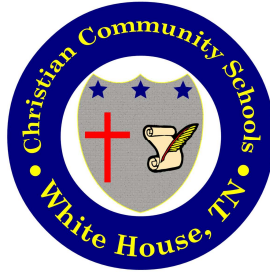


Christian Community Schools Student Handbook



2011-2012

INTRODUCTORY INFORMATION

HISTORY OF CHRISTIAN COMMUNITY SCHOOLS

The school began in the hearts of a group of families in The Church at Grace Park whom approached the Pastor Bob Cook about a school ministry. After prayerful consideration, the proposal was taken to the church for a vote. Upon approval, Pastor Cook drew upon his previous 6 years of private, Christian school experience to start the school. The school's philosophy of Christian education, mission, vision, and core value were developed through research of Christian literature, experience, and times with the Lord. A committee was formed consisting of the pastor, church members, and parents who decided on three distinctives:

1. The church would embody pro-choice education so as not to alienate public school students or teachers.
2. The church would embrace the home school movement.
3. The church would provide an alternative for education with a Biblical worldview.

In 2001, realizing that students had full heads but empty hearts, the church desired to provide a Christian school where students were offered life with Christ along with academics. By studying the work of good men, the school's founders defined the school's philosophy. A group of families was then gathered to form the vision and a consultant brought in to help draw up the early documents and guidelines. An important piece of the vision was also to provide a kingdom ministry for the community. The Christian Community High School was chosen as the name which reflected the support and service of several churches.

MISSION AND PURPOSE

It is the mission and purpose of the schools to join with parents to educate students in an environment that encourages individual academic excellence, personal development of a Biblical worldview, and a life-long commitment of obedience to God.

It is the objective of the School Committee to provide the best Christian educational opportunities possible from kindergarten through grade twelve so that students may develop fully all their God-given powers and abilities, so that they are able to live happily with their fellowman and to earn an adequate living, and so that they assume the rights and responsibilities of citizenship in such a way that God is glorified in their community, state, nation, and world.

PHILOSOPHY

The educational philosophy of the schools is derived from the theology of the schools. Our philosophy of education has five primary components.

The Purpose of Education: The purpose of education is to know and to respond to God and His Word (Proverbs 1:7). When students are rightly related to God through faith in Christ as Savior and as they learn His Word, they can come to think Christianity and perceive ideas, philosophies, physical laws, the course of history, and mathematical principles from a Christian worldview.

The Content of Education: The God of the Bible claims to be the Source of Truth (John 14:6). In addition to acquisition of content and skills, education is concerned with the spiritual formation of students. Instruction in moral growth, or achieving Christ-like character, must be a part of a complete education.

The Process of Education: Education is accomplished through a professionally competent Christian teacher using instructional methods that are appropriate for the content and the student. A variety of objective teaching methods should be used since the Bible indicates that Truth is objective (Deuteronomy 6:6-7 and Prov. 22:6).

The Responsibility of Education: Parents are responsible for the education of the children God gives them (Deuteronomy 6:6-7), just as they would provide for their clothing, shelter, and food. Teachers minister to families by serving in the place of parents to offer academic instruction and, in cooperation with parents, to model Christ-likeness.

The Nature of the Student: Students are physical and spiritual beings created by God in His image (Genesis 1:27; 2:7). They are sinners who need to accept God's love and express faith in Jesus Christ as Savior. Each one is a unique personality with a preferred learning style, and

God endows each with varying levels of academic, physical, and creative ability.

STATEMENT OF FAITH

We believe God is the Creator and Ruler of the universe. He has eternally existed in three Persons: the Father, the Son, and the Holy Spirit. These three are coequal and are one God.

(See Genesis 1:26-27; 3:22; Psalm 90:2; Matthew 28:19; I Peter 1:2; II Corinthians 13:14.)

We believe Jesus Christ is the Son of God and is coequal with the Father. Thus, we believe in His deity, His sinless life, His miracles, His vicarious and atoning death (the perfect sacrifice for the sins of all people), and in His resurrection, demonstrating His power over sin and death. He ascended to Heaven's glory and will return again someday to earth to reign as King of kings and Lord of lords.

(See Matthew 1:22-23; Isaiah 9:6; John 1:1-5; 14:10-30; Hebrews 4:14-15; I Corinthians 15:3-4; Romans 1:3-4; I Timothy 6:14-15; Titus 2:13.)

We believe the Holy Spirit is coequal with the Father and the Son of God. He is present in the world to make men aware of their need for Jesus Christ. He lives in every Christian from the moment of salvation and provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every believer a spiritual gift at salvation. As Christians we seek to live under His power and control daily...moment by moment.

(See II Corinthians 3:17; John 4:16-17; 16:7-13; Acts 1:8; I Corinthians 2:12; 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:18)

ACCREDITATION

CCS is fully accredited by the Association of Christian Schools International (ACSI) and the Southern Association of Colleges and Schools (SACS).

RESOLUTION OF CONFLICTS

Preface

Matthew 18:15 specifically addresses what should be done if a Christian has been sinned against by a brother or sister in Christ. While not all matters where parents need to meet with employees of the school involve sin, or even offenses, the basic principle of going to the person with whom one disagrees or has a concern still applies. In addition, there is the matter of how to deal with such

subjects within an institutional structure. Institutions have a chain of command. These recommendations are an attempt to establish practices which are consistent with scripture and fit them into an institutional structure.

