

# COMMUNITY CHRISTIAN SCHOOL



*A Passion for Christ, A Passion for Education*

## **PARENT-STUDENT HANDBOOK**

# 2021/2022

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

## 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>
Philosophy Statement	2
Mission Statement	2
Vision Statement	2
Core Values	2
Expected Student Outcomes	3
Statement of Faith	3
Portrait of a Graduate	3
Objectives & Goals	3
<b>Admissions</b>	<b>7</b>
Admissions Process	7
New Students	7
Re-enrollment	7
Nondiscriminatory Admission Policy	8
Transfer Student Policy	8
Withdrawal From School	8
<b>Finances</b>	<b>8</b>
Enrollment Fees	8
Tuition	8
Additional Fees	9
Payments and Invoices	9
Insurance	9

Extended Child Care \_\_\_\_\_ 10

**Academics** \_\_\_\_\_ **10**

Academic Policies \_\_\_\_\_ 10

Dual Credit \_\_\_\_\_ 10

Co-Enrollment \_\_\_\_\_ 10

Enrichment & Extension \_\_\_\_\_ 10

Grade Reporting \_\_\_\_\_ 10

Grading System \_\_\_\_\_ 11

Help Class \_\_\_\_\_ 11

After School \_\_\_\_\_ 11

Curriculum \_\_\_\_\_  
\_\_\_\_\_ 11

Homework \_\_\_\_\_ 11

Promotion and  
Retention \_\_\_\_\_ 12

Awards \_\_\_\_\_ 12

Grade Point Average \_\_\_\_\_ 12

Grade Points and Ranking \_\_\_\_\_ 13

Graduation Requirements \_\_\_\_\_ 13

Honors Courses \_\_\_\_\_ 14

Valedictorian and Salutatorian Selection \_\_\_\_\_ 14

Testing \_\_\_\_\_ 15

Testing Corrections \_\_\_\_\_ 15

Textbooks \_\_\_\_\_ 15

Academic Honesty \_\_\_\_\_  
\_\_\_\_\_ 16

Cheating/Plagiarism \_\_\_\_\_ 16

**Attendance** \_\_\_\_\_ **16**

General Attendance Policies \_\_\_\_\_ 16

Reporting Absences \_\_\_\_\_ 17

Excused Absences \_\_\_\_\_ 17

Unexcused Absences \_\_\_\_\_ 17

Homebound \_\_\_\_\_ 17

Make-up Work \_\_\_\_\_ 18

Tardies \_\_\_\_\_ 18

Unexcused Tardies \_\_\_\_\_ 18

Truancy \_\_\_\_\_ 19

**Dress Code** \_\_\_\_\_ **19**

Philosophy \_\_\_\_\_ 19

Policy \_\_\_\_\_ 19

Inappropriate Apparel and Accessories_____	20
Game Day Attire_____	20
After-School Athletics_____	21
Special School Activities_____	21
After-School Activities_____	21
Dress Code Infractions_____	21

## **Conduct/Discipline** **21**

Philosophy_____	21
Classroom Conduct_____	21
Off-campus Conduct_____	22
Code of Honor_____	23
Discipline_____	24
Disciplinary Action_____	25
Anti-bullying Policy_____	25
Hallways_____	28
Cafeteria Conduct_____	28
Cell Phone_____	28
Electronic Devices_____	28
Detention_____	29
Suspension/Expulsion_____	29
Random Drug Testing_____	30
Search and Seizure_____	30
Social Media Policy_____	30
Pregnancy Policy_____	31

## **Campus** **31**

Student Parking_____	31
Leaving School Grounds_____	32
Visitors_____	32

## **Extra-Curricular Activities** **32**

General_____	33
--------------	----

## **Organizations/Programs** **33**

Parent Teacher Fellowship (P.T.F.)_____	33
Student Leadership Institute (SLI)_____	33
Community Service Policy_____	33
Silver Cord Program_____	35
National Honor Society/National Junior Honor Society_____	35

## **Health and Safety Policies** **36**

Prevention and Control of Communicable Diseases_____	36
--	----

Re-admission_____	37
Screening_____	37
Referral and Follow Up_____	37
Provision for Emergency and First Aid Care_____	38
Administration of Medication by School Personnel_____	38
Emergency Drills and Procedures_____	38
Emergency Communications_____	39

## **R&R Days** **39**

Rest & Relaxation Day_____	39
Remediation & Review Day_____	39

## **Technology Policy** **40**

Technology and Network Access_____	40
Responsible Use_____	40
Privacy and Access_____	40
Respect for Property_____	40
Copyright Issues_____	40
Respect for Acceptable Use_____	40
Consequences of Irresponsible Use_____	41
Privacy_____	41
Warning_____	42
Warranties/Indemnification_____	42

## **General Information/Policies** **42**

Complaint Procedure_____	42
Cafeteria Regulations_____	42
Chapel_____	43
Change of Address_____	43
Library_____	43
Locks, Lockers, and Backpacks_____	43
Lost and Found_____	44
Field Trips_____	44
Chaperone_____	44
Orientation_____	44
Parent/Teacher Conferences_____	44
Parties_____	44
Physical Education_____	44
Photographs_____	44
Pledges_____	45
School Day_____	45
School Office_____	45
Sexual Ethics Policy_____	45

Spiritual Development_____	43
Physical Privacy and Sexuality Policy_____ 46	
Reporting on Child Abuse_____	47
Telephone Use_____	47
Volunteers_____	47
Yearbooks_____	48
Asbestos Compliance_____	48
<b>Daycare Information/Policies</b>	<b>48</b>
After School Care_____	48
Daycare Licensing_____	48
Daycare Visits_____	48
Late Pick Up_____	48

**Please note: Situations may occur that are not covered in the handbook. The administration will handle these at their discretion. 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

Sarah Hinton - Interim Principal  
Lisa Berwick - Assistant Principal, Activities Director  
Denise Sylestine - Administrative Assistant, School Nurse  
Amanda Britnell - Athletic Director, MS/HS PE  
Gaye Cormier - Bookkeeper  
Cindy Ford - Bookkeeper  
Missy Capehart - Cafeteria Manager, Manager of Housekeeping  
Ken Rutherford - Manager of Maintenance

#### Faculty

##### Elementary

Steve Aaron  
Amanda Britnell  
Emily Ford  
Lisa Gomez  
Alicen Miller  
Maureen Street  
Vicki Woodcroft

##### Junior High/High School

Lisa Berwick  
Casandra Bishop  
Amanda Britnell  
Lisa Gomez  
Debbie Snyder  
Maureen Street

##### Tutor

Debbie Snyder

#### Board Representatives

Pastor Loyd Thurman, Chairman  
Pastor Stephen Samuel, Finance  
Steve Howard  
Elvis Rushing

## Philosophy & Foundations

### 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.

### 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

- **We believe** the Bible to be the inspired, only infallible, authoritative, inerrant Word of God (2 Timothy 3:16; 2 Peter 1:21).
- **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).
- **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).
- **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).
- **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).
- **We believe** in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-12; Galatians 3:26-28).
- **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

**Portrait of a Graduate** - Graduates of CCS are grounded in Kingdom views, and sought after for their wisdom and Christian character. They are strongly rooted in Christ, and they cultivate a culture of honor wherever God has called them. They demonstrate academic excellence and are life-long learners, prepared for the workforce. They are leaders, world changers who love God, love others, and make disciples. Our graduates are:

- I. **Christ Followers - Students will leave CCS knowing they have a relationship with Christ. This fact is more than words, but is seen through actions and in their Christian character. Students will leave CCS demonstrating the character of Christ in their daily lives. They will:**
  - A. **Accept Jesus Christ as their personal Savior.** To produce this outcome, CCS will:
    1. Hire faculty who are spiritually mature and equipped to lead by example
    2. Have regular faculty devotion and prayer times where faculty and staff find spiritual renewal and refreshing
    3. Do in-service and regular staff development to instruct teachers in the importance of, and in the methods of biblical integration
    4. Use biblically based curriculum, purposefully integrate in all subjects; and seek teachable moments to instruct students
    5. Hold weekly chapels for all students, which challenge the hearts and minds of students to pursue and serve God
    6. Hold a Spiritual Emphasis Week once a year where students are allowed extra time in the presence of God, and are challenged to a deeper walk with Him
    7. Incorporate the use of Scriptures and biblical principles in matters of discipline and correction
    8. Lead the student to a saving knowledge of Jesus Christ (Romans 10:9; John 3:16-17)

**B. Grow spiritually and morally.** To produce this outcome, CCS will:

1. Teach the Bible as God's inspired word (II Timothy 3:15-17)
2. Develop an appreciation for the Bible through daily reading, study, and memorization (Psalms 119:11); and teach basic Bible doctrines (II Timothy 2:13)
3. Lead the student to integrate the Bible in all areas of life (Ephesians 4:12; II Peter 1:3)
4. Guide the student in the development of a personal prayer life (James 5:16); and train the student in the importance of quiet time with the Lord and journaling what He is speaking to them (Isaiah 30:21; John 10:27; John 8:47)
5. Teach the student to know and obey the will of God as revealed in the scripture (Psalms 119:105); to view godliness and sin according to God's Word (Psalms 139:13-16); and how to overcome sin (Psalms 139:13-16; Psalms 119:11)
6. Train the student to be a good steward of finances, time, and talents (Luke 12:42); and provide opportunities for students to give of their own blessings
7. Guide the student to understand their position in Jesus Christ (II Peter 1:20-21)
8. Educate the student in the importance of personal integrity
9. Give the student an understanding of opposing worldviews, and train them to articulate and defend the Christian worldview

**C. Apply learning and choose healthy choices affecting lifestyle.** To produce this outcome, CCS will:

1. Teach the student that his body is the temple of God (I Corinthians 6:19-20; Ephesians 1:11)
2. Teach the student to respect and honor persons of the opposite sex (Galatians 3:28; Ephesians 5:33)
3. Teach the student that marriage and the family are ordained and instituted by God and to have a proper attitude toward marriage and the home (Genesis 2:18-24; Hebrews 13:4; Proverbs 27:8)
4. Train the student about the negative effects of drugs, alcohol, tobacco, and other chemicals that damage the body
5. Instruct the student in the harmful and addictive nature and negative influence of video games; and lead students to understand the dangers that can exist on the internet and social media
6. Educate the student in the ethical use of technology and the pitfalls that exist in misuse
  - a. **Assessment:** To measure if our students have become Christ followers we will:
    - 1) Conduct surveys from parents, students, graduates and alumni, to collect data on individuals about where they are in the expected student outcomes, and assess the results to determine if expected student outcomes are developing.
    - 2) Conduct student evaluations, implementing them annually during the latter portion of the third nine weeks, and assess the results to measure progress toward expected student outcomes.
    - 3) Alumni survey to learn of church service and choices in life.

