

# COMMUNITY CHRISTIAN SCHOOL



A Passion for Christ, A Passion for Education

## HIGH SCHOOL (9<sup>TH</sup> – 12<sup>TH</sup>) 2018/2019 HANDBOOK

3400 Martin Luther King Dr. \* Orange, TX 77632 \* (409) 670-2913

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

Updated: 8/20/2018 3:57 PM

# Table of Contents

<b>Introduction Section</b>	<b>1</b>
Administrative Team, Faculty, and Staff	1
Board Representatives	1
<b>Identification Section</b>	<b>2</b>
Vision Statement	2
Mission Statement	2
Portrait of a Graduate	2
Core Values	2
Philosophy Statement	2
Statement of Faith	3
Expected Student Outcomes	3
Objectives & Goals	4
History of Community Christian School	5
School Profile	6
Accreditation	6
<b>Admissions</b>	<b>7</b>
Requirements	7
New Students	7
Re-enrollment	7
Nondiscriminatory Admission Policy	7
Transfer Student Policy	7
Withdrawal From School	8
<b>Finances</b>	<b>8</b>
Enrollment Deposit	8
Tuition	8
Withdrawal	8
Fees	9
Payments and Invoices	9
Insurance	9
<b>Academics</b>	<b>9</b>
Academic Policies	9
Dual Credit	9
Co-Enrollment	9
Courses Offered	10
Enrichment & Extension	10
Grade Reporting	10
Grading System	10
Help Class	10
Learning Resource Center (LRC)	10
After School	10
Homework	11

Awards	11
Grade Point Average	12
Grade Points and Ranking	12
Graduation Requirements	12
Honors Courses	14
Valedictorian and Salutatorian Selection	14
Testing	14
Testing Corrections	14
Textbooks	14
Cheating/Plagiarism	15

## **Attendance 15**

Reporting Absences	15
Excused Absences	15
Unexcused Absences	16
Homebound	16
Make-up Work	16
Tardies	16
Unexcused Tardies	17
Truancy	17

## **Dress Code 17**

Philosophy	17
Policy	17
After-School Athletics	19
Special School Activities	19
After-School Activities	19
Winter Ball	19
Dress Code Infractions	19

## **Conduct/Discipline 19**

Philosophy	19
Classroom Conduct	20
Off-campus Conduct	20
Code of Honor	21
Discipline	22
Hallways	22
Cafeteria Conduct	22
Electronic Devices	22
Detention	23
Suspension/Expulsion	23
Random Drug Testing	24
Search and Seizure	24
Social Media Policy	24
Pregnancy Policy	25

## **Campus 25**

Campus	25
--------	----

Student Parking	25
Leaving School Grounds	26
Visitors	26
<b>Extra-Curricular Activities</b>	<b>26</b>
General	26
<b>Organizations/Programs</b>	<b>27</b>
Parent Teacher Fellowship (P.T.F.)	27
Student Leadership Institute (SLi)	27
National Honor Society/National Junior Honor Society	27
<b>Health and Safety Policies</b>	<b>27</b>
Prevention and Control of Communicable Diseases	27
Re-admission	28
Screening	28
Referral and Follow Up	28
Provision for Emergency and First Aid Care	28
Administration of Medication by School Personnel	28
Fire and Emergency Drills and Procedures	29
Emergency Communications	29
<b>R&amp;R Days</b>	<b>29</b>
Rest & Relaxation Day	29
Remediation & Review Day	29
<b>Technology Policy</b>	<b>30</b>
Technology and Network Access	30
Responsible Use	30
Privacy and Access	30
Respect for Property	30
Copyright Issues	30
Respect for Acceptable Use	31
Consequences of Irresponsible Use	31
Privacy	31
Warning	32
Warranties/Indemnification	32
<b>General Information/Policies</b>	<b>32</b>
Complaint Procedure	32
Cafeteria Regulations	32
Chapel	33
Change of Address	33
Library	33
Locks, Lockers, and Backpacks	33
Lost and Found	33

Field Trips_____	33
Chaperone_____	34
Orientation_____	34
Parent/Teacher Conferences_____	34
Physical Education_____	34
Photographs_____	34
School Day_____	34
School Office_____	34
Sexual Ethics Policy_____	35
Spiritual Development_____	35
Supplies_____	35
Reporting on Child Abuse_____	35
Telephone Use_____	35
Volunteers_____	35
Yearbooks_____	36
Asbestos Compliance_____	36

**\*\*\*Please note: Situations may occur that are not covered in the handbook. The administration will handle these at their discretion. This handbook is subject to necessary changes during the school year.\*\*\***

**This handbook may be changed at any time during the present school year without prior notification at the discretion of the administration of Community Christian School.**

# INTRODUCTION

## Administrative Team, Faculty & Staff

### Administrative Team

Macey Jackson	-	Head of School
Kara Dewberry	-	Administrative Assistant
Denise Sylestine	-	Administrative Assistant
Heather Pulliam	-	Preschool/Daycare Director
Debbie Snyder	-	Preschool Assistant Director
Kimberly Scott	-	School Nurse
Gaye Cormier	-	School Bookkeeper
Sissy Hanks	-	Cafeteria Manager
Jonathan Houchin	-	Athletic Director

### Elementary

Peggy Alford  
Sarah Hinton  
Kim Ross  
Jerri Snyder  
Marilyn Sylestine  
Ashley Whitton

### Intermediate

Evan Gray  
Hunter Pitre  
Emily Cerny

### Junior High/High School

Lisa Berwick  
Amanda Britnell  
Kristen Fruge  
Elijah Fuentes  
Jonathan Houchin  
Buffie Hughes  
Debbie Snyder

### Board Representatives

Clifford Cowart  
Steve Menard  
Debbie Rost

# IDENTIFICATION SECTION

## Vision Statement

The vision of Community Christian School is to assist parents in providing a Christ-centered education for their children, including a Biblical worldview and academic excellence in order to prepare them for a life of service.

## Mission Statement

The mission of Community Christian School is to equip students to walk in truth, embrace excellence, and impact the world for Christ.

## Portrait of a Graduate

Graduates of CCS are lifelong learners and critical thinkers who are sought after for their wisdom and Christian character. Their identity is strongly rooted in Christ, and they cultivate a culture of honor wherever God has called them. They are world changers who love God, love others, and make disciples.

## Core Values

The core values of Community Christian School are as follows:

- The Bible is taught as the inerrant Word of God and has the power to change lives.
- The leadership, faculty, and staff of Community Christian School must be born again Christians.
- Every aspect of education at Community Christian School is based on the truth as revealed in God's Word.
- Community Christian School strives to provide learning experiences that will engage students to their full potential in Christ.
- The organizational principles and practices of Community Christian School are Biblical.
- Community Christian School partners with parents to establish life goals based on sound Biblical principles and lead their children toward a disciplined life in Christ.

## Philosophy Statement

The philosophy of education at Community Christian School is based on the truth as revealed in God's Word (John 17:7). The world is viewed as created by God (Gen. 1:1) and sustained by Him for the purpose of glorifying Him. Jesus Christ, the Son of God, is the "radiance of God's glory and the exact representation of His being" (John 14:9). Through Him the world was created and is sustained (Col. 1:17). Christ is the mediator between the perfect God and sinful man (II Tim. 2:5). The Holy Spirit regenerates, indwells, baptizes, seals, teaches, and guides the believer into all truth (Eph. 1:13; John 16:8-13).

Though created in God's image (Gen. 1:26-27), man has sinned and therefore has fallen completely away from God (Rom. 3:23). Because of this, man cannot comprehend or discern truth on his own, nor give glory to God in his natural state (1 Cor. 2:14). It is only through a personal trust in the saving work of Jesus Christ that man is given a new nature in which to glorify God and perceive truth. It is through this new nature that the Spirit of God works (II Cor. 5:17).

The educational model incorporates a three-fold approach in providing a context in which the Spirit of God works in the lives of believers. First, the knowledge about God as revealed in Scripture is the foundation for teaching our students to recognize a distinguished truth (John 1:1). Acknowledgement of God's principles undergirds every discipline taught (Isa. 28:10). Second, students are encouraged to integrate these principles in their minds and behavior (Pro. 23:7; Eph. 5:8). Third, as students experience transformation in their lives, their nature becomes more like that of Jesus Christ, and their knowledge should result in an internal motivation to serve and thus glorify God (Gal. 2:20).

The educational process is seen as a tool used by the Holy Spirit to bring the student into a right relationship with God, produce God's wisdom in him, and equip him to fulfill God's purpose for his life (Eph. 1:17-18). As the student participates in this process, he should begin to expand his understanding of his own abilities, skills, and character qualities. The student should see himself as an integral and important part of his family, school, church, and society. The establishing of life goals and careers should be an outgrowth of sound Bible training (I Cor. 12:12-27). This process should involve parents and teachers who are demonstrations of the power of Christ to transform lives (I Cor. 11:1; Phil. 3:17).

The authority for this educational process comes from the first commandment which instructs man to love the Lord with his total being, and from God's instruction for parents to teach their children His ways (Deut. 6:4-9; Luke 10:27). By delegated parental authority, Community Christian School is a partner in training and educating children (Ps. 78:4-7).

## Statement of Faith

1. **We believe** the Bible to be the inspired, only infallible, authoritative, inerrant Word of God (2 Timothy 3:16; 2 Peter 1:21).
2. **We believe** there is one God, eternally existent in three persons, the Father, the Son and the Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. **We believe** in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14 Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. **We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith are we saved (John 3:16-21, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. **We believe** in the resurrection of both the saved and the lost; those that are saved unto the resurrection of life, and those that are lost unto the resurrection of damnation (John 5:28-29).
6. **We believe** in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).
7. **We believe** in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; I Corinthians 3:16; 16:19-20; Ephesians 4:30; 5:18).

