of the year

## REQUIREMENTS

All community service hours must be pre-approved prior to completion to receive credit. Students are responsible for submitting hours through Gradelink upon completion in order to receive credit.





# SCHOOL UNIFORM

Students in grades K-12 are required to wear school uniform each day. Students who arrive to school in violation of the school uniform will be sent home to change into the appropriate school uniform and will be marked as an unexcused tardy. If the student fails to change into the appropriate school uniform, the student will NOT be allowed to participate in the instructional day and their attendance for that day will be marked as an unexcused absence. All minimum days will be free dress days.



# DRESS CODE TOPS



Students have the option of short sleeve, 3/4 sleeve or long sleeve collared shirts. Acceptable colors are navy blue, gray, black, white or light blue. **ALL tops must be solid, no prints or designs and must have a collar.**





# DRESS CODE OUTERWEAR



Students have the option of pull-over crewneck/v-neck sweaters or cardigans. All pull-overs and cardigans must be solid colors with no prints or designs. Acceptable colors are navy blue, black, white, gray, light blue, or tan. **All collared shirts must be pulled over sweaters.**





# DRESS CODE OUTERWEAR



Students may also wear zip-up fleece jackets or bomber jackets. Jackets may not have a hood, must be solid colors with no prints or designs. Acceptable colors are navy blue, black or gray. **All collared shirts must be pulled over jackets. Hoods and hoodies are not permitted.**



# DRESS CODE PANTS/JEANS



Dress code pants include regular uniform pants. Acceptable colors are navy blue, khaki, black and gray. Students can also wear jeans (blue jeans, black jeans, dark wash, medium/light wash). Jeans may not have any holes, rips, etc., and must be properly fitted (no distressed jeans, baggy jeans, mom jeans, boyfriend jeans, etc).





# JEANS NOT PERMITTED



**Holes**



**Rips**



**Boyfriend jeans (loose-fitting)**



**Mom jeans (loose-fitting)**



**Overly loose-fitting**



**Holes**



**Rips**



**Patches**



**Distressed**



**Loose-fitting**



# DRESS CODE BOTTOMS



Students also have the option of skirts or shorts. Skirts must be pleated and must be no more than 3 inches above the knee. Skirt colors can be blue-plaid, navy blue, khaki, black or gray. Shorts must be bermuda shorts and no more than 3 inches above the knee. Acceptable colors are navy blue, khaki, black, or gray. Jean shorts are not permitted.



# UNIFORM DRESSES



Students may wear pleated jumper uniform dresses with a white collared shirt. They may also wear polo uniform dresses. Acceptable colors are navy blue, black, khaki, and gray.





# FREE DRESS DAYS



All minimum days will be free dress days. Clothing that is not permitted on free dress days include, but are not limited to, the following:



**Basketball shorts**



**Open-toe shoes**



**Flip flops/sandals**



**Spaghetti Strap**



**Inappropriate graphic  
t-shirt/sweatshirts**



**Tank tops**



**Crop tops**



**Pajamas, sweatpants,  
leggings**



**Off-the-shoulder/  
tub tops**



**Jeans with rips,  
holes, etc.**

# P.E. UNIFORM



Students in grades 6th - 12th are required to change into the appropriate P.E. uniform for class each day. P.E. uniforms can be purchased in the front office.







All student grades and assignments are posted to Gradelink throughout the grading period. Parents/guardians can customize their students gradelink account to receive notifications when a student is absent, missing an assignment, received a low grade on an assignment, or is not receiving a passing grade in a class. If parents/guardians do not have the log in information for their students gradelink account, they should contact the front office.

Students should consistently check their Gradelink to ensure their assignments have been properly recorded, ensure they are not missing any assignments, and ensure they are in good academic standing.

Students are responsible for communicating with their teachers for any grade discrepancies or any questions regarding their grades. Parents/guardians can also communicate with their students teachers through gradelink communication or through direct email.



Students will be required to have a Microsoft Teams account for all of their classes. Students will use Microsoft Teams to periodically upload assignments when required, to find coursework, to communicate with their teachers, or to receive important school updates.