**II. Academically Prepared** – Students will reach their full academic potential. **They will:**

**A. Gain academic excellence.** To produce this outcome, CCS will:

1. Hire teachers who are academically equipped to teach
2. Provide leadership in academic excellence, pedagogy, and classroom management through teacher in-service and on-going staff development, as well as, through evaluations and feedback for areas of weakness
3. Promote high academic standards (II Timothy 2:15)
4. Help parents understand the purpose and program of the school (Psalms 78:1-8)
5. Encourage parent participation in the school (Deuteronomy 6:5-9)
6. Encourage school and parent cooperation in the training of children (Proverbs 9:18; Galatians 4:1-2; Deuteronomy 6:7), and educate them in their specific roles and duties (Ephesians 6:4) in our partnership to educate their children

**B. Obtain skills and biblical work ethics for success in the business world.** To produce this outcome, CCS will:

1. Train students in study habits that will equip them to work independently, without need for supervision (Romans 12:6-8; Proverbs 16:3)
2. Help students realize and achieve their academic potential (II Timothy 3:14-15); and help each student become proficient in the fundamental processes of learning (II Timothy 3:16-17)
3. Teach the student to work both independently (Ecclesiastes 2:10b); and in group activities (I Corinthians 12:12-22)
4. Lead the students in good study habits (II Timothy 2:15)
5. Develop in students the ability to think creatively and critically (Proverbs 3:21)
6. Teach students to becoming creative and critical thinkers who apply learning to solve real-world problems
7. Develop business and creative communicators who are effective in both written communication, through English and Language Arts; and verbal presentation through speech training and practiced oral presentations
8. Develop students in essential math skills
9. Train students in the sciences and how they correlate with Scripture
10. Instruct students in appreciation and necessity to understand Christian and American history (Psalms 16:6)
11. Train and model how to utilize technology wisely to find, analyze, assess information and filter that Information through the “lens” of God’s Word; and provide opportunity for the student to gain skills and participate in technological activities
12. Provide instruction and opportunity for the student to participate in the fine arts through art, music, and theater (Psalms 150:1-6)
13. Provide a broad athletic program, allowing students to explore varied sports interests
14. Offer electives, and varied opportunities to produce or support career interest in areas of technology, cooking, business, and entrepreneurial training
15. Provide opportunities for participation in Independent Research and Competition allowing them to participate in 4H projects in STEM and Agriculture including Robotics, Computer Science, Electrical Engineering, Entrepreneurship and Financial Literacy, Environmental Science and Alternative Energy, and Plant and Animal Science; Healthy Living including Fitness, Health, Nutrition and Safety, Cooking, Archery, and Fishing; and Civic Engagement including Communication and Expressive Arts, Photography, Digital Media, and Creative Thinking & Writing

**C. Become Life-Long Learners.** To produce this outcome, CCS will:

1. Foster the joy of learning (Proverbs 2:1-6); and demonstrate the academic competence that is required for the next level of academic pursuit
2. Offer Dual credit courses for juniors and seniors, by partnering with Southwestern Assemblies of God University, Waxahachie, Texas
3. Stress the importance of life-long learning
4. Develop in the student an awareness of current affairs (I Corinthians 12:32)
5. Develop in the student an appreciation of God’s world and man’s responsibility in it (Romans 1:1-32)
6. Train the body through physical education classes for K5-9<sup>th</sup> grade
7. Offer an athletics program (5<sup>th</sup>-12<sup>th</sup> grades) to train our students in a broad athletics program, including football, volleyball, cross country, soccer, basketball, baseball, track and field, tennis, softball, and golf
8. Train students that the body is the temple of God; and provide instruction in physical health and practices for healthy living
  - a. **Assessment:** To assess that we have met these goals we will:

- 1) Administer the Stanford Achievement, PSAT, and SAT exams, and analyze the results to determine if we are meeting academic expected student outcomes.
- 2) Conduct graduate and alumni surveys, and assess the results to learn where our students feel best prepared toward academic expected student outcomes.
- 3) Alumni surveys to track alumni to learn their involvement in college and career choices

**III. Enabled for Leadership** – the student will leave CCS as leaders in our communities, government, and in their work places. They will also have an attitude of service to others, and a heart for missions.

**They will:**

**A. Respond personally to carrying out the Great Commission.** To produce this outcome, CCS will:

1. Lead the student to understand the worth of every human being as created in God's image
2. Teach the student to the knowledge and understanding of the cultures of other people and places
3. Train the student to treat others with love and respect (Leviticus 19:18; Galatians 6:7-9)
4. Lead the student in respect for and submission to authority (Ephesians 6:1-3; Hebrews 13:17)
5. Guide the student to an understanding of the nature and ministry of the church (I Corinthians 12:12-13)
6. Provide the student an understanding of church leadership and each student's personal involvement (Ephesians 4:12)
7. Encourage the student toward self-discipline, effective use of time, and responsibility (I Timothy 4:7; Psalms 90:12; II Timothy 2:15)
8. Provide the student opportunities to serving others in the Body of Christ
9. Provide the student worship and worship leading opportunities
10. Provide the student opportunities to be involved in local missions

**B. Are team leaders and impact their world for Christ as servant leaders.** To produce this outcome, CCS will:

1. Provide Leadership Training through Student Leadership Institute (SLi)
2. Lead the student in regular team building activities during SLi rallies
3. Develop skills to question, solve problems, and make wise decisions
4. Guide the student into a Biblical view of life and work (I Thessalonians 2:9)
5. Offer spiritual retreats focusing on team building and leadership
6. Teach through athletics, the benefits of being strong spiritual leaders

**C. Practice good citizenship, participate in civic engagement, and practice stewardship of God's creation.** To produce this outcome, CCS will:

1. Guide the student to demonstrate good citizenship in society (Matthew 20:20-28; Ephesians 5:16)
2. Provide extra-curricular activities engaging students in mentorship of younger students
3. Provide local opportunities to be involved in service
4. Guide the student into a Biblical view of life and work (I Thessalonians 2:9)
5. Train students that the world is God's creation and must be respected
6. Train the student to conserve energy and resources on the earth
  - a. **Assessment:** To assess that we have met these goals we will:
    - 1) Evaluate individual student participation in school volunteer work, church volunteer work, community service, and local missions through SLi Service Hours, which each student is required to submit to the SLi coordinator. These are tabulated and evaluated each year for each student
    - 2) Evaluate student performance at SLi rallies. This is accomplished by the SLi coordinator.
    - 3) Evaluate student involvement in the SLi retreat. This is accomplished by direct

- supervision and grading by the SLi coordinator.
- 4) Evaluate student involvement in the senior mission trip. This is accomplished through SLi coordinator evaluation.

## ADMISSIONS

Community Christian School (CCS) accepts students seeking entrance in K5-12th grade, after successful completion of diagnostic testing, after meeting enrollment requirements, and with evidence that both the student and the parents are in agreement with the school's Code of Conduct and Statement of Faith. Prospective high school students must have their previous transcript(s) evaluated by administration to assure they will be able to meet graduation requirements at CCS.

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 nine-week probationary basis. Acceptance and continuation of a student in the school is based on the student's academic achievement, emotional stability, social behavior, and conduct.

### ADMISSIONS PROCESS

#### NEW STUDENTS

1. Parents complete and submit the New Student Inquiry.
2. An interview with the prospective student and the parents will be set up with an administrator.
3. Students and parents must agree to support the philosophy and goals of Community Christian School.
4. Parents will meet with the Bookkeeping office, to review total costs and payment plans.
5. If administration & the parents are in agreement to proceed, testing will be scheduled. There is a fee due at the time of testing. This fee is non-refundable.
6. Administration contacts parent and explains results and placement.
7. If the testing went well, parents proceed with the paperwork, completing all enrollment forms and returning them to the school office.
8. Parents provide the following: birth certificate, immunization records and any guardian or custodial orders.
9. Parents make payment to the bookkeeper and the child's name is put on the official roll.
10. Transcripts and records from any previous school must be obtained. Achievement test scores must be included.
11. Administration evaluates transcripts and develop a schedule for classes for the student.
12. 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.**

Parents must:

1. complete the entire re-enrollment package;
2. submit the completed package to the school office;
3. visit with bookkeeping and sign the payment contract;
4. complete the form acknowledging that they have read and are in agreement with the Parent Student Handbook;

Once all enrollment processes are completed and the student has been approved by administration, the student's name is placed on the official roster.