## Expected Student Outcomes

*Community Christian School seeks to produce graduates with a Christian worldview who:*

- know and have a relationship with Christ
- know, understand, and apply God's Word
- understand the worth of every human being as created in God's image
- respond personally to carrying out the Great Commission
- serve God and others in the Body of Christ
- impact their world for Christ as servant leaders
- articulate and defend the Christian worldview
- understanding of opposing worldviews

- view the world as God’s creation
- practice stewardship of God’s creation
- understand/value the Biblical work ethic
- develop good study habits
- realize/achieve academic potential
- are prepared in academic disciplines
- commit to life-long learning
- develop skills to question, solve problems, and make wise decisions
- appreciate/evaluate the fine arts using a Biblical world view
- use technology to find, analyze, and evaluate information
- treat the body as the temple of God
- practice good stewardship (finances, time, talents, etc.)
- develop/understand the importance of personal integrity
- develop necessary life skills
- develop effective communication skills
- gain knowledge/understanding of the cultures of other people/places
- practice/understand the importance of good citizenship

## Objectives/Goals

**Believing that the student should grow spiritually and morally, Community Christian School seeks to:**

1. **LEAD** the student to a saving knowledge of Jesus Christ (Romans 10:9; John 3:16-17)
2. **GUIDE** the student to understand his position in Jesus Christ (II Peter 1:20-21)
3. **TEACH** the student to view godliness and sin according to God’s Word (Psalms 139:13-16)
4. **TEACH** students how to overcome sin (Psalms 139:13-16; Psalms 119:11)
5. **TEACH** the Bible as God’s inspired word (II Timothy 3:15-17)
6. **TEACH** the student to know and obey the will of God as revealed in the scripture (Psalms 119:105)
7. **DEVELOP** an appreciation for the Bible through daily reading, study, and memorization (Psalms 119:11)
8. **TEACH** basic Bible doctrines (II Timothy 2:13)
9. **TEACH** the student to integrate the Bible in all areas of life (Ephesians 4:12; II Peter 1:3)
10. **DEVELOP** an understanding of the nature and ministry of the church (I Corinthians 12:12-13)
11. **DEVELOP** an understanding of church leadership and each student’s personal involvement (Ephesians 4:12)
12. **ENCOURAGE** the student to develop self-discipline and responsibility (I Timothy 4:7; II Timothy 2:15)
13. **TEACH** the student respect for and submission to authority (Ephesians 6:1-3; Hebrews 13:17)
14. **GUIDE** the student in the development of a personal prayer life (James 5:16)

**In order to help the student’s personal, social, and physical development, Community Christian School seeks to:**

1. **HELP** the student understand that he is uniquely created in the image of God (Genesis 1:27)
2. **HELP** the student understand and develop his own abilities (Colossians 3:17)
3. **HELP** the student understand that others are uniquely created in the image of God (Genesis 1:27)
4. **TEACH** the student to treat others with love and respect (Leviticus 19:18; Galatians 6:7-9)
5. **GUIDE** the student to demonstrate good citizenship in his society (Matthew 20:20-28; Ephesians 5:16)
6. **GUIDE** the student in effective use of his time (Psalms 90:12)
7. **GUIDE** the student into a Biblical view of life and work (I Thessalonians 2:9)
8. **PROVIDE** the skills necessary for his life work (Romans 12:6-8; Proverbs 16:3)
9. **TEACH** the student that his body is the temple of God (I Corinthians 6:19-20; Ephesians 1:11)
10. **TEACH** the student to respect and honor persons of the opposite sex (Galatians 3:28; Ephesians 5:33)
11. **TEACH** the student that marriage and the family are ordained and instituted by God (Genesis 2:18-24)

12. **DEVELOP** proper attitudes toward marriage and the home (Hebrews 13:4; Proverbs 27:8)
13. **TEACH** the student to be a good steward of material blessings (Luke 12:42)

**In order to foster academic growth and development, Community Christian School seeks to:**

1. **PROMOTE** high academic standards (II Timothy 2:15)
2. **FOSTER** an appreciation for the joy of learning (Proverbs 2:1-6)
3. **HELP** each student realize his academic potential (II Timothy 3:14-15)
4. **HELP** each student become proficient in the fundamental processes of learning (II Timothy 3:16-17)
5. **TEACH** the student to work independently (Ecclesiastes 2:10b)
6. **TEACH** the student to participate in group activities (I Corinthians 12:12-22)
7. **ENCOURAGE** the student in good study habits (II Timothy 2:15)
8. **DEVELOP** in each student the ability to think creatively and critically (Proverbs 3:21)
9. **GUIDE** the student in appreciation of Christian and American history (Psalms 16:6)
10. **DEVELOP** in the student an awareness of current affairs (I Corinthians 12:32)
11. **DEVELOP** in the student an appreciation of God's world and man's responsibility in it (Romans 1:1-32)
12. **PROVIDE** opportunity for the student to participate in the fine arts (Psalms 150:1-6)
13. **PROVIDE** opportunity for the student to participate in technological skills

**Desiring school and home cooperation, Community Christian School seeks to:**

1. **HELP** parents understand the purpose and program of the school (Psalms 78:1-8)
2. **ENCOURAGE** parent participation in the school (Deuteronomy 6:5-9)
3. **ENCOURAGE** school and parent cooperation in the training of children (Proverbs 9:18; Galatians 4:1-2; Deuteronomy 6:7)
4. **EDUCATE** parents in their specific roles and duties (Ephesians 6:4)

## **History of Community Christian School**

Community Christian School, organized in 1977 as a ministry of Community Church, began as one large classroom with thirty-five students, a teacher, and an aide. At that time, an individually-paced curriculum was used. Growth was immediate from the beginning. The school doubled in size the second and third years and has continued at a consistent rate. In the third year of the school, traditional classrooms replaced the individualized approach for pre-kindergarten through eighth grade. In 1980, the school was expanded to include a preschool and daycare. In response to the need for Christian education at the secondary level, the board of Community Church decided to include a high school. In May of 1989, the first senior class, composed of six students, graduated from Community Christian School. In the summer of 1990, the school was accredited by the Association of Christian Schools International for kindergarten through eighth grades. In 1991, the high school was added to the accreditation.

Originally, the school was located in the church building on Sixteenth Street in Orange, Texas. In the mid-1980's, Community Church purchased a home adjacent to the church; this was used as the facility for the preschool and daycare. As the elementary and secondary schools continued to grow, more space was needed. Community Church was also experiencing rapid growth and needed more space. The church began an extensive building plan. To accommodate the school during this time, the church leased an empty church building from the First Church of the Nazarene; the secondary classes were moved to that location. During the following four years, the school operated as a split campus. In the spring of 1994, the secondary classes were moved to the new church facility on Martin Luther King Drive, Orange, Texas. The preschool and elementary classes were moved during the 1994/1995 school year. In June 2002, Community Church built a 1200 seat sanctuary which the school uses for special occasions. The last phase of the building plan includes plans for a gymnasium and a secondary school addition to the building. The present building will be modified in order to better serve the church and the school.

The school has grown from the original thirty-five students to the present enrollment of 304 students, including preschool. Over 200 families from multiple area churches in the Golden Triangle and southwest Louisiana and ten communities throughout southeast Texas and southwest Louisiana are represented in the school. In 2007, Community Christian School celebrated thirty years of offering Christian education to students.

In February of 2011 Catherine Stewart went home to be with her Lord and Savior, but her legacy lives on through Community Christian School where current administration continues on the 40+ year legacy of *a passion for Christ and a passion for education.*

## School Profile

<b>School:</b>	Community Christian School is a PK2-12 <sup>th</sup> grade non-denominational, college-preparatory school founded in 1977.	
<b>Student Body:</b>	Preschool through Grade 12	
<b>Class size:</b>	PK 8-12 K5-6 <sup>th</sup> Average 15 7-12 <sup>th</sup> Average 15	
<b>Accreditation:</b>	Accredited, K5-12, by the Association of Christian Schools International (recognized by the Texas Private Accreditation Commission and the Texas Commissioner of Education)	
<b>Faculty:</b>	14 full-time teachers; 1 part time teachers K5-12 <sup>th</sup> teachers degreed, certified	
<b>Calendar:</b>	Thirty-six (36) weeks; two (2) semesters; four (4) nine-week periods	
<b>Curriculum:</b>	PK2-12 <sup>th</sup> Biblically based, integrated curriculum High school level college preparatory Dual credit with Lamar State College-Orange for high school juniors and seniors	
<b>Grading Reports:</b>	Preschool students – 2 assessments a year K5-12 <sup>th</sup> report cards are available every nine weeks through RenWeb and email K5 – 12 <sup>th</sup> progress reports are emailed weekly through RenWeb	
<b>Daycare:</b>	State licensed daycare available for PK2-6 <sup>th</sup> gr. Open 6:45 a.m. until 6:00 p.m.	
<b>Extra-Curricular Opportunities:</b>		
* Academic Competitions	* Fine Arts Competitions	* Learning Resource Center
* Athletic Competitions	* Worship Team	* Student Leadership Institute (SLi)
* Pep Squad	* Community Service	* NHS/NJHS
* Sound Team	* Art Club	

*TAPPS Affiliation*

## Accreditation

Community Christian School has received accreditation for grades K5 through twelfth from the Association of Christian Schools International. This accreditation is recognized by the State of Texas and affords Community Christian School all the rights and privileges of schools accredited by the state of Texas. It also assures parents of the quality education their children receive at Community Christian School.

# ADMISSIONS

Community Christian School accepts students seeking entrance in grades seventh through eighth upon successful completion of entrance requirements and evidence that their parents share in the school's goals. Students seeking entrance in grades ninth through eleventh are accepted upon successful completion of entrance requirements, ability to fit into the schedule offered, and evidence that the students and their parents share in the school's goals. In addition to the requirements, students entering grade twelve must have attended Community Christian School in eleventh grade.

Because a high standard of achievement is expected of each student, a careful analysis of each applicant is made. Each prospective student is interviewed and tested with the prerogative of the administration to select and place the student into the class best suited for his/her needs. All new students are accepted on a minimum six-week probationary basis. Acceptance and continuation of a student in the school is based on the student's conduct, academic achievement, emotional stability, and social behavior.

## REQUIREMENTS

### NEW STUDENTS

1. Parents fill out New Student Inquiry.
2. An interview with the prospective student and the parents will be set up with the principal.
3. Parents must complete and return all forms contained in the enrollment packet.
4. Parents must provide a copy of the most recent immunization record to the school and turn in with the enrollment packet.
5. Transcripts and records from previous school must be obtained. Achievement test scores must be included.
4. Testing for grades 9-12 must be completed and properly evaluated.
5. The administrator will review the test results, will discuss placement of the student with the parents, and will finalize scheduling, etc.
6. Students and parents must agree to support the philosophy and goals of Community Christian School.
7. No student may begin class until **all** enrollment papers are completed and filed in the office.

### RE-ENROLLMENT

**Students are evaluated on a yearly basis. Re-enrollment is contingent upon approval of administration.**

1. Parents must go online to the CCS website to register through RenWeb.
2. Parent and student must fill out all required forms.
3. Parents must sign the payment contract with bookkeeping and agree to policies and procedures in handbook.
4. Student name is put on the official roster.

Due to the current facilities and personnel, Community Christian School is unable to admit students with special education needs, emotional and mental problems or other problems that might affect the classroom teacher's ability to operate an effective learning program for the majority of the class.

### NONDISCRIMINATORY ADMISSION POLICY

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

### TRANSFER STUDENT POLICY

See policy for **New Students**

## WITHDRAWAL FROM SCHOOL

Parents desiring to withdraw their children from school should send a written notice to the school office two weeks prior to withdrawal. No student's records will be released to other schools until all outstanding tuition, fees, and library books returned/fees paid, all locks returned, and cafeteria charges have been paid.

**If student attends one day of any month, the parent is responsible for tuition payment for that month.**

## FINANCES

Tuition is used to pay for salaries, suppliers, and services for the school year. **It is important that each student's fees be paid on time to enable the school to meet its financial obligations.**

This list does not include all fees and obligations. Students will be notified of other expenses as they occur.

### ENROLLMENT DEPOSIT

Enrollment deposit is **non-refundable** and **non-transferable**. The enrollment deposit is due before a student is officially enrolled in school.