Students who do not have their log in information for Microsoft Teams should ask the front office. Students are responsible to frequently check both their Gradelink account and their Microsoft Teams account.



# BELL SCHEDULE

## Week A

Monday/Wednesday

Period 1: 8:30a.m. - 9:50a.m.

Period 3: 9:55a.m. - 11:15a.m.

Snack Break: 11:15a.m. - 11:25a.m.

Period 5: 11:30a.m. - 12:50p.m.

Lunch: 12:50p.m. - 1:25p.m.

Period 7: 1:30p.m. - 2:50p.m.

## Week B

Tuesday/Thursday

Period 2: 8:30a.m. - 9:50a.m.

Period 4: 9:55a.m. - 11:15a.m.

Snack Break: 11:15a.m. - 11:25a.m.

Period 6: 11:30a.m. - 12:50p.m.

Lunch: 12:50p.m. - 1:25p.m.

Period 8: 1:30p.m. - 2:50p.m.

Friday schedule will alternate between Monday/Wednesday (Week A) blocks and Tuesday/Thursday (Week B) blocks each week. The first Friday of the school year will be a Monday/Wednesday block.

All middle and high school students will have Choir every Friday from 1:30p.m. - 2:50p.m.



# Electronic Devices

Students may not use electronic devices during class time (cell phones, laptops, tablets, smart watches, etc). If students use their electronic devices during class, they will be confiscated and held in the office and must be picked up by a parent/guardian. Repeated violations may result in detention/saturday school and/or a parent conference.





# BEFORE/AFTER SCHOOL

Students in grades 6th-12th may arrive to school as early as 7:30a.m. and stay as late as 5:00p.m. Students will have designated areas to complete homework, school projects, rehearse for an upcoming performance, or work on any other school related work. Students may also work on completing community service hours.

Any student who becomes disruptive during before or after school hours will be required to be picked up by a parent/guardian and may lose their privilege of staying on campus during before or after school hours.





# What if I need to leave early?

Parents will need to notify the front office if a student needs to leave school early. Students are required to check out through the front office prior to leaving. Failure to follow protocols will result in a major infraction.



# ● GPA REQUIREMENTS

Students must maintain a 3.0 citizenship and academic GPA (No D's or F's) in order to participate in any extracurricular activities. This includes, but is not limited to:

- Any off-campus related activities (Ex: field trips)
- School Trips
- ASB activities
- School Dances (Ex: Prom)



# What if I become ill while at school?

Students who become ill while at school will be required to notify the front office. The office staff will call the students parent/guardian to pick up their student.





# LOCKERS

Students have the option to carry all personal belongings with them throughout the day, or they can store personal belongings in their assigned rented locker. This includes textbooks, lunch boxes, binders, etc. Students may be assigned an individual locker or a shared locker. Lockers are subject to be searched at anytime throughout the year.

Students are responsible to keep their locker clean at all times. All food items must be removed from lockers each day. Food items may NOT be stored in lockers overnight.

All personal belongings must be stored in a students locker. Students may not leave personal belongings around campus (Ex: classrooms, office, outside area, etc).

Failure to comply with locker rules may result in a students loss of their assigned locker.



# MASKS

Students are required to wear masks on campus at all times regardless of vaccination status. Students may remove masks to eat and drink but must do so outside and at least a 6 feet distance away from others. Students who are in violation of the mask requirement will be sent home immediately.





# TEXTBOOKS

Students are responsible to keep their textbooks in good condition. Parents are responsible for the replacement costs of all textbooks/books that are not returned by the textbook return date. Replacement cost for textbooks can range between \$50 - \$150.



# Staff Directory



The best way to contact teachers and staff is through email. Please allow for a 48 hour response period Monday - Friday.

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Giovanny Castillo: gcastillo@ccpaasd.com

Ivette Martinez: imartinez@ccpaasd.com

Masha Zepeda: mzepeda@ccpaasd.com

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