### **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 the administration of its educational policies, admissions policies, scholarship and loan programs, athletic or other school-administered programs.

### **TRANSFER STUDENT POLICY**

Students transferring from another school who do not meet age requirements must have completed at least one nine weeks of school prior to entering Community Christian School.

### **WITHDRAWAL**

Parents desiring to withdraw a child 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 fees and tuition fees are paid, all textbooks and library books are returned or paid for, all locks are returned, and cafeteria charges have been paid.

If a student withdraws mid-academic year and/or they have attended one day of any month, the parent is responsible for tuition payment for that entire month. With all withdrawals, even when classes have not yet begun for the year or semester, enrollment fees and tuition are non-refundable, as the school has already made financial commitments, based on the parent's commitment for enrollment, for expenses, such as staffing, curriculum, suppliers, athletic and insurance fees, and equipment and materials.

## **FINANCES**

### **ENROLLMENT FEES**

Enrollment fees are due before a student is placed on the official enrollment roster. Fees are non-refundable and non-transferable. Enrollment fees include student insurance, RenWeb Parent Alert, Science fees, computer fee, fine arts, sanitation, Student Leadership Institute (SLI), achievement testing, new student enrollment, late enrollment, book fees, and K5 snack fee.

### **TUITION AND FEES**

Student enrollment fees are due at the time of registration. Tuition is an annual expense to be paid in full; however a payment plan may be approved for full-time students. Tuition is used to pay for salaries, curriculum, equipment, materials, services and suppliers for the school year. Tuition costs are non-refundable and non-transferable. If a payment option is approved, the first tuition installment is due on the following applicable dates, depending on the payment plan you are placed on below:

1. One full payment for the annual tuition, paid at registration.
2. Two payments of one-half the yearly tuition. The first payment is due on or before June 1, or the date the student begins school. The second payment is due on or before December 1.
3. Twelve equal monthly installments for the yearly tuition beginning June 1 and concluding with the final installment on May 1, if enrolled on or before June 1. If enrolling after June 1, the yearly tuition will be divided into equal monthly installments beginning the month of enrollment and ending May 1.

Students enrolling after the school year is in progress, must pay registration fees and the payment for the month in which the student begins classes. Payments are then due on the first of each month concluding with the final payment on May 1.

All payments are due on the 1<sup>st</sup> of the month to the school business office and are considered delinquent after the 20<sup>th</sup> day of the month. The school is not responsible for payments not given directly to the business office. Delinquent accounts will be assessed a \$35 late fee for each month payment is late. (This includes 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. If a student's account is delinquent, access to RenWeb will also be restricted until the account is up to date. Additionally, 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 \$35 service charge. Should two checks be returned for "non-sufficient funds," all further payments are to be made by cash or money order.

#### **ADDITIONAL FEES**

Additional fees may include field trips or special activity costs, lunch/snacks, graduation fees, athletic fee, and testing fees.

#### **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 AM until 4:00 PM. In the months of June and July payments will be accepted Monday through Thursday 9:00 AM until 3:00 PM. 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 online.

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.

Questions can be directed to the business office at 409-883-4531, Ext 103. 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, and is included in enrollment fees.

### **EXTENDED CHILD CARE**

Extended child care is available for school students whose parents need care before school begins, or who need child care after school dismissal time. Contact Community Christian Pre-School for further details and availability.

## **ACADEMICS**

### **HIGH SCHOOL 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. 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**

CCS offers dual credit courses through Southwestern Assemblies of God University, where students may obtain college credits at the same time they are completing their junior and senior years. Students who are interested in this option, must meet with administration and qualify to participate. There are grade point and character standards that must be met to be allowed in this program.

### **CO-ENROLLMENT**

On a case-by-case basis, in lieu of CCS course work, a student may be allowed to take a college course. This arrangement requires prior approval by administration, who holds the right to determine whether a course is approved and will count toward graduation requirements. If approved, the student may take co-enrollment classes online through SAGU. Co-enrollment courses do not earn extra grade points and do not count toward class ranking, but solely count as high school credit needed to graduate from high school.

### **ENRICHMENT & EXTENSION (E&E)**

The purpose of enrichment and extension activities is to further learning and to focus on a student's particular needs. 7<sup>th</sup> – 12<sup>th</sup> grade will have a time set aside for Enrichment & Extension each day. It will be a time dedicated to homework, small group tutoring, and academic supplement.

### **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 teacher(s) involved and conferences arranged as needed.

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

Report cards and RenWeb services will be turned off if a student has an outstanding balance. Reporting will be restored when the account has been brought current.

Report card grading will be numerical in 3<sup>rd</sup> – 12<sup>th</sup> grades.

### **GRADING SYSTEM**



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

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

### HELP CLASS

Help classes will be offered for students needing extra, individualized assistance. The student or parent must contact the individual teacher to determine the days and times they have available.

### AFTER SCHOOL

1. Any K5-6<sup>th</sup> grade student who is not picked up by 3:40 PM will be taken to the day-care office, with applicable charges.
2. Students above 6<sup>th</sup> grade who have not been picked up by 3:40 PM, must remain in the school office. The school office closes at 4:00 PM. Any student who is not picked up by 4:00 p.m. will be sent to the childcare office and a \$10 fee will be applied to your account for each 15 minute increment.
3. When a student has after school detention or an after school class, they are to be picked up by 4:30 PM. If a student is not picked up by 4:30 p.m. they will be sent to the day-care office and a \$10 fee will be applied to your account for each 15 minute increment.
4. Students are not allowed to stay on campus on Wednesdays to wait for church activities unless the student has adult supervision.

### CURRICULUM

1. CCS provides quality curriculum materials from Christian publishers.
2. The basic curriculum is designed to help each student come to a full realization of his/her potential in God. The curriculum includes basic instruction in Bible, character training, math, reading, spelling, handwriting, social studies, English, science and physical education. Enrichment is added in the areas of art and music.

### HOMEWORK

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. Homework is not assigned on Wednesdays, to allow our students time to participate and youth and children's church activities at church.

### HOMEWORK OBJECTIVES

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; and
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.

### ELEMENTARY HOMEWORK

Teachers will ask parents to cooperate by daily checking assigned work for proper completion. The duration for homework is dependent on the amount of “on task” time the individual student engages in.

### CONSEQUENCES FOR FAILURE TO COMPLETE HOMEWORK

1. First offense: a warning is given, a parent is contacted, and the student has one day to turn in the late work for a grade of no higher than a 70.
2. Second offense: a warning is given, a parent is contacted, and the student has one day to turn in the late work for a grade of no higher than a 70.
3. Third offense: a zero (“0”) is entered in the gradebook, a detention is scheduled and must be served, at an additional charge. The student is still required to complete the assignment.
4. Fourth offense: a zero (“0”) is entered in the gradebook, and an In-House Suspension is scheduled, at an additional charge. The student is still required to complete the assignment.

Additionally: 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.

### PROMOTION AND RETENTION

In order to be promoted, a student in 3<sup>rd</sup>-12<sup>th</sup> grade must have an overall final average of “C” in all classes, with a 70 final average of the four following subjects: math, English, science, and history. In addition, a student must attain an average of 70 or above in both language arts and in mathematics. A student who fails to meet the above requirements is required to take summer school, where a maximum of two failed subjects is successfully completed. If the student fails to perform satisfactorily in summer school, they will be retained. Summer school is at an additional cost.

### AWARDS

Parents are encouraged to attend awards programs, where students receive recognition for excellence. Administration defines the cut-off date for determining awards.

<b>Principal Award</b>	Students who achieve 95 or above in all subjects, including electives, each nine weeks
<b>“A” Honor Roll</b>	Students who achieve A’s in all subjects, including electives, each nine weeks
<b>“A-B” Honor Roll</b>	Students who earn A’s & B’s, in all subjects, including electives, each nine weeks
<b>Academic Excellence</b>	Students who achieve 90 or above each nine weeks in a core subject
<b>Academic Gain</b>	Students who achieve 90 or above each nine weeks with modified work in a core subject
<b>Special Recognition</b>	Given to eligible students in non-core subjects, chosen by teachers for showing good character, hard work, and good grades
<b>Perfect Attendance</b>	Given only to those students who have not missed any classes
<b>Character Awards</b>	Given to high school students who consistently demonstrate designated character traits throughout the school year.

### GRADE POINT AVERAGE FOR HIGH SCHOOL TRANSCRIPTS

(4.0 system)

A	90 – 100	4.0
B	80 – 89.0	3.0
C	75 – 79.0	2.0
D	70 – 74.0	1.0
F	Below 70	0

Used for Rank  
(Weighted)

A	100	4.0
	97 – 993.8	
	93 – 963.5	
	90 – 923.3	
B	89	3.0
	86 – 882.8	
	83 – 852.5	
	80 – 822.3	
C	79 – 752.0	
	70 – 741.0	
F	Below 70	0

**GPA FOR MODIFIED WORK**

Adjustments are made for modified work. See school administration.