### TUITION

Tuition is an annual fee payable as outlined below. Tuition is to be paid in full unless the school specifically permits, on an individual basis, for it to be excused. The first tuition installment is due on the earliest of the following applicable dates:

1. One full payment on or before June 1, 2018 for the yearly tuition.
2. Two payments of one-half the yearly tuition, on or before June 1, 2018, or the date the student begins school; and the second payment on or before December 1, 2018.
3. Twelve equal monthly installments for the yearly tuition beginning June 1, 2018 and concluding with the final installment on May 1, 2019 if enrolled on or before June 1, 2018. If enrolling after June 1, 2018 the yearly tuition will be divided into equal monthly installments beginning the month of enrollment and ending May 1, 2019.
4. Students enrolling during the 2018-2019 school year must pay a registration fee and the payment for the month in which the student begins classes. Payments are then due the first of each month concluding with the final payment on May 1, 2019. **The registration fee is non-refundable and non-transferable.**

All payments are due on 1<sup>st</sup> of the month in the school business office and are considered **late after the 20<sup>th</sup>**. The school is not responsible for payments not given directly to the business office. All fees and obligations are to be paid on a timely basis. All accounts are **delinquent after the 20<sup>th</sup> day of the month**. A \$10 late fee will be assessed to **each** family's account which exceeds \$25 (Example: tuition, daycare, lunch charges, library fees, etc.). If a bill is past due for more than 30 days, the student will not be allowed to attend class and may result in termination of enrollment. At the end of every 9 week period, if student's account is delinquent access to report card and ParentsWeb will be restricted until the account is up to date. Report cards and permanent records will be held for delinquent accounts. **All fees and obligations must be paid in full before student will receive a final report card or before cumulative records will be released.**

Should a check be returned for any reason to the school from the bank, the tuition account will be assessed a service charge. Should two checks be returned for the reason of "non-sufficient funds," all further payments are to be made by cash or money order.

### WITHDRAWAL

Parents must notify the school office two (2) weeks prior to withdrawal. This helps both parents and the school. **If a student attends one day of any month, the parent is responsible for tuition payment for that month.** (Tuition is a yearly amount that may be paid in monthly installments.)

## FEES

Certain additional fees may be required for students. These fees include, but are not limited to computer fee, field trip fee, graduation fee, science fee, activities fee, music and drama fee, athletic fee, library fee, and testing fee.

## PAYMENTS AND INVOICES

During the school year payments will be accepted by any of the following three methods. First, payments can be made at the main business office at 3400 M. L. King Orange, Texas 77632. Payments will be accepted from 8:00 a.m. until 4:00 p.m. In the months of June and July payments will be accepted Monday through Thursday 9:00 a.m. until 3:00 p.m. Payments can be made in cash, debit/credit card, or by check. The second option is payment by mail personal check or cashier checks only. The third option is payment on line.

The online feature of the new payment system will also serve as the method of distributing monthly invoices. Individuals can anticipate invoices being posted online no later than the 10<sup>th</sup> of each month with payment due by the 20<sup>th</sup>. Payment is considered made if it is hand delivered to the business office on the 20<sup>th</sup>, or if mailed, it is post marked on or before the 20<sup>th</sup>. Online payments are considered on time if they are posted on the 20<sup>th</sup> or before. Individuals without internet access can request invoices at the business office or can request balances due by telephone. Payments are considered late and late fees are added after the 20<sup>th</sup> of each month for balances of \$25.00 or more.

Questions can be directed to the business office at 920-1104. Leave a message and your call will be returned. Messages can be left 24 hours a day.

## INSURANCE

Student liability insurance is mandatory for all students enrolling in Community Christian School. The insurance fee is due at the time of enrollment/re-enrollment.

# ACADEMICS

## ACADEMIC POLICIES

Students must contact the administrator **prior** to enrollment in classes outside the school (correspondence, extended study, home school, etc.). Credit will not be given without prior written approval. These courses must be completed and grades reported to the school office **by the progress report date of the last nine weeks of school**. Special schedules are not optional if there is an available class for a student; special schedules create multiple problems for the school.

*A class may **not** be dropped after the first week (5 days) of a semester.* No class may be dropped without prior written approval of the administrator.

## DUAL CREDIT

Because dual credit classes involve scholarship funding from Lamar State College-Orange, students must carefully consider before participating in these classes. Dual credit classes are College Algebra, Trigonometry and Pre-Calculus and Calculus, English 1301/1302, History 1301/1302, Educational Frameworks, Foundation of Education, Government & Economics. Lamar State College-Orange requires assessment and placement for all students intending to enroll in a college level math and/or English composition course. These courses receive extra grade points and are counted in class ranking. **\*Administration may add additional courses as they become available.**

## CO-ENROLLMENT

On a case-by-case basis, in lieu of CCS course work, a student may take a college course that will count toward graduation requirements. This requires prior approval of administration. The student may take co-enrollment classes online through LSC-O to earn high school credit. Co-enrollment courses do not earn extra grade points,

nor count toward class ranking, but does count as high school credit needed to graduate from high school. Administration has the right to determine whether a course is approved and will count toward graduation requirements.

## COURSES OFFERED

See graduation requirements.

## ENRICHMENT & EXTENSION (E&E)

The purpose of enrichment and extension activities is to further learning and to focus on your student's particular needs. 3<sup>rd</sup> – 6<sup>th</sup> grade will have a time set aside for Enrichment & Extension each day. It will be a time dedicated to homework and small group tutoring.

## GRADE REPORTING

Evaluation of the student's progress will be made and communicated to the parents at the end of each nine-week period. Interim reports may be made as warranted. Questions regarding these reports should be addressed to the teachers involved and conferences arranged as needed.

To maintain school/parent communication, progress reports will be emailed from RenWeb each week of a reporting period.

Report cards and ParentsWeb will be turned off if a student has any outstanding balances, library fees, etc. They will be turned back on when account is up to date.

Report card grading will be numerical in the junior/senior high school.

## GRADING SYSTEM

A	Excellent	90-100
B	Good	80-89
C	Average	74-79
D	Passing	70-73
F	Failure	Below 70

Homework and Daily Work	20%
Quizzes	30%
Tests	50%

## HELP CLASS

Help classes will be offered for students needing extra individualized assistance. Please contact the individual teacher to determine the days and times available for your student.

(Science and Math help classes are at 7:15 a.m.)

## LEARNING RESOURCE CENTER (LRC)

LRC is available after school each Tuesday and Thursday 3:30 pm – 4:30 pm. **Students must be picked up no later than 4:30 p.m. There will be a late fee of \$10 applied to your account for each 15 minute increment.**

**\*\*\*Students who have an incomplete or a "0" for any homework, daily work, quiz, or test in any class are required to attend LRC regardless of sports event/practice, school event, etc.**

## AFTER SCHOOL

1. Any student in the building after 3:40 p.m. must stay in the office until a parent picks them up. **The school office closes at 4:00 p.m.** If that student is not picked up by 4:00 p.m. the student will be sent to sit in the daycare office and a \$10 fee will be applied to your account for each 15 minute increment.
2. Late Fees
  - a. Any student that is not picked up by 4:00 p.m. (Wednesdays and Fridays) will be sent to sit in the daycare office and a \$10 fee will be applied to your account for each 15 minute increment.

- b. Any student that is not picked up by 4:30 p.m. after Detention on Mondays and/or LRC on Tuesdays/Thursdays will be sent to sit in the daycare office and a \$10 fee will be applied to your account for each 15 minute increment.
  - c. Example of fees: If you are one hour late your account will be charged \$40.
3. **Students are not to stay on campus on Wednesdays to wait for church activities unless the student has adult supervision.**

## **HOMEWORK**

### **(No homework on Wednesdays)**

It is our belief that the student's educational experience may be enhanced by challenges which are extensions of the educational experiences in the school. The degree, intensity, and scope of homework activities may increase with each year in school. To develop a common understanding of our regulations on homework, the following guidelines are offered:

#### **General Objectives of Homework**

1. To **ENRICH** school experiences through home-related activities
2. To **STRENGTHEN** the basic skills by further practice and application
3. To **PROVIDE** students who have been absent an opportunity to complete assignments
4. To **STIMULATE** a voluntary effort among students to show initiative and a sense of responsibility
5. To **HELP** students strengthen work and study habits

All students are expected to do assigned homework. Parents can help their children most by providing a comfortable place where good study conditions prevail. Approximate length of time to be spent on homework for grade 7 and above is 90 minutes. **This may vary according to the time-on-task of the student.**

**Parents who come to school to get homework for a student who is ill must call or email the office before 10:00 a.m. to give teachers time to prepare the needed make-up work.** Homework assignments may be picked up after school (see also Make-up Work). Homework can also be found on RenWeb.

#### **Failure to complete homework is handled as follows:**

1. First offense: a warning and parent contacted\*
2. Second offense: a warning and parent contacted\*
3. Third offense: - zero ("0") and a detention
4. Fourth offense: - zero ("0") In-House (at an additional charge)

**\* on the first & second offense, a student may have one day to turn in the late homework for a grade of 70.**

**\*\*\*Student must attend LRC until the homework assignment is handed in.**

**\*\*\*Students with a 0 in any subject, with missing work, and/or incomplete work at the end of each nine weeks will be **required to attend Remediation & Review Day**.**

## **AWARDS**

Awards will be given at the end of the school year for those who have received special honors in school related activities. Parents are encouraged to attend the awards programs: Athletic Banquet, Character Awards, End of School Awards.

**The administration determines the cut-off date for determining awards. This is an average.**

**If you feel there are any discrepancies, please do not come into the office. Call or email the JH/SH Administrative Assistant the day after awards to address your concerns.**

Principal Award Students who achieve 95 or above in **all** subjects, including electives, each nine weeks

"A" Honor Roll Students who achieve A's in **all** subjects, including electives, each nine weeks

"AB" Honor Roll Students who earn A's & B's, including electives, each nine weeks

Academic Excellence Students who achieve 90 or above each nine weeks in a core subject

Academic Gain Students who achieve 90 or above each nine weeks with modified work in a core subject

Special Recognition Given to eligible students in non-core subjects, chosen by teachers for showing good character, hard work, and good grades

Perfect Attendance Given only to those students who have not missed **any** classes

Character Awards Given to high school students who consistently demonstrate designated character traits throughout the school year.

## **GRADE POINT AVERAGE**

### Used for Transcripts

(Un-weighted)

A	90 – 100	4.0
B	80 – 89	3.0
C	75 – 79	2.0
D	70 – 74	1.0
F	Below 70	0

### Used for Rank

(Weighted)

A	100	4.0
	97 – 99	3.8
	93 – 96	3.5
	90 – 92	3.3
B	89	3.0
	86 – 88	2.8
	83 – 85	2.5
	80 – 82	2.3
C	79 – 75	2.0
	70 – 74	1.0
F	Below 70	0

### GPA for Modified Work

Adjustments are made for modified work. See school administration.

## **GRADE POINTS AND RANKING**

Credits earned by college summer school, on-line college courses; correspondence courses will not receive grade points nor count in class rankings. Once a student has received a grade and a credit for a course, the course cannot be taken elsewhere for replacement grade. This does not apply to CCS summer course work due to failure. The administration has the right to determine whether a class counts toward graduation requirements. Rank will not be released until the mid-point progress report of the last nine weeks.

## **GRADUATION REQUIREMENTS**

All high school students will be taking the Foundations degree plan and will be eligible for either STEM or Business and Technology Endorsement. They can also earn Performance Acknowledgement. With written approval, only 4 credits may be earned by correspondence, summer school, extended study, or night school in cases of credit deficiency. Any exception must be approved by the administrator prior to enrollment in the course.

Students enrolled at CCS are expected to complete work offered by CCS. Only four (4) of the 30 credits may be earned by correspondence, summer school, extended study, night school, co-enrollment, etc. These must be pre-approved by the school administration.

CCS offers the Foundations Graduation plan with both STEM and Business & Technology Endorsements with Endorsements in either STEM or Business & Technology.

If a student is deficient in credits, the student may need to obtain credit from an approved outside source. Due to scheduling, the deficient class may not be available to retake. Students who are deficient in credits may not be eligible to receive an endorsement.

**All accounts must be paid in full prior to graduation ceremony.**

Graduation requirements are as follows:

English Language Arts	4.0 credits	English I, English II, English III, English IV
Mathematics	4.0 credits	Algebra I, Geometry, Algebra II, Advanced Math
Science	4.0 credits	Biology, IPC or an advanced science course, any (2) advanced science courses
Social Studies	4.0 credits	World History, World Geography, U.S. History, U.S. Government (.5 credit), Economics (.5 credit)
Physical Education	1.0 credit	
Foreign Language	2.0 credits	Spanish I, Spanish II
Fine Arts	1.0 credit	(Digital Art, Digital Media)
Speech	1.0 credit	
Electives	7.0 credits	(4) Bible, (1) SAT Prep, (2) Technology
<b>Total</b>	<b>28 credits</b>	

**STEM Endorsement**

Students may earn an endorsement by successfully completing:

- Curriculum requirements for the endorsement
- Four credits in mathematics (including Algebra II & higher mathematics)
- Four credits in science (including Physics & Chemistry)
- Two additional elective credits

**Business & Technology Endorsement**

Students may earn an endorsement by successfully completing:

- Curriculum requirements for the endorsement
- Four credits in mathematics
- Four credits in science
- Five technology elective credits

**Performance Acknowledgment**

Students may earn Performance Acknowledgment by the following:

For outstanding performance:

- In a dual credit course
- In bilingualism and biliteracy
- On an AP test or IB exam
- On the PSAT, the ACT- Plan, the SAT, or the ACT

For earning a nationally or internationally recognized business or industry certification or license.

**All accounts must be paid in full prior to graduation ceremony.**

## HONORS COURSES

CCS offers the following honors courses: Physics. Honors courses are given additional grade points. Honors courses not offered by CCS must meet CCS approval. (Some classes may not be available due to an inadequate number of students able to take the class.)

## VALEDICTORIAN AND SALUTATORIAN SELECTION

The Valedictorian and Salutatorian are those members of the senior class who have the respective highest grade point average (GPA) for the four years of their high school work. In the case of co-valedictorians, a salutatorian will not be selected.

In order to be a candidate for Valedictorian and Salutatorian, a student must meet the following criteria:

1. Valedictorian – must be enrolled at CCS for at least five semesters (2 ½ years) and have the highest grade point average (GPA). The numerical average must be 95 or above.
2. Salutatorian – must be enrolled at CCS for at least five semesters (2 ½ years) and have the second highest GPA. The numerical average must be 93 or above.
3. In the event that the highest ranking student does not meet the minimum enrollment requirements to be named Valedictorian, the student will be designated Highest Ranking Graduate. According to **state requirements**, the Highest Ranking Graduate is the student who receives the tuition waiver for their freshman year of college in the state of Texas.
4. If there is no Valedictorian, a highest ranking student will be recognized. The numerical average must be 90 or above.
5. GPA and class rank – calculated in compliance with state procedures at mid-point of last reporting period; necessary for scholarships, awards, etc.
6. In case of a tie – 100 point scale will be used to determine an average with 10 points added to each honors class grade.
7. Honors classes – 1.0 added to each grade point.
8. Honors classes not offered at CCS are not counted as honors when transferred.
9. Must be eligible to graduate with an Endorsement diploma.
10. Valedictorian and Salutatorian will agree to give a **formal speech** at graduation. This speech must be approved by administration one week before graduation.

## TESTING

Students in 9<sup>th</sup> – 11<sup>th</sup> grades will participate in the PSAT test each October. 9<sup>th</sup> – 10<sup>th</sup> grade students will take PSAT – 10, and 11<sup>th</sup> grade students will take PSAT. 11<sup>th</sup> grade students are eligible for the National Merit Scholar program based on the PSAT scores.

Students entering the Dual Credit program will take the TSI (Texas State Initiative) beginning in the spring of their 10<sup>th</sup> grade year.

10<sup>th</sup> and 11<sup>th</sup> grade students are encouraged to take either the SAT or ACT test by the spring of their senior year. Students are responsible for scheduling and for payment of the SAT/ACT test.

All testing results will be available approximately six weeks after the testing date.

## TESTING CORRECTIONS

Any student who earns a failing test grade may be retested or allowed to correct the test. No grade higher than a 70 may be earned. Retests are scheduled at the teacher's discretion.

## TEXTBOOKS

Students will be issued consumable and non-consumable texts. **They become the responsibility of the student and lost books must be replaced by the student. The student's account will be charged for the cost of the textbook lost.** The school will not participate in the sale of used textbooks.

## CHEATING/PLAGIARISM

Cheating and/or plagiarism will result in an automatic “0” and detention. The second offense will result in an automatic “0” and in-house suspension. The student will be in danger of losing credit for the subject, and in cases of a dual credit class, the loss of both high school and college credit.

**Administration will have final say as to what constitutes cheating.**

## ATTENDANCE

Regular attendance and punctuality are required of every student. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving high school. We expect all students to attend school regularly and be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

If it is necessary for the student to leave school, before dismissal, clearance with the school office must be obtained. A note, excusing the student, must be provided by the parent. In addition, the parent must sign the student out of school. Students who have their own transportation may sign out, but they must have a note from their parent. Please try to arrange for doctor, dental, and other appointments to be scheduled after school. Any extenuating circumstances regarding absences should be presented to the administrator prior to the absence. The authority for determining the legitimacy of an absence rests with the school administration.

Attending a school activity is not an absence, work is required. No extra time will be given to complete work.

### REPORTING ABSENCES

1. A record of absences is kept in the school office and by each teacher.
2. **Upon returning to school, the student must present a note to the office from his/her parents explaining the reason for the absence.**
3. **Failure to bring a note from home within three days will result in an unexcused absence, regardless of the reason. This is the responsibility of the student and parent not the teacher or the office.**
4. Administration determines the validity of the excuse for the absence.

**If a student is absent four or more consecutive days, a doctor’s excuse is necessary for the student to re-enter school.**

**\*\*\*Any student who has (4) or more absences per class in a semester is in danger of loss of credit for that semester. See R&R Days on page 18.**

### EXCUSED ABSENCES

1. **Personal illness**
2. **Death in the family**
3. **Emergencies**
4. **College visitation**
  - a. High school juniors and seniors will be allowed two (2) days for college visitation per year. These are considered excused absences **WITH PRIOR APPROVAL.**
  - b. College visitation days are considered a personal day.
  - c. College visitation absences will be counted as “excused” only when written parental consent is given to the office **PRIOR** to the visit and all coursework is made up. All coursework must be completed and turned in upon student’s return to school.
  - d. Student must bring verification from the college visited.
5. **Pre-arranged absences – Trips during the school year are highly discouraged.** If a family feels that a trip is necessary, the parent is to give notice to the administrator **one month PRIOR** to the trip. Absences will be unexcused if not arranged prior to leaving for the trip.

6. **Doctor's Visits** - When scheduling recurring medical/dental appointments, please attempt to stagger these appointments. **You must bring a doctor's slip when returning to school.**
7. **Personal days** - With **PRIOR** approval, a parent may obtain permission for an excused absence for a personal day *for a legitimate reason*. **Personal days are limited to ONE per semester.**

### UNEXCUSED ABSENCES

1. Any absence not deemed as valid by the administration will be considered unexcused.
2. Any student that is truant will receive disciplinary action.
3. Any student who does not turn in a note to the office from his/her parents explaining the reason for the absence. **Failure to bring a note from home within THREE (3) days will result in an unexcused absence, regardless of the reason. This is the responsibility of the student and parent not the teacher or the office.**
4. Any student who is not a member of a team who attends a game during school hours.

**\*\*\*Students may only leave campus for lunch with a parent.**

**\*\*\*Students may not "run errands" during the school day.**

If a student has four or more absences in a nine week period the student will be required to attend Remediation & Review Day.

If a student has ANY unexcused absences the student will be required to attend Remediation & Review Day.

### HOMEBOUND

If absences are considered excessive by Administration and are a result of a diagnosed medical condition, the Administration may place the student in a homebound status until the issues are resolved.

### MAKE-UP WORK

When a student has been absent, **it is the responsibility of the student/parents** to secure assignments from the school office in order to be ready to participate on the day of return to school. **Parents must call the office by 10:00 a.m. to give the teachers time to prepare the assignments.**

Students are given two days for each day of excused absence to make-up all tests and work missed. Parents please have your student utilize LRC (the Learning Resource Center).

**\*\*\*This does not include absences due to extra-curricular activities such as sports, academic competitions, college visits, etc.**

**\*\*\*Attending a school activity is not an absence, school assignments are required to be handed in the day after the activity.**

### TARDIES

Promptness to school is of utmost importance. Tardiness disrupts the normal teaching pattern of the classroom and develops unproductive patterns and habits in the student. Tardies may be accumulated by the student for tardiness both at the beginning of school and in between classes. A record of all tardies will be kept in the school office. Administration determines the validity of an excuse for a tardy.

**\*\*\*Any student who is 15 minutes late to any class period will be considered absent. If a note from a parent is not received the absence is an automatic unexcused absence.\*\*\***

**\*\*\*Any student who leaves more than 15 minutes before class ends will be considered absent.\*\*\***

### Admittance to school when ARRIVING TO SCHOOL late

1. The student **must** obtain an **admission slip** from the **school office**.
2. The student **must** have a note from parent/guardian stating the reason why the student is late.

- a. **If a note is not received the tardy will automatically be marked unexcused.**
3. The student must then take the **admission slip** to the classroom teacher for signature.
4. Teachers will mark all tardy students as **absent** (A) until they have received the **admission slip**.

### **Students tardy to class during the school day**

1. It is the responsibility of the student to fill out a **tardy slip** with the time and explanation for being tardy and to give the slip to the teacher.
2. Teachers will mark all tardy students as absent (A).
3. The teacher will change the absence to a tardy **ONLY** if the student has turned in the **tardy slip**.

### **UNEXCUSED TARDIES**

1. **Unexcused** tardies include, but are not limited to: oversleeping, waiting on a car pool, issues with the alarm clock, excessive car problems, and errands to run before school. **(These will be excused only ONE time, and only if a note is provided.)**
2. **Three (3) unexcused tardies in a nine (9) week period will result in a detention.**

### **TRUANCY**

Truancy is an absence without the knowledge and consent of parents and/or school staff. This includes leaving school without permission before the end of the school day, or staying out of a scheduled class or activity without permission. Truancy will result in disciplinary action.

## **DRESS CODE**

### **PHILOSOPHY**

Our commitment at Community Christian School is to do all things in a way that is pleasing to the Lord and that will bring honor and glory to Him. Accordingly, what we wear should direct subtle attention to the inner person, not the physical body. The essence of our dress code is expressed in I Peter 3:3-4, which states our attractiveness should not be based on what we wear, but on our hidden inner self, “the unfailing beauty of a gentle and quiet spirit.”

The community Christian School dress code has been established to provide minimum standards of dress and appearance which will assist parents and students in choosing appropriate clothing to be worn to school and **school functions**. We realize that clothing styles are cultural and cultural standards are not always right or wrong. However, student attire needs to be *safe, conservative, modest, neat* and *appropriate*; also, it should not be a distraction, express an ungodly lifestyle, nor tempt others to stumble.

### **POLICY**

Students need to adhere to the following dress code standards. Unless otherwise designed, these standards apply **AT ALL TIMES** when the student is on the school campus or at a school sponsored event/sports event at any location at any time. Since the following standards/guidelines are not intended to cover every possibility, **the administration will make the final decision regarding dress code compliance or any questionable clothing or style that is not specifically addressed**. We wish to assure both students and parents that while standards of dress will be enforced, students will be dealt with in Christian love and fairness, with concern for the individual involved.