**GRADE POINTS AND RANKING**

Once enrolled at CCS, credits earned in college courses, or on other campuses; will not transfer into CCS, to replace courses required in our degree plan, and will not figure into the student's grade point or class ranking, unless they are courses for which they are enrolled at CCS in dual credit. Once a student has received a grade and a credit for a course, they may not duplicate the course to improve a grade. Any duplicate classes must be taken at CCS. 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**

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

If a student is deficient in credits, and if scheduling conflicts do not allow the student to take the needed class at CCS, the student may need to obtain credit from an approved outside source. Decisions regarding this are at the discretion of the administration. 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	(Art 1 & Art II)
Speech	1.0 credit	

Electives 7.0 credits (4) Bible, (1) Microbiology, (1) Forensic Science, (1) Theatre Arts, (1) Intro to Computer Science

**Total 28 credits**

### **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 ACKNOWLEDGEMENT**

Students may earn Performance Acknowledgement by the following:

For outstanding performance:

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

### **MULTI-DISCIPLINARY STUDIES (one of the following)**

Students may earn Multi-Disciplinary Studies by successfully completing:

- 4 advanced courses from other endorsement areas
- 4 credits in each foundation subject area, including English IV and chemistry and/or physics
- 4 credits in Advanced Placement, International Baccalaureate, or dual credit selected  
From English, mathematics, science, social studies, economics, LOTE or fine arts.

### **HONORS COURSES**

CCS offers the following honors courses: **Physics**. Honors courses are given additional grade points, and are offered as scheduling permits. Honors courses not offered by CCS must meet CCS approval.

### **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 the final five consecutive semesters (2 ½ years) before graduation, and have the highest grade point average (GPA). The numerical average must be 95 or higher.
2. **Salutatorian** – must be enrolled at CCS for at least the final five semesters (2 ½ years) before graduation, 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. A senior who has been on probation or suspension will not be eligible.
11. Valedictorian and Salutatorian will agree to give a formal speech at graduation. This speech must be approved by administration one week before graduation.

### TESTING

In addition to regular classroom tests, teachers will administer diagnostic tests for planning purposes.

Students in Kindergarten – 7<sup>th</sup> will participate in the Stanford 10 Achievement test in the spring.

Students in 8<sup>th</sup> – 9<sup>th</sup> grades will participate in the PSAT89 test each October. 10<sup>th</sup> – 11<sup>th</sup> grade students will take the PSAT test. 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 junior 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. An average of the original test grade and the re-take grade will be the grade earned. Retests are scheduled at the teacher’s discretion, and will not be allowed if a student regularly fails initial tests.

### TEXTBOOKS

Students will be issued consumable and non-consumable texts. They become the responsibility of the student and lost or damaged books must be replaced by the student. The student’s account will be charged for the cost of the lost textbook.

### ACADEMIC DISHONESTY

Students pledge to demonstrate academic honesty. Students found to have engaged in academic dishonesty shall be subject to disciplinary and/or academic penalties. Academic dishonesty includes cheating or plagiarism, and unauthorized academic communications between students. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher and administration collaboratively, taking into consideration written materials, observation, or information from students. Academic dishonesty is a serious offense which can lead to expulsion from CCS.

Comment [LG1]:

Comment [SH2]:

Comment [SH3]:

### **PLAGIARISM POLICY**

Community Christian School recognizes plagiarism as a violation of academic integrity. Plagiarism is a practice of using another author's language, thoughts, ideas, or expression as one's own work.

A student who submits written work must be the author of his/her own work. When a student uses facts or ideas originating with others, he/she must make clear what is and what is not his/her own facts and ideas. Failure to make such a distinction is to be guilty of offering as one's own what is in fact someone else's (plagiarism). To misrepresent one's own work knowingly is to defraud the school and more seriously, the Lord. Plagiarism is a form of cheating or academic dishonesty, a serious offense which can lead to expulsion from CCS.

### **CONSEQUENCES FOR PLAGIARISM, CHEATING, OR ACADEMIC DISHONESTY**

1. First offense will result in an automatic "0" and detention.
2. The second offense will result in an automatic "0" and in-house suspension.
3. The third offense will result in removal from the school.

## **ATTENDANCE**

Regular attendance and punctuality are necessary if a student is to fully benefit from the instructional program. It also develops habits of punctuality, self-discipline, and responsibility.

### **GENERAL ATTENDANCE POLICIES**

1. If it is necessary for the student to leave school before dismissal, clearance with the school office must be obtained.
  - a. A note excusing the student must be provided by the parent.
  - b. The parent must sign the student out of school.
2. Please try to arrange for doctor, dental, and other appointments to be scheduled after school.
3. Any extenuating circumstances regarding absences should be presented to the administrator prior to the absence.
4. The authority for determining the legitimacy of an absence rests with the school administration.
5. Attendance is taken at 7:55 AM daily.
  - a. Elementary students who come to school later than 10:00 AM or leave before 1:00 PM will be marked absent one-half day.
  - b. Junior High or High School students will be marked absent for individual classes.
6. Excessive absences may be cause for dismissal, or prevent the student from being accepted for future enrollment in Community Christian School.
7. Students who have their own transportation may sign out, but they must have a note from their parent.
8. Attending a school activity is not an absence; however, the student must still complete all class assignments, and no additional time will be allowed.

### **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 a parent explaining the reason for the absence.
3. Administration determines the validity of the excuse for the absence.
4. If a student is absent four or more consecutive days, a doctor's excuse is necessary for the student to re-enter school.

5. Any Junior High or High School student who has (4) or more absences per class period 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. 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, or the absence(s) will be considered un-excused.
5. Doctor's Visits - When scheduling recurring medical/dental appointments, please attempt to stagger appointments so that the same class is not regularly missed. You must bring a doctor's slip when returning to school.
6. Personal days - With prior approval and a legitimate reason, a parent may obtain permission for an excused absence for a personal day. Personal days are limited to ONE per year.
  - a. College visitation - High school juniors and seniors will be allowed one (1) day per year. It will be considered a personal day, but will only be counted as "excused" if written parental consent is given to the office prior to the visit, if all coursework is turned in upon the student's return to school, and if verification of the visit to the college is provided to the CCS office upon return.

#### **UNEXCUSED ABSENCES**

1. Any absence not deemed valid by the administration will be considered unexcused.
2. Any absence for which the student does not provide to the office a parent note explaining the reason for absence, within three (3) days will be considered an unexcused absence, regardless of the reason. It is the responsibility of the student and parent, not a teacher or the office to provide this documentation.
3. Any student attending a game, who misses a class, and who is not a member of the team, will receive an unexcused absence.
4. Any student who is truant will receive disciplinary action.
5. Class work and tests, missed due to an unexcused absence will receive a zero "0".
6. Students may not leave campus, unless a parent checks them out for an appointment.
7. If a student has four or more absences in a nine week period the student will be required to attend Remediation & Review Day (R&R).
8. If a student has ANY unexcused absences they will be required to attend Remediation & Review Day (R&R).

#### **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, where they can access virtual or Zoom instruction from the classroom teacher, and obtain assignments in paper form or through Google Docs.

#### **MAKE-UP WORK**

When a student has been absent, it is the responsibility of the student/parents to contact the teacher and secure assignments in paper form or through Google Docs.

Attending a school activity is not considered an absence, but assignments are required to be turned in the day after the activity.

#### **TARDIES**

Promptness to school is of utmost importance. Tardiness disrupt the normal teaching pattern of the classroom and develops unproductive patterns and habits in the student. Tardies may be accumulated by the student at the beginning of school day for K5-6<sup>th</sup> grade students, and at the beginning of each class for junior high or high school students. A record of all tardies will be maintained in the school office. Administration determines the validity of an excuse for a tardy.

Any junior high or high school student who is 15 minutes late to any class period for grades 7<sup>th</sup> – 12<sup>th</sup> 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 for grades 7<sup>th</sup> – 12<sup>th</sup> will be considered absent for that class.

#### **ATTENDANCE FOR K5-12<sup>th</sup> GRADE**

K5-6<sup>th</sup> grade teacher will take roll only at the beginning of the day at 7:55 AM. Middle School and High School teachers take roll at the appointed time for each class.

The following procedures will be followed:

1. Roll is taken and the teacher will mark all students as either present or absent.
2. If the student arrives late, or is not in their seat at the appointed time, they must report to the office.
3. If it is the first class of the morning, the student must present the office with a note from the parent/guardian stating the reason for the tardy.
4. If a note is not received from the parent/guardian, the tardy will automatically be marked unexcused.
5. The student must then take the admission slip to the classroom teacher before entering the class.
6. The junior high or high school teacher will not admit a student, to any class late without an admission slip from the school office.
7. Only the school office may change an absent to a tardy in RenWeb.

#### **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. Students are to be in the classroom, and seated at the appointed class time. If they are not, they are counted tardy. Three (3) unexcused tardies equals one absence.
3. Three (3) unexcused tardies in a nine (9) week period will result in a detention.

#### **COVID ATTENDANCE EXCEPTIONS**

1. If a student has been exposed to, or has tested positive for Covid 19, a doctor's notice must be presented with a "negative" test, before re-entry will be allowed.
2. There can be allowances in attendance policies for lengthy medically documented absences, as approved by administration.
3. Home-bound coursework may be required.

#### **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 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. It should not be a distraction, express an ungodly lifestyle, nor tempt others to stumble.

Students need to adhere to the following dress code standards. Unless otherwise designated, 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.

#### **UNIFORM - Monday - Thursday**

- Royal blue uniform polo with school logo (purchased through the CCS office)
- Khaki colored Pants or shorts (at least 10” length), may be purchased from Academy’s French Toast brand, purchased through Target in their uniform collection, or from Old Navy’s uniform collection.

#### **FRIDAY SPIRIT DAYS & FIELD TRIPS**

- Current CCS Spirit T-Shirt (purchased through the CCS office)
- Uniform polo
- Jeans, (blue or black denim only)
- Uniform pants or shorts

#### **COMFY CLOTHES DAY (only students who pay a dollar for Missions are allowed to dress down)**

- T-shirt, sweat shirt, hoodie which aligns with the restrictions defined below
- Jeans, basketball shorts (knee length), sweat pants

#### **JACKETS & OUTER WEAR**

- Current CCS hoodie (purchased through the CCS office)
- Current CCS windbreaker (purchased through the CCS office)
- All jackets must have the shirt appropriate for the days dress worn underneath them

#### **PHYSICAL EDUCATION UNIFORMS (P.E. for 5<sup>th</sup> -12<sup>th</sup> grade)**

- CCS PE t-shirt (purchased through the school)
- CCS athletic shorts (purchased through the school)
- Failure to dress out for P.E. without written permission will result in reduced grade, and the student will participate in regular clothing.

#### **SHOES**

Athletic shoes only

- o **No** heels more than 2 inches
- o **No** cleats, sandals, soccer sandals/slides, Jandals, house shoes, crocs or boots

#### HAIR

- **Boys:** Facial hair must be clean shaven. Hair may not cover the eyes or extend below the collar or the bottom of the ear; no extreme styles, color outside of natural hair colors, man buns, ponytails, under-shaves, or headbands.
- **Girls:** No boy cuts, under-shaves, extreme hair styles or unnatural hair colors.

#### TATTOOS

Tattoos must be covered at school, at any school activity or at any athletic event.

#### INAPPROPRIATE APPAREL/ACCESSORIES

On assigned dress down days, our students will still wear clothing is considered appropriate to a Christian campus.

No clothing will be allowed which:

- Draws attention to the body
- Contains sexual connotation or images
- Promotes any product, alcohol, drug, groups, bands, or anything which could be considered offensive to others.
- Contains cuts or tears
- Contain images or objects with chains, knives, skulls, occult symbols, gang symbols, or other offensive items
- Are low-rise
- Are skin tight

The following items are disallowed:

- Cargo pants or shorts
- Leggings, joggers or jeggings
- Sagging waistlines
- No accessories which could promote a negative image, i.e. piercings on boys, excessive or unusual piercings on girls
- No heels, cleats, sandals, soccer sandals/slides, Jandals, house shoes or crocs

The Bible tells us to prefer others above ourselves, which means we must go out of our way to assure that our clothing is not offensive to others.

#### GAME DAY ATTIRE

- Athletic teams (i.e. football, cheer, basketball, etc.) may wear jersey shirts with pre-approval by coach and administration. An undershirt with sleeves must be worn with sleeveless jersey shirts. They will be worn with approved pants for the day.

#### AFTER-SCHOOL ATHLETICS

- Students are required to appear in dress code when attending all school functions.
- All shorts must reach to 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.
- If policy is not followed, a parent will need to bring a change of clothes.

#### **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/JHS inductions, Winter Ball, Homecoming, SLI rallies, field trips, etc.
- Dresses/skirts may 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.
- If policy is not followed, student will be sent home to change.

#### **DRESS CODE INFRACTIONS**

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

- 1<sup>st</sup> Minor dress code infraction will result in a Behavior Report.
- 2<sup>nd</sup> Minor dress code infraction will result in a Detention and a Behavior Report.
- 3<sup>rd</sup> Minor dress code infraction will result in an In-house Suspension and a Behavior Report.
- Blatant dress code infractions will result in an immediate in-house suspension.

Please refer to detention and in-house suspension policies for costs and grading policies.

Continued abuse of the policy indicates an attitude of rebellion and may result in the student being removed from the school.

**The final decision about the appropriateness of a student's appearance will rest with the school 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. Students found behaving in such a manner will be brought into a parent-administrative conference designed for counsel and prayer, along with the setting of new goals and direction. Should improper behavior continue, students will be dismissed from school.

Use of harmful or intoxicating substances, sexual immorality or occult practices will result in dismissal from the 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 those in authority willingly and courteously. (Submission to human authority is the prelude to submission to God's authority.)
- respect school property at all times. Students must refrain from defacing or damaging any property belonging to Community Christian School. Property must be used in the manner for which it was designed.
- keep facilities neat and clean.
- respect others.
- refrain from any form of retaliation. If another student does something to them, they are to report to an adult who will deal with the issue and the other student. To retaliate places the student in the position of aggressor.
- refrain from 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 disruptive behaviors in the classroom and from talking 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, certain guidelines 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 in a misdemeanor or felony
- possession of or use of illegal drugs
- consumption, possession of, or distribution of alcoholic beverages
- smoking or possession of tobacco products
- use of or possession of vape devices and/or products

- sexual immorality
- 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
- involvement with the occult
- 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, 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 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**

True discipline results from self-discipline rather than external regulation or compulsion. Community Christian School believes that discipline is something done for a child, not just to a child. Our policy is based upon scriptural principles and strives to be both firm and fair. It is expected that good behavior will be the norm and discipline problems the exception.

A signed statement by the parents that they have read and support the Discipline Policy must be received as a prerequisite to final acceptance and enrollment of each child. If a parent does not agree with the discipline policy, this must be discussed with the administrator before final enrollment.

Good discipline means that the classroom is free from confusion, disorder, and anti-social behavior. It means that each child and the group as a whole operates freely within a structured framework which they understand, accept, and incorporate into their behavior without constant reminder or punishment. Discipline is more than outward pressure. It involves understanding, acceptance, and attitude.

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).

**Disciplinary Action**

- We never assume students know proper behavior until we have explained/demonstrated it to them.

- When a student’s behavior is unsatisfactory, the school will employ the appropriate action for correction. The following steps may be used to help the student achieve the appropriate behavior and attitudes:
  - Use of praise, positive rewards when earned
  - Verbal warning to student regarding actions
  - Loss of designated privileges
  - Correspondence with parents
  - Parent-teacher or parent-teacher-principal conference
  - Detention – after school. **There is a \$15.00 charge** for after-school detention. (K5-12<sup>th</sup> grade)
  - In-house Suspension - Students who have continued discipline problems will be isolated; from regular classes and supervised while doing assigned work. **There is a \$65.00** additional charge for in-house suspension. (K5-12<sup>th</sup>)
  - Off-campus Suspension
  - Expulsion - Extreme or repeated offenses will result in expulsion of a student from the school.
  - Should a situation arise, where there is no cooperation between the home and school, the administration has the option to dismiss the student.

**Community Christian School seeks to cooperate with parents to develop the following characteristics in their children:**

- Cheerful obedience to all in authority
- Cleanliness in person and property
- Clean and neat appearance and dress
- Picking up paper on floors, in desks, and on the grounds, and putting trash in trash cans
- Cooperation with others in and out of the classroom
- Courtesy and respect for others: being quiet in class, raising hands to speak, not interrupting others, walking-not running in the building, and eating with proper manners
- Morally good conduct in respect to recreation, social relationships and language
- Promptness in attendance and completion of assignments
- Respect for the property of Community Christian School, and other people
- Responsibility in doing assigned or expected tasks
- Truthfulness and honesty in work and life

**ANTI-BULLYING POLICY**

Bullying occurs when a person or group is intimidated, frightened, excluded or hurt by a pattern of behaviors directed at them by others.

The following actions in an ongoing form may be forms of bullying and are included in all references to “bullying” herein:

1. Physical aggression-including hitting, punching, kicking
2. Teasing or verbal abuse-including insults, name calling or racial/sexual remarks
3. Intentional exclusion from activities or friendship groups
4. The setting up of humiliating experiences
5. Damaging a person’s property or possessions or taking them without permission
6. Threatening gestures, actions or words
7. Written/verbal/electronic messages that contain threats, put-downs, gossip or slandering
8. Cyber bullying through Facebook, texting, tweeting, Instagram or other electronic/social media means

**Procedures**

1. Report the incident to the teacher immediately.
2. The teacher will report the matter to the Principal/Head of School immediately.

3. Investigations into bullying allegations must be undertaken in a timely manner after the reporting of a bullying incident, and should be carried out in such a way as to minimize the risk of escalation.
4. All parties will be spoken to: victim, bully and sufficient bystanders to establish the facts of the situation and to hold them accountable for their actions or inaction. Generally, all parties will be asked to give a verified account of what has happened with a view to understanding the whole picture.
5. Parents or caregivers of student accused of bullying and the victim of the bullying will be informed.
6. All incidences are to be documented and written reports will be kept on the behavior.
7. Discipline will follow.
8. Parents or caregivers of victim and bully will be informed throughout the process.
9. Parents or caregivers of victim and bully may be brought into a meeting with the administrator.
10. Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily.
11. The school will take serious disciplinary action in cases of retaliation.

### **Responsibilities**

It is the responsibility of all students, parents, faculty and staff members to report all occurrences of bullying behaviors as outlined in this policy. Parents and students who have knowledge of such behaviors are required to report this information and may do so without fear of consequences. Additionally, students who feel that they have been or who are the victims of bullying behaviors should promptly notify a school faculty member or administration. Those parents or students who report such behaviors will not be the target of retaliation or reprisal in any way. Any student who withholds information regarding bullying behavior or provides inaccurate or false information will be subject to disciplinary action including possible removal from school.