#### **Shirts**

**Everyone** is required to purchase uniform polos through Land’s End under our school number [900182866](https://www.landse.com) and the current year’s spirit shirt through SpiritWear.com.

#### **Monday - Thursday**

- Uniform polo

#### **Friday**

- Current Spirit Shirt

### **Outerwear**

- Hoodies are to be CCS hoodies ONLY purchased from Athletics Boosters.
- CCS cardigans (NEW this year) are to be purchased through our Land's End uniform website, under our school account # 900182866.

### **Pants**

- Jeans: solid black or blue denim
- Dockers-style slacks: solid navy, khaki, or black
- Capris: solid black or blue hemmed denim
- No cargo or joggers
- **All Pants MAY NOT BE** cut open, torn, frayed, low-rise, color, white, or **“SKIN-TIGHT.”**
- **NO LEGGINGS, NO JEGGINGS**

### **Shorts**

- Hemmed Denim Shorts: solid black or blue
- Docker-style Shorts: solid black, navy, or khaki
- No Cargo shorts
- **All Shorts** are to be **knee-length** with a normal waist height.
- **All Shorts MAY NOT BE** cut open, torn, frayed, low-rise, color, white, or **“SKIN-TIGHT.”**

### **Skirts**

- **Solid** color: navy, khaki, black, or denim
- **No** sheer material
- All Skirts are to be **knee-length** with a normal waist height.
- **No** ankle length due to tripping hazard

Students have the opportunity to order uniform shorts, pants, and skirts through Lands' End.

### **Physical Education (P.E.) Uniforms**

- All **9<sup>th</sup> grade** students must wear designated gym uniforms.
- Past CCS P.E. uniforms are acceptable.
- Solid gray t-shirt (traditional style: no scoop neck, no v-neck, not “skin tight.”)
- Mesh basketball shorts, **ROYAL BLUE**, found at Walmart & Academy.
- Failure to dress out for P.E. without written permission will result in reduced grade, and the student will participate in regular clothing. A conference with parents will be required if the practice persists.

### **Shoes**

- **No** straps between toes
- **No** heels more than 2 inches
- **No** cleats, soccer sandals, Jandals, house shoes
- **Shoes must have a back strap**
- 9<sup>th</sup> grade students must have athletic shoes for P.E.

### **Hair**

- **Boys:** no extreme styles or color; above the eyebrows, hair must not to extend below the collar or the bottom of the ear when down. No “man buns,” pony tails, or headbands.
  - Facial hair must be clean shaven.
- **Girls:** no extreme styles or **unnatural** color; out of eyes.

### **Inappropriate Apparel/Accessories**

No accessories which could promote a negative image, i.e., tattoos, piercings on boys, excessive or unusual piercings on girls, no chains or knives.

### **AFTER-SCHOOL ATHLETICS**

- Students are required to appear in dress code when attending ALL school functions.
- All shorts must reach two inches above the knee and spandex-type athletic shorts must be worn underneath. This will be enforced by the athletic director.
- If not followed, there will be a loss of athletic privileges.

### **SPECIAL SCHOOL ACTIVITIES**

A dress code will be issued for special occasions, such as, Daddy Daughter Day, special programs, Picture Day, Awards Day, Winter Ball, Athletic Banquet, etc.

### **AFTER-SCHOOL ACTIVITIES**

- Students are required to appear in dress code when attending ALL school functions no matter the time or location.
- This includes but **is not limited to** sporting events, cook-outs, promotions, NHS/NJHS inductions, Winter Ball, Homecoming, SLi rallies, field trips, etc.
- Dresses/skirts **MUST NOT BE** more than **two** inches above the top of the knee **WHILE SITTING**.
- **NO** low cut, spaghetti straps, strapless, halter, or off the shoulder tops or dresses, etc.

### **WINTER BALL**

Winter Ball formal dresses require approval by school administrators **prior** to the event.

### **DRESS CODE INFRACTIONS**

Since parents are responsible for the dress and appearance of their children, they will be notified of dress code violations, and held responsible for bringing an appropriate change of clothing as needed. Students will not be allowed to drive home for a change of clothes.

- **1<sup>st</sup> Minor dress code infraction** will result in a behavior referral and an email to parent.
- **2<sup>nd</sup> Minor dress code infraction** will result in a behavior referral an email to parent.
- **3<sup>rd</sup> Minor dress code infraction** will result in student calling home for a change of clothes.
  - The student will stay in the office until the parent brings a change of clothes and will receive a behavior referral and a detention.

**ALL blatant dress code infractions** will result in an immediate call home for a change of clothes. The student will stay in the office until the parent brings a change of clothes and will receive a behavior referral and a detention.

**The final decision about the appropriateness of a student's appearance will rest with administration.**

## **CONDUCT/DISCIPLINE**

### **PHILOSOPHY**

Students at Community Christian School are expected to conduct themselves on and off campus according to high standards of Christian conduct. This includes, but is not limited to, Christian standards of love, morality,

and honesty. Obvious immoral behavior such as profanity, disrespect (either for those in authority or other students), cheating, stealing, fighting, etc. are grounds for dismissal from school.

The prevailing attitude of all students and parents concerning Community Christian School should be that attendance is a privilege. Learning demands the cooperation of the learner. Therefore, it is important that each student's conduct reflects a positive attitude toward both the school and its policies.

The following are guidelines (although not all-inclusive) regarding student conduct, which aid in the attainment of this goal. Students are required to:

- submit to all policies and procedures of Community Christian School
- obey all those in authority willingly and courteously. (Submission to human authority is the prelude to submission to God's authority)
- refrain from defacing or damaging any property belonging to Community Christian School
- keep facilities neat and clean
- respect others and their property at all times
- refrain from all cheating, lying, stealing, gossiping, or backbiting, etc.
- display good sportsmanship at all times
- take responsibility in doing assigned work
- refrain from public shows of affection or any conduct perceived as sensual or immoral
- leave items such as (but not confined to) radios, tape recorders, pagers, mp3 players, iPods, etc. at home (see code regarding Electronic Devices)

#### **CLASSROOM CONDUCT (students are expected to)**

- refrain from chewing gum in the building or in school vehicles
- be on time for class and seated when the bell rings to begin bell work
- be responsible for having all materials (paper, books, pen/pencils, etc.) for class
- respect the teacher as the authority in the classroom at all times even when not in agreement with the teacher's policy or procedures
- be in the classroom during the class period unless given written permission (hall pass) from the teacher; students must sign out on list in classrooms to document time and intentions
- refrain from talking (or any other disruptive activities) without the permission of the teacher

#### **OFF CAMPUS CONDUCT**

Students of CCS are representatives of the school, their parents, and the Lord at all times. Therefore, there are certain guidelines that go beyond the school setting. The following constitutes serious breaches of discipline and make the student subject to disciplinary review and possible action, including expulsion, **even if the event occurred away from school:**

- involvement with the occult
- involvement in a misdemeanor or felony
- possession or use of illegal drugs
- sexual immorality
- consumption or distribution of alcoholic beverages
- smoking or possession of cigarettes
- stealing or shop-lifting
- vandalism
- malicious prank against a school representative (e.g. teacher, coach, administrator)
- possession of a weapon (pocket knives are considered weapons)
- shameful behavior
- inappropriate dress at school functions

- inappropriate photos or text on social media (see Social Media policy)

## CODE OF HONOR

1. **Perspective:** All students are challenged to focus on an eternal perspective. It is through this eternal perspective that one submits his or her attitude, rights and self to God and those in authority.

### Key Concepts:

- We have an eternal mindset vs. a temporary, earthly mindset at all times.
  - We possess a constant attitude of gratefulness.
  - We are focused on being “others-centered,” selfless and servants.
  - We recognize that our eternal purpose is more important than our personal agenda.
2. **Purpose:** Every member of CCS is challenged to understand and commit to the school’s Mission Statement. The core components of the Mission Statement are continually practiced. In pursuit of excellence in education, the mission of Community Christian School is:
    - ❖ To equip students to walk in truth, embrace excellence, and impact the world for Christ.

### Key Concepts:

- We recognize that our partnership with parents (family) is vital.
  - We understand that embracing biblical Truth is much more than “knowledge.”
  - We know that striving for academic excellence requires honesty and integrity and rigor.
  - We understand that modeling Christ-like Servant Leadership is about being “others-centered,” and serving as His leader to influence others.
  - We understand that our lifestyle off campus should reflect these goals.
3. **People:** All people deserve to be treated with respect and dignity. Everyone has value and our focus should be on serving others. This begins by respecting them and accepting them unconditionally.

### Key Concepts:

- We treat all people with respect and dignity (teachers, custodians, visitors, classmates, other schools and local businesses).
  - We are inclusive rather than exclusive.
  - We recognize that simple actions such as a smile, friendly greeting, hand-shake and eye contact demonstrate respect, care and are “others-centered.”
4. **Programs:** Active participation in the life and culture of the school’s programs is encouraged. Participation is a privilege and an honor. Supporting other participants models our “others-centered” principle, and submitting to authority reflects our eternal perspective.

### Key Concepts:

- We know that our out-of-classroom experiences during school hours, such as Chapel, service project days and mission trips are a major part of our curriculum and that understanding and supporting their purpose is demonstrated by respect.
  - We always respect that God made some to love the arts, some to love athletics and some to love academics, or a combination of all. Supporting one another creates unity and friendship. It makes our school more complete when all of these programs succeed.
5. **Property:** The environment, and in particular, the school’s facilities and equipment are to be maintained with the utmost care and respect. This stewardship principle carries over into all areas of one’s life.

### Key Concepts:

- We recognize that keeping our classrooms and lockers orderly is a reflection of our gratefulness and respect.
- We never leave a space on campus until it is clean.
- We stop to pick up trash whenever we see it.
- CCS property is treated with respect, and we do not do anything that could potentially leave damage to its grounds, facilities or contents therein.

### **DISCIPLINE**

Discipline (which is simply **training** that corrects, molds, or perfects character) is a basic purpose of this school and is designed to help students achieve self-discipline.

*My son, regard not lightly the chastening of the Lord, nor faint when thou art reprov'd of Him, for whom the Lord loveth He chasteneth...*

*Now obviously no "chastening" seems pleasant at the time, it is in fact most unpleasant. Yet when it is all over we can see that it has quietly produced the fruit of real goodness in the characters of those who have accepted it (in the right spirit). Hebrews 12:5-13*

Discipline is absolutely necessary to the progress of education. Without it, little learning occurs. Good discipline at school begins with good discipline at home. Without a Biblical standard of discipline in the home, it is difficult for Christian schools to maintain a Biblical standard of discipline. Community Christian School is not a corrective institution. We are here to work with the home, but not to take the place of parents in fulfilling their roles.

Community Christian School uses an assertive discipline strategy for maintaining appropriate behavior (following directions, communicating only with permission, cooperating with teachers and students).

### **HALLWAYS**

Students are not to loiter in the hallways. They are to go directly to their locker and directly to class.

All students must be issued a hall pass when out of the classroom for **any purpose** during the regular school day. Any student without a hall pass will be sent back to class.