### **Students**

- In addition to reporting bullying behavior, student must ask the offending student to stop!
- Students being bullied must promptly report it to school staff, faculty, administration, and their parents.
- Students who are aware of bullying must promptly report it to their teacher. It is the responsibility of all students (victims and witnesses) to report all occurrences of bullying behaviors as outlined in this policy, whether directed at them or others. Students who have knowledge of such behaviors are required to report this information and may do so without fear of consequences. The filing of a false or fabricated complaint of bullying, cyber-bullying, or retaliation is strictly prohibited and shall result in disciplinary action.
- Students must be willing to resolve bullying situations, employing forgiveness and changes in behavior.
- Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a teacher or school administration.
- Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report unless the school's investigation confirms the bullying behavior.

### **Parents, Guardians, Others**

Community Christian School expects parents, guardians, caregivers and others who witness or become aware of an instance of bullying or retaliation involving a student to promptly report it to their child's teacher or the school administrator by email.

The filing of a false or fabricated complaint of bullying, cyber-bullying, or retaliation is strictly prohibited and shall result in disciplinary action.

Parents, be mindful that the whole story may be quite complex and trust the school to resolve bullying



matters.

#### **Staff**

Non-teaching staff should take appropriate action in reconciling the problem and then refer all allegations of bullying to a teacher of the school and the school administrator.

#### **Faculty**

A faculty/staff member will promptly report to the school Administrator any instances of bullying or retaliation witnessed by the faculty/staff member or that is reported to the faculty/staff member by a student, parent, or other individual. The requirement to notify the school administrator shall not, however, limit the authority of the faculty/staff member to respond to behavioral or disciplinary incidents consistent with school policies and procedures for behavior management and discipline.

Teaching staff are to refer to their administrator with all allegations/incidences of bullying. This will be done in a timely manner.

#### **Responses to Bullying or Bullying Behavior**

CCS recognizes that not all inappropriate behaviors should be considered bullying or willful violation of this policy. However, all bullying behaviors will be addressed according to the procedures outlined in this policy. It is further preferred that the first method of resolution will occur at the student/teacher/parent level.

It is absolutely essential and mandatory that any student who believes he or she has or is being bullied must immediately report such incident, and any further incidents thereafter, as provided in this policy.

Any student witnessing or having knowledge of bullying actions is required to promptly report it as provided in this policy.

If the school Administration determines that disciplinary action is warranted, the disciplinary sanction will be determined on the basis of facts, including the nature of the conduct, age of the student(s) involved, the severity and period of time during which such conduct occurred, whether the student has previously engaged in such conduct, and the need to balance accountability with the teaching of appropriate behavior.

Students found to have engaged in bullying, cyber-bullying, or retaliation may be subject to a range of disciplinary consequences including, but not limited to: reprimand, detention, suspension, expulsion or other sanctions as determined appropriate by the school administrator. Any such disciplinary sanctions shall be imposed in accordance with biblical principles, equity and school policies.

**Note:** The administration of CCS reserves the right to treat any single act as severe enough to warrant dismissal/expulsion from school.

Consequences will only take effect after an incident has been thoroughly investigated and can be corroborated by the students involved, multiple sources or eye witnesses.

#### **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.
- 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.

- Student conduct in the cafeteria will be in accordance with the standards of good manners.
- Parents/Guardians bringing a lunch for their child, will leave it in the office. Lunches may not be delivered to the cafeteria.
- Before someone other than the parent may have lunch with a student, we must have a written note from the parent, indicating the person's name or the person must be named on the student's pick up list.

## **ELECTRONIC DEVICES**

### **Cell Phones**

- Students are not allowed to have a cell phone with them during the school day.
- In grades K-12, students must turn cell phones in to the basket provided in the large commons, at the beginning of the day, and before going into the school hallways.
- Phones and may be picked up from the office, at the end of the school day.

### **Other Electronic Devices**

- iPods, MP3/MP4 players, and any other electronic devices, may not be used in the classroom without prior teacher permission.
- Devices used inappropriately will be turned in and kept in the bookkeeping office where they will be locked up until the end of the school day.

### **Consequences For Failure To Follow Policies Regarding Electronic Devices**

- **1<sup>st</sup> offense:** A Behavior Report will be sent to parents and the device will be held for 24 hours in the bookkeeping office and a fine of \$20.00 is to be paid to release the device.
- **2<sup>nd</sup> offense:** Detention will be issued, a Behavior Report will be sent to parents, the device will be held for 24 hours in the bookkeeping office and a fine of \$30.00 is to be paid to release the device.
- **3<sup>rd</sup> offense:** Detention will be issued, a Behavior Report will be sent to parents, the device will be held for 24 hours in the bookkeeping office and a fine of \$40.00 is to be paid to release the device. Student will no longer have the privilege of having a phone on campus for the remainder of the school year.
- **4<sup>th</sup> offense:** If student is caught with device on campus, an in-house suspension will be issued with an additional fee), a Behavior Report will be sent to parents, the device will be held for 24 hours.

If the device is taken up on a Friday, it will be held until Monday.

This policy covers every electronic device that, in the opinion of administration, does not contribute to a positive educational experience, and for which the student has not obtained prior approval to bring on campus.

Parents may not call/text students on their cell phones, during the day. If a parent has an urgent need to contact a student, please call the school office.

## **DETENTION**

All detentions are scheduled at the discretion of administration and teachers, and are from 3:30 p.m. – 4:30 p.m. Student accounts will be billed \$15 for each detention. Detentions will be held on a designated day. Students who are not picked up on time from detention will be sent to the school office and their account will be charged \$10 per each 15 minute increment.

Failure to serve detention will result in the detention being doubled. Detention may not be postponed due to student activities. Detention will double only once, after which the student will be placed on 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**

A policy of 1-3 days suspension will be followed. Excessive suspensions may result in a recommendation of dismissal from the school. 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 of a vape pipe/pen on campus, or any device which resembles these items
- Possession, use of, 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.
- Extreme or repeated offenses will result in expulsion of a student.
- CCS is a drug-free, gang free, weapon-free zone.

### **In-House Suspension**

There is an additional charge of \$65 for in-house suspension. 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.

### **Off campus suspension**

- The student is not allowed to attend school.
- All work must be obtained from RenWeb or Google Docs and completed.
- Assignments are due upon returning to school.
- All assignments will be checked by an administrator before the 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.

CCS will not tolerate harm or threat to another individual, whether verbal, physical, or written.

### **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, TikTok, 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 as 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.

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 or 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 from 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) whom 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.

**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 students or 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.

### **LICENSED STUDENT DRIVERS**

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.
6. 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.
7. Students must check with the school office personnel before signing out.
8. Students may not leave campus to run errands.

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

### **LEAVING SCHOOL GROUNDS**

1. Students are not permitted to leave the campus during school hours without permission.
2. Students may leave campus for lunch, only with the student's parent(s), providing the parent

- personally signs the student out through the office.
3. Students must be signed in prior to the beginning of the class period following lunch, or receive an unexcused tardy or absence to class.
  4. If students are to leave the campus after school with anyone other than a parent or designated person, special notice must be sent to school.
  5. For the security of our students, any person taking a student off campus must provide personal identification.

#### **VISITORS**

Due to Covid preventive measures, visits to class are currently suspended. Measures necessary for activities will be decided on a case by case basis, as the administration sees fit, after considering Covid levels.

1. Parents are welcome to visit the classes. They should make arrangements for the day and time through the school office.
2. Other persons desiring to visit must receive approval from the administration.
3. Visitors must check in with the receptionist and secure a visitor's badge before proceeding to the classroom.
4. If you have items to be delivered to your child, take them to the office and they will be delivered at an appropriate time.
5. Any person working with children, must have a criminal history check.
6. Any person visiting or volunteering in the classroom must check through the reception desk for a badge.
7. Young children of visitors/volunteers are not to be in the classroom.
8. Any visitor attending a school activity, including eating lunch with the student, must be on the pick-up list, unless written permission has been 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 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**

Student must be enrolled/re-enrolled before beginning sport/activity, i.e. tryouts, practices, meetings, camps, games, running for student government, etc.

1. A Physician Physical Form must be submitted prior to any sports related or athletics activity.
2. Acknowledgement of Rules Form, Athletic Registration Form, and Emergency Permission Statement.
3. An annual athletic fee. (there may be need for additional fees)
4. Appropriate conduct and an attitude of good sportsmanship both on and off campus.
5. 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.
6. 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)
7. Students must have received credit for at least a half-day (four periods) of school attendance in order to participate in practices or games.

8. 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.
9. See after-school wear in Dress Code section.
10. School Activity (SA) e.g. Sports, field trips, academic competitions, etc. All course work must be completed prior to the date missed. 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) – 5<sup>th</sup>-12<sup>th</sup> grade**

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 and 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.

### **COMMUNITY SERVICE POLICY**

Community Service is offering your time and abilities to benefit the local community, including, but not limited to, schools, hospitals, parks & recreation, city events, and charitable organizations. Community service is unpaid. Community service is by choice. If you are required by your coach to work a tournament, that service is by requirement, not by choice, and does not qualify as community service.

#### **Community Christian School’s policy in determining qualifications for community service hours:**

1. The tracking of service hours can begin upon the completion of 8<sup>th</sup> grade (the summer prior to 9<sup>th</sup> grade).
2. In regards to mission/service trips, the adult sponsor should determine the number of hours that the student “worked” during the trip. Travel, meals, and leisure time do not count. “Hours that benefit the cause” is a good rule of thumb to use.
  - The Senior Mission Trip does not count toward community service hours, as it is a requirement to graduate.
3. Parents may not sign for hours their student performs.
4. The principal and SLi Director reserve the right to make the final decision regarding qualifying service hours.
5. You or your organization must not receive money or other compensation for the task.
6. You may not receive any other credit for the activity. This means activities to meet requirements for school classes, National Honor Society, church, etc.
7. You must perform a service for someone other than immediate family members. Chores, babysitting, etc. do not count.
8. May not be court ordered.
9. May not be minor acts of kindness (holding the door open, etc.)

10. May not include working for a profit organization for free.
11. May not include working for a political party or campaign.
12. May not include service ordered for good conduct violations.

#### **Deadlines**

1. All hours completed between the summer of 2020 and the start of Thanksgiving Break must be submitted no later than December 1<sup>st</sup>.
2. All hours completed during the Thanksgiving Break through April 30<sup>th</sup> must be submitted no later than May 1<sup>st</sup>.
3. Important Note Regarding Seniors: Seniors are responsible for having all service hours turned into the school office by 3:25 p.m. on April 15<sup>th</sup>.

\*\*\*If any of these deadlines fall on a Saturday or Sunday, then the deadline will be extended to the following Monday.

#### **Ideas for Community Service**

1. Reading for the elderly.
2. Volunteering for food pantries.
3. Assisting elderly with household chores. Does not include family members.
4. Volunteering for church projects. Requirements do not count
5. Helping to improve school or community grounds, parks, etc.
6. Raking/mowing yards for those who cannot do so for themselves.
7. Assisting with the Special Olympics.
8. Assisting at a hospital, shelter, day care, or nursing home.
9. Volunteering for school sponsored activities (track meets, games, events, etc.).
10. Blood drives.
11. Volunteer camp counselor.
12. Mission trips.
13. Volunteer tutor for younger students.
14. Other activities as approved by SLI Director.

#### **SILVER CORD PROGRAM**

Community service is one of the components of the Community Christian Graduate Profile; the expectation is that all students participate in community service during their four years of high school. Seniors have an opportunity to receive a cord to be worn at graduation for community service hours. Students are required to complete a minimum of 250 hours over the course of their 4 year enrollment at CCS in order to earn a Community Service Cord. Students enrolled at CCS for less than 4 years will be required to earn 62.5 hours for each year they are enrolled. Students are responsible for submitting their completed service hours in a timely manner. Do not wait until the last minute to submit hours. Seniors will receive their Community Service Cord at their Senior Awards & Scholarship Program and will be recognized in the graduation program.

Since this program started in the 2018/2019 school year, our current High School students will need to have the following hours by the time they graduate:

- Class of 2021: 187.5 hours (62.5 hours per year)
- Class of 2022: 250 hours (62.50 hours per year)
- Class of 2023: 250 hours (62.50 hours per year)

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



**Induction into JHS/NHS is a privilege, not a right. Decisions of the Faculty Advisory Council are final.**

#### **National Honor Society (NHS) Membership Requirements**

Tenth, eleventh, and twelfth grade students are eligible for membership consideration in the Community Christian School chapter of the National Honor Society. Induction ceremonies will be held each spring. The basic requirements are as follows:

1. Cumulative grade point average of 90 or above in core subjects. (Grades from 9<sup>th</sup> grade to present semester)
2. Clean record concerning the school code of conduct; no excessive tardiness or unexcused absences, no pattern of disciplinary action on record (cheating, stealing, etc.), or any suspensions for the current school year.

#### **Each prospective NHS member is evaluated by faculty in the following areas:**

1. SERVICE: Belongs to and participates in one or more school, church, or community-related activities.
2. LEADERSHIP: Takes a constructive lead in classroom work.
3. CITIZENSHIP: Has a proper respect for classmates, their property, and all school property.
4. CHARACTER: Has no pattern of disciplinary action or unexcused absences; demonstrates a cooperative attitude and volunteers to assist when called upon; has no pattern of knowingly violating school regulations; has no recorded incidents of cheating or intentional dishonesty and no police or legal record.

#### **Requirements for maintaining NHS membership:**

1. Maintain a 90 or above cumulative average.
2. Accumulate nine hours of school and community service each semester.
  - a. Three hours in school-related service
  - b. Three hours in church-related service
  - c. Three hours in community-related service
3. Participate in NHS service projects and fundraisers.
4. Maintain a record free from excessive unexcused absences, tardiness, and disciplinary action.
5. Attend all NHS meetings.

#### **CCS Junior Honor Society (JHS) Membership Requirements**

Seventh and eighth grade students are eligible for membership consideration in the Community Christian School chapter of the National Junior Honor Society. Induction ceremonies will be held each spring and membership will last through the 9<sup>th</sup> grade year. The basic requirements are as follows:

1. Cumulative grade point average of 90 or above in core subjects. (Grades from 7<sup>th</sup> grade to present semester)
2. Clean record concerning the school code of conduct; no excessive tardiness or unexcused absences, no pattern of disciplinary action on record, or any suspensions for the current school year.

#### **Each prospective JHS member is evaluated by faculty in the following areas:**

1. SERVICE: Belongs to and participates in one or more school, church, or community-related activities.
2. LEADERSHIP: Takes a constructive lead in classroom work.
3. CITIZENSHIP: Has a proper respect for classmates, their property, and all school property.
4. CHARACTER: Has no pattern of disciplinary action or unexcused absences; demonstrates a cooperative attitude and volunteers to assist when called upon; has no pattern of knowingly violating school regulations; has no recorded incidents of cheating or intentional dishonesty and no police or legal record.

#### **Requirements for maintaining JHS membership:**

1. Maintain a 90 or above cumulative average.
2. Accumulate nine hours of school and community service each semester.

- a. Three hours in school-related service
- b. Three hours in church-related service
- c. Three hours in community-related service
- 3. Participate in JHS service projects and fundraisers.
- 4. Maintain a record free from excessive unexcused absences, tardiness, and disciplinary action.
- 5. Attend all JHS meetings.

## HEALTH AND SAFETY POLICIES

The School nurse may be found in the school office area M-F during the hours of 8:00 AM-4:00 PM.

### PREVENTION AND CONTROL OF COMMUNICABLE DISEASES

#### 1. 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 reasons of conscience. An original affidavit (not a copy) must be submitted to the school.

#### 2. Medical Contraindications

To claim an exclusion for medical reasons, the child or student must present an exemption statement to the school or child-care facility, dated and signed by a physician (M.D. or D.O.), properly licensed and in good standing in any state in the United States who has examined the child or student. The statement must state that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or student or any member of the child's or students household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

#### 3. Reasons of Conscience

- a. To claim an exclusion for reasons of conscience, including a religious belief, the child's parent, legal guardian, or a student 18 years of age or older must present to the school or child-care facility a completed, signed and notarized affidavit on a form provided by the department stating that the child's parent, legal guardian, or the student declines vaccinations for reasons of conscience, including because of the person's religious beliefs.
- b. The form must be submitted to the school or child-care facility within 90 days from the date it is notarized. The affidavit will be valid for a two-year period from the date of notarization. A child or student who has not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of the department.

- 4. Provisional Enrollment – The law requires that students be fully immunized against specific diseases. However, a student may be provisionally admitted if he/she has received at least one dose of each specified age-appropriate vaccine required by the DSHS rules. To remain enrolled, students must complete the required subsequent doses of each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose(s) is (are) administered.

- 5. 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.

#### **RE-ADMISSION**

1. A student can return to school after being free of fever (temperature less than 100° F), without fever reducing medication, for 24 hours & after being free of vomit and diarrhea for 48 hours.
2. In the case of head lice – after treatment, the student must be examined by designated school staff person.
3. A physician’s statement that the student is no longer contagious is necessary in the case of a communicable disease or a childhood disease such as 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; a student must be checked in by the designated person of the school.

#### **SCREENING**

1. Vision- Students in grades Kindergarten, 1, 3, 5, and 7 will be screened once a year and all new students. All results are kept in student’s medical records. Parents will be notified if further testing needs to be done.
2. Hearing – Students in grades Kindergarten, 1, 3, 5, and 7 will be screened once a year and all new students. All results are kept in student’s medical records. Parents will be notified if further testing needs to be done.
3. Spinal -5<sup>th</sup> and 7<sup>th</sup> grade Female students and Male students in 8<sup>th</sup> grade will be screened using the state spinal screening procedure in the spring.

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

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

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

1. 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.
2. The school will provide simple first aid for minor injuries. Students with minor injuries will be given first aid by school personnel and return to class after being observed 5-15 minutes.
3. 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.

#### **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 is in the original container and must have an affixed prescription label with the student’s name, name of the drug, and the directions concerning dosage. Instruction about the duration of the medication period should be included.

- a. IF A PRESCRIPTION IS WRITTEN FOR TWICE A DAY, IT WILL NOT BE ADMINISTERED AT SCHOOL. IT CAN BE GIVEN BEFORE AND AFTER AT HOME.
- b. A PRESCRIPTION MEDICATION MUST BE WRITTEN SPECIFICALLY TO BE GIVEN DURING SCHOOL HOURS, 3X A DAY, OR AT LUNCHTIME, FOR A STUDENT TO RECEIVE IT AT SCHOOL.
- 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.
  - a. OVER THE COUNTER MEDICATIONS MUST BE IN THE ORIGINAL CONTAINER, AND BE OF THE AGE APPROPRIATE DOSE TO BE GIVEN AT SCHOOL.
  - b. NO BENADRYL WILL BE GIVEN TO ANY CHILD UNDER 6 YEARS OF AGE ON CAMPUS WITHOUT A DR.'S REQUEST, OR ALLERGY ACTION PLAN THAT INCLUDES BENADRYL.