### **CAFETERIA CONDUCT**

- Students are not allowed to take tests during lunch unless they have written permission from the teacher. **Note must be given to a teacher on lunch duty.**
- Students will be dismissed **one section at a time.**
- **Students may not leave until all chairs are pushed in and ALL trash is picked up and thrown away.**
- Parents bringing their child a lunch must leave it in the office. **Do not take lunches to the cafeteria.**
- Student conduct in the cafeteria will be in accordance with the standards of good manners.
- **If someone other than the parent is having lunch with a student, we must have a written note indicating the person's name from the parent. The only exception is if the person is on pick up list.**

### **ELECTRONIC DEVICES**

- Cell phones, iPods, MP3/MP4 players, etc. are not to be used in the classroom without teacher permission.
- All electronic devices will be turned in to the teacher at the beginning of class.
- Electronic devices must be turned off or on silent and put in a designated area determined by the teacher during class times. (Exceptions are for curriculum with permission from administration.)
- Devices used inappropriately will be turned in to the bookkeeping office where it will be locked up until the end of the school day.
- The school will not be responsible for lost or stolen devices.

- **Inappropriate use of cell phones such as filming students, faculty, etc. without permission will result in immediate in-school suspension.**
- Consequences for violation of this policy are outlined below:
  - 1<sup>st</sup> offense: a fine of \$20.00 is to be paid and parent notified before the device is returned to the student.
  - 2<sup>nd</sup> offense: a fine of \$20.00 is to be paid and parent notified before the device is returned to the student, and the student will serve detention.
  - 3<sup>rd</sup> offense, and every successive offense: a \$30.00 fine will be paid and the student will no longer have the privilege of having a phone on campus for the rest of the school year.

This policy covers every electronic device that, in the opinion of administration, does not contribute to a positive educational experience.

**Parents, please do not call/text students or teachers on their cell phones during the day. Students and teachers will not be using their cell phones during the day. Please call the school office.**

## DETENTION

All detentions are one day a week (Monday) after school from 3:30 p.m. – 4:30 p.m. Students that are not picked up on time will be sent to the daycare office and your account will be charged \$10 per 15 minute increment. Detentions will be held on a designated day.

**Students will be billed \$10 to their account for each detention.**

Failure to serve detention will result in the detention doubling. **Detention will not be postponed due to student activities.** Detention will double only once, after which the student will be placed in In-House Suspension. After the fifth detention, the student will also be placed in In-House. All In-House procedures will apply (see Suspension policy). Continued detentions will require a conference with the administrator and parents.

## SUSPENSION/EXPULSION

Any student guilty of the following while on school property, or during school field trips or school activities, may expect immediate suspension.

- Fighting
- Possession or use of fireworks on school premises or school activity
- Possession or use of tobacco in any form
- Possession or use, or being under the influence of drugs or alcohol
- Any type of solicitation to use or purchase drugs or alcohol
- Obscene, profane, or vulgar language that is written, spoken, or expressed by symbols or gestures
- Misuse and/or damage of school property
- CCS will not tolerate harm or threats to another individual, whether verbal, physical or written.
- Any behavior, display, or attitude in opposition to the basic principles and purposes of Community Christian School or which restrict the spiritual or academic atmosphere of the school, as determined by the administration.

### A. In-house suspension:

**There is an additional charge of \$65 for in-house suspension.** (This is to cover the cost of hiring someone to monitor the suspension room.)

The student must attend school; however, the student is isolated and supervised while doing assigned work.

The following conditions apply to In-house Suspension:

- In-house suspension assignments must be completed before returning to class.
- In-house suspension from class is treated as an unexcused absence but will be changed from unexcused to excused, **upon completion of all assigned work.**
- **No grade higher than a 70 may be earned on work assigned during the suspension.**

- **Only 2 in-house suspensions are allowed each year. All subsequent suspensions will be off campus suspensions.**

B. Off campus suspension:

- The student is not allowed to attend school.
- All work must be picked up in the school office and suspension assignments must be turned in upon returning to school.
- All assignments must be complete and will be checked by an administrator before student is readmitted to class.
- The absence due to off-campus suspension will be counted as **unexcused**.
- **No grade higher than a 70 may be earned on work assigned during the suspension.**
- **Only 2 off-campus suspensions are allowed each year.**

### **RANDOM DRUG TESTING**

Students at any time, unannounced and selectively, may be required to submit to drug testing. **This will be at the student's expense.**

### **SEARCH AND SEIZURE**

The students' desks, lockers or containers may be, at any time, unannounced and selectively, examined. A student's belongings will not be searched without administrator's permission. Any item deemed dangerous, inappropriate or unauthorized will be held in safe keeping by the administration or given to the proper authority.

### **SOCIAL MEDIA POLICY**

CCS recognizes the role and importance of social media in today's student culture. In accordance with the school's mission statement and core values the commitment and expectation surrounding the use of social media is intentionally high. Social media (Facebook, Twitter, Myspace, Instagram, YouTube, personal texting, etc.) is a powerful tool of communication that has a significant impact on your personal reputation as well as the reputation of Community Christian School. Social media also provides students with unavoidable temptations. The purpose of this policy is to protect students from unwanted social media pressures, set the school's guidelines for appropriate behavior, and to encourage parents to take an active role in monitoring their children's usage and presence on social media websites. Remember to think twice before posting, or "liking" inappropriate groups. Privacy does not exist in the world of Social Media.

Guidelines for social media use:

1. Exercise care when participating in use of social media within CCS and outside of CCS.
2. Consider everything communicated via social media is public information even if there is limited access to the site. This includes texts, images, video, and audio.
3. Consider once a post of any kind has been published it may become the property of that social networking site. These sites are often searchable even after content has been removed or deleted.
4. Consider colleges, universities, and employers are now reviewing individuals on social networking sites as part of their overall evaluation of applicants.
5. Exercise caution in every social media post. Remember that text and images do not carry tone or context. What may be an innocent comment or image posted in jest may not be perceived that way.
6. Exercise great care in posting any sort of personal information including names, phone numbers, and locations.

Students who violate our Social Media Policy may be given detention, suspension, or expulsion for their actions. Social media violations may result in, but are not limited to, detention, suspension, and/or expulsion depending upon the number of violations or the circumstances of an individual violation. Severity of punishment will be determined by the administrator.

Students **MAY NOT:**

1. Post inappropriate or threatening messages about or to another student, faculty member, or administrator.

2. Post explicit photographs or videos of themselves or another student. Students should be reminded that explicit online photographs or videos of another student can constitute a criminal act.
3. Misrepresent, criticize, or denigrate the school or its employees in any way.
4. Use social media to share homework, quiz, or test answers.
5. “Like” or “friend” groups of an explicit/vulgar nature.
6. **Post any photos taken during school hours or on school campus without permission of the administration. Doing so will result in immediate in-house suspension.**

### **PREGNANCY POLICY**

Hebrews 13:4 teaches that God honors marriage and calls all sexual immorality sin. For this reason any student at Community Christian School who becomes pregnant or fathers a child while attending Community Christian School will be dealt with as follows:

1. The administrator will have a conference immediately with the student(s).
2. The spiritual ramifications of pregnancy will be addressed.
3. The parents of the student(s) will be called for a conference.
4. The student or students will be suspended immediately. Suspension will continue for an indefinite period after the birth of the baby.

The administrator will cooperate with the student(s) in whatever way seems most helpful to deal with the entire situation. Community Christian School will not serve as a condemning body where pre-marital pregnancy is concerned. It will only serve to lead the student(s) to repentance. Once the student(s) repent, the school will operate on the principle that it has no right to condemn the person(s) that God has forgiven.

### **Re-admission Following Pregnancy Suspension**

All applications for re-admissions will be reviewed on a case-by-case basis. The final decision rests with the administration.

**Extreme or repeated offenses will result in expulsion of a student.**

**CCS is a drug-free, gang free, weapon-free zone.**

**Please note: Should a situation arise where there is no cooperation between the home and school, the administration has the option to dismiss the student.**

## **CAMPUS**

### **CAMPUS**

Community Christian School is a **closed** campus to students who are not CCS graduates. Exceptions must be approved by administration.

**Community Christian School is a drug free, gang free, weapons free facility. Anyone in violation of this policy is subject to expulsion and will be reported to the appropriate authority.**

### **STUDENT PARKING**

Community Christian School students who utilize the privilege of driving and parking on church and school property **must comply with the following regulations:**

1. Students must park in designated areas, **observing the parking lines.**

2. Cars are to be locked and **students will not be allowed access to them until after school.** Special permission may be given when necessary.
3. **Students are to observe a speed limit of 10 mph while on school property and operate vehicles in a safe manner at all times.**
4. The school does not accept responsibility for student drivers or their passengers at any time nor is the school responsible for losses, damages, or accidents occurring on the school property.
5. A student vehicle parked on school grounds may be searched for any reason at any time.

**Failure to observe these policies will necessitate disciplinary action and/or cancellation of vehicle privileges for the student.**

### LEAVING SCHOOL GROUNDS

- Students are not permitted to leave the campus during school hours without prior written approval by parent **and** approval of school administration.
- Phone calls to dismiss a student will not be permitted.
- Students **must** check with the school office personnel **before** signing out.
- Students **may not** leave campus to run errands.
- Students may leave campus for lunch **only with the student's parent(s)**, providing the parent personally signs the student out through the office. **Students must be signed in prior to the beginning of the class period following lunch, or receive an unexcused tardy or absence to class.**

### VISITORS

Parents are welcome to visit the classes. They should make arrangements for the day and time through the school office. **Other persons desiring to visit must receive approval from the administration.** Visitors must check in with the receptionist and secure a visitor's badge before proceeding to the classroom. If you have items to be delivered to your child, take them to the office and they will be delivered at an appropriate time. **Any visitor attending a school activity, including eating lunch with the student, must be on the pick-up list, unless written permission is given by parents prior to the activity.**

## EXTRA-CURRICULAR ACTIVITIES

The extra-curricular program at Community Christian School is an outgrowth of the general academic program and is established to help promote the growth of the students. Participation is a privilege intended to meet the student's special needs and interests. To qualify for a position of leadership, honor, or recognition, a student must have a clear testimony of his/her faith in Christ. Requirements for extra-curricular activities are as follows:

### General

1. Student **must be enrolled/re-enrolled** before beginning sport/activity, i.e. tryouts, practices, meetings, camps, games, running for student government, etc.
2. A Physician Physical Form must be submitted prior to any sports related or athletics activity.
3. Acknowledgement of Rules Form, Athletic Registration Form, and Emergency Permission Statement.
4. Students must have and maintain an **overall "C" average on progress report or report card and no less than a 70 average in any one subject.**
5. An annual athletic fee. (there may be need for more fees)
6. Appropriate conduct and an attitude of good sportsmanship both on and off campus.
7. Grades will be checked for eligibility at the time of progress reports and report cards. Students incurring a grade deficiency will be suspended from participation until the next grade check in two weeks. **(Attendance at all practices, etc. is still required)**
6. **Students must have received credit for at least a half-day (four periods) of school attendance in order to participate in practices or games.**

7. Students and their parents are responsible for all uniforms issued by school. Uniforms not returned in a timely matter will be charged to the account. If a uniform is turned in after the due date, a late fee will be assessed to the account.
8. See after-school wear in Dress Code section.
9. School Activity (SA) e.g. Sports, field trips, academic competitions, etc. All course work must be completed **prior to the date missed, unless the teacher gives permission otherwise**. It is the responsibility of each student to fill out the Approval to Attend School Activity/Sports Event form and to obtain all assignments before departing for sport/school activity.