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.

**EMERGENCY DRILLS AND PROCEDURES**

Procedures for the following types of emergencies include:

1. Severe weather threatening the facility will initiate a move of all children to central hallways and interior room. It is recommended that parents not remove children from the building until the weather has subsided.
2. Fire alarms requires that all occupants of the building leave the building to a predetermined location outside and away from the building. Teachers will have a roster of all their students during the evacuation to determine that the building is completely cleared.
3. Shelter in Place by direction of local authorities will require that no one enter or leave the building until the local authority gives an all clear. If the emergency is for a chemical or hazardous material, then all occupants will be moved to rooms 205, 206, 207 and doors will be sealed shut. For other reasons such as potential criminal activity in the area the exterior doors will be locked and admission will be allowed based on the local authority's directions.
4. Removal from the location is very unlikely. In the event that we must vacate the facility and grounds a Parent Alert will be sent out to parents immediately. Essential records and classroom records will be relocated to that location.
5. Stranger in the Building Alert will initiate a planned response by the staff.

**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 409-883-4531 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. Parents will be notified if their student must come to Remediation & Review.

**REST & RELAXATION DAY (R&R)**

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 in any class period
- a 76 and above in every class

- no more than two detentions
- no in-house suspensions
- no missing/incomplete work
- no unexcused absences

#### **REMEDIATION & REVIEW DAY**

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

- four or more absences in any class period
- a 75 or below in any class
- three or more detentions
- an in-house suspension
- any missing/incomplete work
- any unexcused absences

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.

\*\*\*Students that are required to attend Remediation & Review Day that do not attend or are picked up early will receive three (3) detentions and will be charged \$25 for each detention.\*\*\*

## **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 Behavior Report sent to parents

**2<sup>nd</sup> offense:** Detention, Behavior Report sent to parents, and "0" for the day's work in that class

**3<sup>rd</sup> offense:** In-house suspension and Behavior Report sent to parents

#### **PRIVACY**

Community Christian School reserves the right to monitor, inspect, copy, and review at any time and without prior notice 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 is 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 be 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

- 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 or classroom.
- 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.

### 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, except during Covid restrictions.

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

Students may use the library at designated times and check out one book for a period of time per teacher's discretion. 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.



## **LOCKS, LOCKERS, AND BACKPACKS**

### **Locks**

- All students must sign the Locker & Lock Waiver.
- Students choosing to utilize a combination lock will receive a school issued lock and will pay a rental fee.
- All locks used must be rented from the school.
- No student may provide his/her own lock.
- If a student loses a lock, payment is required to replace it.

### **Lockers**

- Students are responsible for keeping their lockers clean.
- Missing or damaged items from a locker are not the responsibility of the school.
- Lockers should be locked on Wednesday and Friday afternoons because the school is a multi-use facility.
- A student's locker may be inspected by faculty at any time.
- No open food or drink is allowed.
- Food, drink, or excessively messy lockers will result in the loss of locker privileges.

### **Backpacks**

- Students are not allowed to carry backpacks from class to class.
- At the beginning of the school day (after being released by teacher on morning duty at 7:50 a.m.) students are to go to their lockers and put their backpacks away.

## **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. Extra 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 on trips must be criminal background checked. Chaperones must have a criminal background check and have been through chaperone training.

Before students can go on field trips, parents must the Field Trip Release form.

## **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).

#### **PARTIES**

Four parties may be scheduled each year. These include Christmas, Valentine, Easter, and End of Year. Any class party not held on campus must be approved by the administration prior to the party. Parents attending parties are not to bring other children to classroom parties. We love younger siblings! However, our rooms are small, and having babies and toddlers detracts from the activities the teacher has planned. Please note that Community Christian School does not observe Halloween. Our Christmas and Easter celebrations have a spiritual focus.

#### **PHYSICAL EDUCATION**

Physical education is required for all students in grades K - 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.

#### **PLEDGES**

##### **Pledge of Allegiance to the American Flag**

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

##### **Pledge of Allegiance to the Christian Flag**

I pledge allegiance to the Christian flag, and to the Savior for whose Kingdom it stands, one Savior, crucified, risen, and coming again with life and liberty for all who believe.

##### **Pledge of Allegiance to the Bible**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, a light unto my path; I will hide its words in my heart, that I might not sin against God.

#### **SCHOOL DAY**

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

##### **Monday – Friday 7:55 - 3:25 PM**

- Students may arrive no earlier than 7:15 AM and must stay in the area designated which is supervised by faculty.
- After 3:40 PM all students must be off the school grounds unless in supervised activity.
- Any student 13 years and older, who is in the building after 3:40 PM, and 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 AM until 4:00 PM.

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.

#### **PHYSICAL PRIVACY AND SEXUALITY POLICY**

In light of Community Christian School's statement of faith, and Student Handbook, and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain school discipline, this policy is enacted to advise members of the Community Christian School of their duties with regard to use of restrooms, locker rooms, showers, and any other Community Christian School facilities where individuals may be undressed in the presence of others.

##### **I. Definitions**

*Sex* means the biological condition of being male or female as determined at birth.

*Member of the "Community Christian School" or "School"* means any Community Christian School employee, volunteer, student, parent, or visitor.

##### **II. Sincerely Held Religious Belief on Sexuality**

Community Christian School's sincerely held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's sex is a rejection of the image of God within that person.

##### **III. Policy**

Notwithstanding any other policy, Community Christian School restrooms, locker rooms and showers designated for one sex shall only be used by members of that sex.

In any other facilities or settings where members of the Community Christian School may be undressed in the presence of others (e.g., changing costumes during school theatrical productions), Community Christian School shall provide separate private areas designated for use by members of the School based on their sex.

Community Christian School recognizes there may be instances where members of the School experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God's Word and His plan for their lives. Community Christian school encourages members, staff, and students who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God's Word.

Community Christian School will at all times interact with members of our organization according to their sex. A member of the school community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Ephesians 4:15).

A member of Community Christian School who openly and unrepentantly rejects their sex, either in or out of school, is rejecting the image of God within that person- behavior that dishonors the Holy Trinity and the Word of God. Such behavior constitutes a person's failure to adhere to his/her commitment to abide by the behavioral standards established by Community Christian School which is cause for terminating his/her privilege of membership in Community Christian School.

To preserve the function and integrity of Community Christian School and to provide a biblical role model to members of the school and the community-at-large, it is imperative that all members of the school community agree to and abide by this policy.

#### **IV. Posting**

Copies of this policy shall be provided to all Community Christian School employees, volunteers, students, and parents.

#### **SPIRITUAL DEVELOPMENT**

Community Christian School does not recognize a separation between spiritual and secular life. Every activity of the day, including play, should be as worship to God. However, specific activities stress our commitment and desire to serve Him and provide special opportunities for spiritual growth and development.

Specific activities include:

1. Prayer
2. Bible and character development instruction
3. Chapel

CCS affords all students 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 7-12 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.

### **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**

Students are not allowed to use the school office telephone except in a true emergency.

Students are not allowed to use cell phones during school hours. Parents, may not text students on phones or computers during the school day. Parents may not call their children on the school phone, except for emergencies. In such cases, the secretary will take the message to the student or bring the student to the phone.

### **VOLUNTEERS**

Our school could not function without our volunteers. Parents are encouraged to volunteer a portion 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.

### **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.

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

## **Daycare Information/Policies**

### **AFTER SCHOOL CARE**

After school care is available for children enrolled in Community Christian School who must remain for more than fifteen minutes after school, or must arrive before 7:15 AM. No staff member is on duty until 7:15 AM. Students who arrive before 7:15 AM or remain fifteen minutes after school hours must be enrolled in the after school child care program on a regular or drop-in basis. Reservations should be made

by contacting the school office and the bookkeeping office for this service. Children enrolled on a regular (five day) basis will be assessed a monthly fee. Students enrolled on a drop-in basis will be assessed an hourly rate and be billed monthly. Any student who is not picked up by 6:00 PM will be charged \$10.00 for any portion of each 5 minutes past 6:00 PM. Any child using the after school child care program must have a physician's report signed before the child may participate in the program.

#### **DAYCARE LICENSING**

Community Church has a state licensed daycare. Parents can review a copy of the minimum standards and the child-care center's most recent licensing inspection report by contacting the daycare director at 409-330-4734.

The local licensing office can be contacted at 285 Liberty, Beaumont, TX 77703, (409) 951-3304 or [www.tdfps.state.tx.us/childcare](http://www.tdfps.state.tx.us/childcare).

#### **DAYCARE VISITS**

Parents may visit the child care center at any time during the child care center's hours of operation to observe their child, the child care center's operation, and program activities, without having to secure prior approval.

#### **LATE PICK UP**

Students in grades K5 – 6<sup>th</sup> who remain at school ten (10) minutes after dismissal will be sent to extended child care and charged normal daycare rate (see tuition chart).

### **Note**

**This is the most current Community Christian School (CCS) Handbook. It supersedes any previous versions of the CCS Handbook.**

**Situations may occur that are not covered in the handbook. Administration will handle items which are not included in the policies, at their discretion.**

**The Handbook is subject to change during the school year, as the need arises.**