## ORGANIZATIONS/PROGRAMS

### **PARENT TEACHER FELLOWSHIP (P.T.F.)**

P.T.F. is a group composed of: parents, teachers, and administrators who work corporately to enrich educational opportunities for students. All parents are encouraged to participate.

### **STUDENT LEADERSHIP INSTITUTE (SLi)**

Student Leadership Institute is a deliberate plan for students to be trained in the biblical model and definition of leadership with a core emphasis on three operating principles—service, evangelism/engaging the culture, and church involvement. SLi focuses on key characteristics of Jesus’ leadership aid designed to impact both the individual and his or her sphere of influence. In essence, CCS becomes a laboratory for hands-on training for leadership and discipleship as students are trained to become more like Christ. Training takes place in the form of Marketplace issues, Cultural issues, Campus Connection Teams, and Elective courses. Students are engaged in a year-long, multifaceted, Biblically-based program assisting them in the development of their leadership philosophy and skills.

### **NATIONAL HONOR SOCIETY/NATIONAL JUNIOR HONOR SOCIETY**

**Induction into NJHS/NHS is a privilege, not a right. The decision of the Faculty Advisory Council is final.**

## HEALTH AND SAFETY POLICIES

The school nurse may be found in the pre-school area M-F during the hours of 8:00 a.m. – 2:00 p.m.

### **PREVENTION AND CONTROL OF COMMUNICABLE DISEASES**

- A. Immunizations - All students must have proof on file of compliance to the immunization requirements of the State of Texas. Failure to comply will result in suspension from school until requirements are met. Exceptions to this compliance are allowed on an individual basis for medical contraindications or religious conflicts.

#### Medical contraindications

The student must present an affidavit or a certificate signed by a physician, duly registered and licensed to practice medicine in the U.S., in which it is stated that, in the physician’s opinion, the immunization required would be injurious to the student’s health. Unless a lifelong condition is specified, the affidavit or certificate is valid only **one year** from the date signed by the physician, and must be renewed at that time for the exclusion to remain in effect.

#### Religious conflicts

The student must present an affidavit signed by the parent/guardian stating the immunization conflicts with the tenets and practice of a recognized church or religious denomination of which the student is an adherent or member. **This exemption does not apply in times of emergency epidemic declared by the Commissioner of Health.** This affidavit is valid for **two years**.

- B. Provisional Enrollment - The law requires that students be fully immunized against specific diseases. However, a student may be provisionally admitted if he has begun the required immunizations and continues to receive them until requirements have been met.
- C. Exclusion from School - A student shall be excluded from school when communicable disease is suspected. This will be at the discretion of the school administration. Students will also be excluded from school when head lice or scabies are found.

### **RE-ADMISSION**

- 1. When a student is free of fever (temperature less than 100° F) for 24 hours
- 2. In a case of head lice - after treatment and the student is **nit-free**. The student must be examined by a designated person of the school
- 3. With a physician's statement that the student is no longer communicable (necessary in cases of mumps, measles, chicken pox, etc.)
- 4. After a period of time corresponding to the communicability of the disease as established by the Commissioner of Health; student must be checked in by the designated person of the school

### **SCREENING**

- A. Growth and development - weigh and measure height Sept. /Oct. and March/April for 7<sup>th</sup>-9<sup>th</sup>
- B. Vision - Students in grades 7, 8 and 9 will be tested once a year and all new students 10<sup>th</sup>-12<sup>th</sup>. All results are kept in student's medical records. Parents will be notified if further testing needs to be done.
- C. Hearing – Students in grades 7, 8 and 9 will be tested once a year and all new students 10<sup>th</sup>-12<sup>th</sup>. All results are kept in student's medical records. Parents will be notified if further testing needs to be done.
- D. Other
  - 1. Examination of scalp for head lice as needed.
  - 2. Scoliosis - All 7-9 grade students are screened using the state approved scoliosis screening procedures.

### **REFERRAL AND FOLLOW-UP**

Parents will be notified following health screening of any identified problems which may interfere with the student's learning.

### **PROVISION FOR EMERGENCY AND FIRST AID CARE**

Students who are ill must be kept from school. Parents will be asked to pick up students who become ill at school. If a student becomes ill at school, parental permission must be obtained before the student can leave. Students are not allowed to contact parent(s)/guardian(s) on their own personal device or in the school office to be picked up. Students must go to the nurse, and the nurse will decide whether parent(s)/guardian(s) are to be contacted (by the nurse).

The school will provide simple first aid for minor injuries. Students with minor injuries will be given first aid by school personnel and returned to class after being observed 10 – 15 minutes.

A student with serious injuries will be given first aid by school personnel and parents will be notified. If warranted, the student will be taken to the hospital by school vehicle or ambulance. If parents are not available at time of transfer, designated school personnel will accompany and remain with the student until the parent/guardian assumes responsibility. The school representative will take the emergency information card.

### **ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL**

Designated employees of the school may administer medication to a student provided:

- 1. The school has received a written request to administer the medication signed by the parent/legal guardian, or other person having legal control of the student.

2. When administering prescription medication, the medication appears to be in the original container and to have an affixed prescription label with the student's name, name of the drug, and the directions concerning dosage. Instructions about the duration of the medication period should be included.
3. Non-prescription medication must be in the original container and requires a **written** request to administer the medication signed by the parent/legal guardian with instructions concerning dosage.
4. A physician's written request to administer medication is required when the medication must be administered for more than ten days (within recommended dosage).

The student should **NOT** carry the medication with him/her or administer it to himself/herself unless specified by a physician. All medication is to be kept in the nurse's office. **Please do not send medication in plastic baggies.**

### **FIRE AND EMERGENCY DRILLS AND PROCEDURES**

1. The alarm will sound.
2. Classes will leave the buildings in a quiet and orderly manner. Teachers may give other instructions as needed.
3. Students should carry personal belongings with them. All school supplies and books should remain in the room.
4. The teacher will take the roll book and leave the room last.
5. The door to the classroom is to be closed, but not locked.
6. Class groups are to remain together in designated areas. Teachers will take roll quickly and report absentees.
7. An administrator will give the "all clear" signal. Classes will return promptly to their rooms.

In case of other emergencies where leaving the building is not advisable, students will be informed of the procedure to follow. Students must remain calm and quiet and be prepared to receive additional instructions.

### **EMERGENCY COMMUNICATIONS**

Should it become necessary to dismiss school, parents will be notified as soon as possible by announcements at school, Parent Alert, and announcements on the local radio and TV stations. There will be no announcement if the school is open as usual. In case of evacuation, call the school office at 670-2913 for instructions.

## **R&R Days**

Rest & Relaxation Day/Remediation & Review Day (R&R Day) will fall at the end of each nine weeks on a date set by administration. At the end of each nine weeks administration will review attendance, behavior, and academics of every student.

### **REST & RELAXATION DAY**

Students will have the privilege of not attending the day of R&R and will be able to enjoy a Rest & Relaxation at home, IF that student has:

- **less than four** absences
- **a 76 and above** in every class
- **no more than** two detentions
- **no** missing/incomplete work
- **no** unexcused absences

### **REMEDICATION & REVIEW DAY**

Students will be required to attend the day of R&R for Remediation & Review, IF that student has:

- **four or more** absences
- **a 75 or below** in any class
- **three or more** detentions

- **any** missing/incomplete work
- **any** unexcused absences
- **3 or more** detentions

During Remediation & Review Day students will make up the time missed due to absences, complete missing and incomplete work, and review subjects the student may be struggling in.

**Situations may arise that are not listed in the above policy. Administration will handle these situations at their discretion.**

## **TECHNOLOGY POLICY**

### **TECHNOLOGY AND NETWORK ACCESS**

Community Christian School provides students with access to computer equipment, software, and network services. These tools support learning, collaboration, and educational research related to the curriculum. All technology and network usage must be consistent with these purposes, this policy, and all provisions of law governing the actions of the user.

The internet, however is not designed exclusively for the use of children. While its use in the school will be subject to supervision, it is possible that students may occasionally access inappropriate material either deliberately or accidentally (even though Community Christian currently filters internet access). Guidelines for internet use prohibit access to material that is inappropriate in a Christian school environment. We encourage parents to have a discussion with their children about values and responsible behavior while using the internet. Parents wishing their child not to access online resources must contact their respective principal.

### **RESPONSIBLE USE**

Students are expected to use CCS technology equipment, software, and network services for projects assigned by their classroom teachers. The following are some guidelines concerning the use of CCS technology and network services.

### **PRIVACY AND ACCESS**

- Students will respect others' right to privacy, though the church and school retains the right to examine.
- Students will not send messages using a false identity, or use the accounts of others to send messages in compliance with federal and state laws.
- Students will not access email, files, folders, or electronic data of others without permission.
- Students will not add, modify, or delete CCS computer programs, files, or folders without permission.
- Students will not use the CCS internet for financial gain, commercial activity, or political activity.
- Students will not use CCS resources to purchase products or services.
- Students will not use CCS resources for illegal purposes or any other activity prohibited by school policy.

### **RESPECT FOR PROPERTY**

- Students will respect the property of others.
- Students will use the technology hardware at CCS with respect.
- Students will not vandalize or otherwise damage CCS property.

### **COPYRIGHT ISSUES**

- Students will be aware of copyright laws and follow them.
- Students will not redistribute copyrighted programs or data without the written permission of the copyright holder.

## RESPECT FOR ACCEPTABLE USE

- Students will report to teachers or school personnel any message they receive that is inappropriate or not for educational purposes.
- Students will not engage in cyberbullying. Cyberbullying includes but is not limited to, harassing, dissing, flaming, denigrating, impersonating, outing, tricking, and cyber stalking.
- Students will not reveal personal information about themselves or others via the CCS network.
- Students will be polite and use appropriate language for the educational environment and for the educational activity in which they are currently involved. (Examples of inappropriate language include: swearing, ethnic or racial slurs-even about one's own ethnicity, or any other inflammatory or threatening language.)
- Students will not access the control panel on a school computer, or attempt to modify settings in any way.
- Students will not access Proxy server websites or tamper with other firewall settings that are designed for, intended to, or by chance scan our network, or attempt in any way to circumvent our security.
- Students will not open, send, or receive obscene pictures or messages.
- Students will not upload any personal media files to any share folder, any computer, and/or the network that are not for educational purposes.
- Students will not use CCS technology resources for any non-instructional or inappropriate purpose. (Examples include: online gaming, social media, etc.)
- Students will not knowingly infect a computer or network with malware.
- Students will not install any software, malware, or games on any school computer or system connected to school networks.
- Students will not attempt to harm equipment, materials, data, or access data they don't normally have access to.
- Students will not log into a computer for another student whose access has been suspended.
- Students will always report any known violations of the CCS Technology Policy to their teacher or an administrator. If they have identified a possible security problem the technology department should be notified immediately.
- Students will not waste school resources through improper use of the system. (Examples include: printing personal material, modifying computer settings, etc.)
- **Other examples of inappropriate technology and network behavior will be considered on a case-by-case basis by administration.**

## CONSEQUENCES OF IRRESPONSIBLE USE

**Student access to computer equipment, software and network services is a revocable privilege, not a right.** Consequences for individuals violating this policy may vary depending upon the nature and seriousness of the violation. Consequences may include disciplinary action, loss of technology access, suspension, expulsion, and/or involvement of law enforcement agencies.

**Students who are on any other site except those authorized by the teacher for that particular time period will be dealt with as follows:**

**1<sup>st</sup> offense: Warning and email sent to parents**

**2<sup>nd</sup> offense: Detention and "0" for the day's work in that class**

## PRIVACY

Community Christian School reserves the right to monitor, inspect, copy, and review at any time and without prior notice of all usage of the electronic network and any information transmitted or received in connection with such usage (periodic audits). All such information files shall remain the property of the school.

## WARNING

Sites accessible via the computer/network/internet may contain material that is illegal, defamatory, inaccurate, or controversial. Each school computer with internet access has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act. The school makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/network/internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

## WARRANTIES/INDEMNIFICATION

Community Christian School makes no warranties of any kind, whether expressed or implied, in connection with its provision of access to and use of its technology, computer networks, and the internet provided under this policy. Community Christian School is not responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his/her parent(s) or guardian(s) resulting from the use of technology and the electronic network. The user takes full responsibility for his/her use. The parent(s) or guardian(s) agree to indemnify and hold Community Christian School, its employees harmless from any and all loss, costs or damages resulting from the use authorized under this agreement, including but not limited to any fees or charges incurred through purchases of goods or services by the user over the electronic network. The user and the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's misuse of his/her access to the computer network and the internet, whether that use is on a school computer or on another computer outside the school's network.

## GENERAL INFORMATION/POLICIES

### COMPLAINT PROCEDURE

Matthew 18:15 teaches that if our brother offends us, we are to go and tell him alone. If he will not hear, then we go to him with another person. Please honor this when handling complaints.

If a student or parent is offended by a teacher, an appointment should be made with the teacher to rectify the situation. If after consulting together and praying for mutual understanding, this does not prove satisfactory, a conference with both teacher and parent will be scheduled with the administrator for final disposition of the matter.

In addition, the following guidelines will help:

1. Give the staff the benefit of the doubt; believe the best instead of assuming the worst.
2. Realize that a child will report from an emotionally biased viewpoint and all facts may not be presented.
3. Realize that the school has reasons for procedures.
4. Support the school and call us instead of other parents.

### CAFETERIA REGULATIONS

- Due to our current state of rebuilding, our school does not have water fountains. Students **MUST** bring water every day, plus extra water for P.E.
- Students are not allowed to take tests during lunch unless they have written permission from the teacher. **Note must be given to a teacher on lunch duty.**
- Students will be dismissed **one section at a time.**
- **Students may not leave until all chairs are pushed in and ALL trash is picked up and thrown away.**
- Parents bringing their child a lunch must leave it in the office. **Do not take lunches to the cafeteria.**
- Order forms will be handed out every Monday and must be turned in by the Thursday of that week.

- If your child does not turn in the form on time, your child will not receive a meal for the week ordering for and **must** bring a sack lunch.
- If your child forgets to bring their lunch and did not order lunches for that week, they will call home for a lunch.
- If your child is absent, it is your responsibility to call the school, 409-670-2913, to cancel that day's lunch by 8:00 a.m. If you forget, your account will be charged for the lunch ordered.
- If the parent forgets to bring the student a lunch, the parent will be called to bring a lunch. It is not a guarantee that the school will have "extra" meals to charge the student account for.
- Students who bring their lunch may purchase milk or juice. Students may also bring their beverage from home.
- Student conduct in the cafeteria will be in accordance with the standards of good manners.
- **If someone other than the parent is having lunch with a student, we must have a written note indicating the person's name from the parent. The only exception is if the person is on pick up list.**
- A student will be allowed to leave the campus for the lunch period with his or her parent only, providing the parent personally signs the student out through the office.
  - **Students must be signed in prior to the beginning of the class period following lunch, or receive an unexcused tardy or absence to class.**

A student will be allowed to leave the campus for the lunch period with his or her parent only, providing the parent personally signs the student out through the office. **Students must be signed in prior to the beginning of the class period following lunch, or receive an unexcused tardy or absence to class.**

## CHAPEL

Chapel services are held weekly. All students are expected to be in chapel and to participate in the service. These chapel times are designated to provide a positive, meaningful experience of worship for all students at Community Christian School. Praise, worship, special music, special speakers, Christian films, the teaching of God's Word, and prayer are all part of chapel. Chapel services are a vital aspect of Bible curriculum. Parents are welcome to attend chapel at any time.

**Please avoid scheduling doctor's and other appointments during Chapel. It is very disruptive to find a student in the middle of a chapel service.**

## CHANGE OF ADDRESS

Please notify the school promptly of any change in email, address, or phone number, even if it is only temporary. This is necessary for emergency telephone numbers. **You can easily update these changes in RenWeb web forms.**

## LIBRARY (When rebuilt)

Students may use the library at designated times and check out one book for a period of two weeks. Fines are assessed daily per book for overdue books. Books must be returned before the student can check out another book. Payment is required for lost or damaged books. At the end of each grading period, report cards will be withheld until overdue books are returned and/or fines are paid.

## LOST AND FOUND

All articles left in classrooms, halls, or grounds will be placed in the lost and found located in the utility room. Unclaimed articles will be donated to Orange Christian Services at the end of each nine (9) weeks. Parents are urged to mark all items clearly and to check lost and found periodically to re-claim lost items.

## FIELD TRIPS

Classes take trips to interesting and educational places from time to time as a part of the instructional program. **Field trips are an integral part of school and are not optional. Any student that chooses not to attend the**

**field trip will be required to attend school where he/she will be given a full day of alternate assignments.**

Small fees may be charged to cover expenses. Before students can go on field trips, parents must sign the designated area on the enrollment form. **Parents assisting with field trips or parties are not to bring other children. Parents going as chaperones must have a criminal background check run by the school office.**

### **CHAPERONE**

Anyone desiring to chaperone field trips, etc. must attend chaperone training. Chaperones must have a criminal background check.

### **ORIENTATION**

Parent/Student Orientation is **mandatory** for all new and returning parents and students. Important policy and procedural changes are discussed.

### **PARENT/TEACHER CONFERENCES**

Conferences are suggested at least once each semester. Parents and teachers should feel free to request a conference at any time they feel it necessary. **Appointments may be scheduled by emailing the teacher. Email addresses will be available at orientation and on the web site at [ccsorange.org](http://ccsorange.org).**

### **PHYSICAL EDUCATION**

Physical education is required for all students in grades 5 - 9. Exemptions from P.E. will be made only on the basis of a written note from a physician and only for the duration of the excuse. A parent will be allowed to excuse a student for P.E. for a maximum of two (2) days with a written note. Students who have chronic illnesses (asthma, chronic fatigue syndrome, etc.) should have a physician's statement regarding this condition on file in the office. Otherwise, all students are required to participate in the activities unless the teacher or principal acknowledges the student's physical inability to participate.

### **PHOTOGRAPHS**

Individual and group pictures will be taken annually. If parents wish to purchase pictures, money is to be sent **prior** to the day the pictures are to be taken. Parents will be advised of the date and cost. Sports pictures and Spring portraits will be taken at the appropriate times. No money is required ahead of time for Spring portraits. Spring portraits will be sent home for preview, after which parents will send money if they would like to order by the due date given.

A photo release form is signed at registration upon entering CCS and is kept on file for the duration of the student's time at CCS.

### **SCHOOL DAY**

The following school hours will be in effect for the school year:

**Monday – Friday 7:55 - 3:25 p.m.**

- Students may arrive no earlier than 7:15 a.m. and must stay in the area designated which is supervised by faculty.
- After 3:40 p.m. all students must be off the school grounds unless in **supervised activity**.
- Any student in the building after 3:40 p.m. who is not signed up for After School Supervision must stay in the school office until picked up.
- Students are **NOT** to stay on campus on **Wednesdays** to wait for church activities, **unless student has adult supervision**.
- In cases of emergencies requiring delayed pick-up, parents should notify the school office immediately.

### **SCHOOL OFFICE**

School year office hours are from 7:30 a.m. until 4:00 p.m.

Summer office hours are 9:00 a.m. until 3:00 p.m. (Monday – Thursday: Fridays are closed)

## **SEXUAL ETHICS POLICY**

Community Christian School, as a ministry of Community Church, affirms the biblical understanding of sexuality as a gift from God (Genesis 2:24). In concert with biblical teaching, CCS supports the principle and practice of purity in singleness and fidelity in marriage, which is the union of one man and one woman. In addition, CCS recognizes that the **gift of gender is part of the goodness of God's creation, and is predetermined by God and revealed at conception.** Lifestyles or practices inconsistent with these biblical teachings are also inconsistent with the mission of CCS. CCS affirms the biblical teaching that all **sexual conduct outside the sanctity of marriage, including both hetero and homosexuality, is a sin, a turning away from God's ideal as outlined in Scripture. Students who demonstrate an impure lifestyle with no intention of repentance are subject to dismissal.**

## **SPIRITUAL DEVELOPMENT**

Community Christian School affords all students through eighth grade the opportunity to accept Jesus Christ as Savior and Lord in their lives. Students are taught the Word of God and encouraged to apply it to their daily lives.

Students in grades 9-12 are expected to have a personal relationship with Jesus Christ and to desire to walk daily with Him. They are expected to be actively involved in a local church. An annual verification is required by their pastor.

## **SUPPLIES**

Students are required to have supplies for each class. They are responsible for providing their own school supplies such as pencils, paper, pens, etc. A supply list will be provided in the school office and on RenWeb.

## **REPORTING ON CHILD ABUSE**

We live in a society that is highly regulated. One of the unfortunate issues in our society is child abuse. The State of Texas has chosen to adopt laws that are believed to be in the best interest of children. Community Christian School will obey these laws.

Chapter 261 of the Texas Family Code requires any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person must immediately make a report within 48 hours. **The person who fails to make a report commits a Class B misdemeanor.**

State agencies, after receiving a report of suspected child abuse or neglect, may come to the school to interview the child and the teacher(s). Section 261.303 of the Texas Family code provides that a person may not interfere with an investigation of a report of child abuse or neglect conducted by the Department of Protective and Regulatory Services or any designated agency and provides for court orders to be allowed on good cause if admission cannot be obtained. The child abuse hotline is (800) 252-5400.

## **TELEPHONE USE (School Office Phone)**

Students are not allowed to use the school office telephone except in a true emergency. Forgetting assignments, sports uniforms, etc. does not equal an emergency.

Parents are discouraged from calling their children except for emergencies. In such cases, the secretary will take the message to the student or the student to the phone. Incidental messages may be left with the secretary to be delivered to the student at the end of the school day. **Students are not allowed to use cell phones during school hours.**

## **VOLUNTEERS**

Our school could not function without our volunteers. Parents are encouraged to volunteer a part of their time on a regular basis to assist teachers, office staff, library staff, computer lab, fund-raisers, etc. Please call the school office if you are available and would like to know how you can help.

Any person working with children must have a criminal background check.

## **YEARBOOKS**

Yearbooks may be purchased annually. These are available the following fall.

## **ASBESTOS COMPLIANCE**

In accordance with the United States Environmental Protection Agency's Asbestos Hazard Emergency Response ACT (AHERA) which became effective December 4, 1987, Asbestos Management Plan has been prepared for the Martin Luther King facility.

The MLK facility was constructed with strict requirements that no asbestos containing materials be used. An exclusion of asbestos letter prepared by the architect is included with the management plan. A copy of the management plan for both facilities is available for review. If you wish to see the plan, contact the business manager at (409) 883-4498.

**\*\*\*Please note: Situations may occur that are not covered in the handbook. The administration will handle these at their discretion. This handbook is subject to necessary changes during the school year.\*\*\***