Both during and after resolution of a conflict, it is professional conduct on the part of teacher, administrator, and committee members and courtesy on the part of students and parents to maintain confidentiality and avoid gossip about the conflicts with colleagues and friends. It is not appropriate for parents, faculty, or staff to publicize conflicts. Should a case go before the Committee, it is the responsibility of the Committee alone in such instances to disseminate information as to the disposition of those matters.

The principles listed here deal with extremely important matters that affect the lives, well-being, and good names of students, parents, school employees, and the school as an institution. If the concern involves a conflict in the classroom, then the following should serve as a guideline.

Guidelines for All Parties

There are different types of offenses or concerns that may occur in an institutional setting. If there is reason to believe that someone connected to the school is involved in criminal activity or moral turpitude, this matter should be brought directly to the Principal. If the concern involves policy or interpretation of policy, then the concern should be addressed to the Headmaster.

Guidelines for Parents

1. If there is a problem between a child and a teacher, it is recommended that the issue first be raised with the teacher.
2. The parents should feel free to contact the teacher without any concern about how their child would subsequently be treated by that teacher. Ideally, at the secondary level, the issue would be respectfully raised by the student directly with the teacher and, if resolved, the parents would not need to get involved.
3. Similarly, if a parent has a difference with something that an employee has done or said, it is suggested the issue be raised directly with the employee first.
4. It is the responsibility of an administrator, if brought into a meeting, to function primarily as a mediator and as a judge if necessary. It is understood that all parties in a meeting shall treat each other with respect without such things as threats, profanity, or personal assaults.

5. Regardless of whether an administrator has been at the first meeting or not, if either party is dissatisfied with the conclusion of the first meeting, either may appeal to the next highest level in the chain-of-command.
6. The chain-of-command runs as follows: Teacher, Principal, Headmaster, Chairperson of the Committee. (For athletic matters, the athletic director is the department head).
7. If either party is dissatisfied with a decision, they may appeal all the way up through the chain-of-command. If there is still dissatisfaction after the headmaster meeting, an appeal may be made in written form to the Chairperson of the Committee. Appeals beyond the Headmaster should be specifically focused on complaints that either the policies of the school have not been followed by the Headmaster or that the policies are wrong. The chairperson will render a response within fourteen (14) days of receipt of request.
8. The Committee is at the very top of the chain-of-command and should be addressed as a group only through the chairperson of the Committee on such matters. Contact with individual Committee members is discouraged.

SCHOOL COMMITTEE

CCS is a ministry of The Church at Grace Park and is supported by the school committee. The school committee is made up of the elders of The Church at Grace Park and appointed members who adhere in both belief and action to the principles of Scripture. The school committee consists of four members, the elders, the pastor (ex-officio), and the headmaster (non-voting member). The principal of the school serves as the secretary of the committee.

The School Committee meets at least six (6) times a year to establish policy, set goals, and evaluate the affairs of the school. The members are appointed for staggered terms of four years by the School Committee upon nomination from the Elder Body. The Committee elects a chairperson and vice-chairperson from the members of the Committee at its first meeting in July.

COMMUNICATION

School administration and teachers strive to provide regular communication regarding schoolwide programs and activities. School information will be dispensed via e-mail, Monday folders, the CCS website, Colt's Corral, and RenWeb. Parents are encouraged to access RenWeb to gain information about classroom lessons, homework, tests.

ACADEMIC POLICIES

EXPECTATIONS

Christian Community Schools place emphasis upon the development of the basic tools of inquiry and intellectual development that will help students learn throughout their lives. A student completing Christian Community Schools' program will have mastered the skills of effective oral and written communication in English and the basic subjects of science, social studies, and mathematics. Students are encouraged and expected to go beyond the acquisition of knowledge and practice analyzing facts and drawing conclusions in order to understand the complete nature of their lives. The administration selects teacher representatives to serve as a curriculum committee periodically who review the curriculum to ensure student needs are being met.

The core curriculum for students enrolled in kindergarten through the fifth grade includes language arts, mathematics, social studies, science, and health. Biblical studies are taught with an emphasis on teaching and discipling youth in their relationship with Jesus Christ. Classes in art, music, and computer assist in preparing the student for middle and secondary school.

Students in grades six, seven, and eight are assigned four basic courses: language arts, mathematics, social science, and science.

Students in grades nine through eleven are required to take five basic courses each semester. Seniors are only required to take courses necessary to meet graduation requirements. Course selection for previously enrolled students or newly enrolled students is accomplished through careful deliberation between the school guidance office, parents, and student. Students should plan their course of study in accordance with their intended college major. Students planning to enter specific colleges should review entrance requirements and enroll in appropriate classes. Other factors to be considered are scores on standardized tests, work habits, citizenship, and the type of college the student plans to attend. Recommendations for college will be determined by the specific subject taken and the quality of work achieved in these subjects, as well as the character, determination, and work habits of the student.

ADMISSION

Admission to Christian Community Schools is determined by entrance tests, previous school records, recommendations, and an interview conducted with the parent and student by the Administrative Personnel. CCS desires to admit students whose parents seek a quality Christian education for their child(ren). The privilege of attending CCS is based upon a spirit of mutual cooperation

between parents and the school. The following are required for a student to be admitted to Christian Community Schools:

- ✓ Completed application with appropriate nonrefundable fees.
- ✓ Three recommendation letters.
- ✓ Copy of birth certificate.
- ✓ Proof of immunization.
- ✓ Tuition and Fees Agreement.
- ✓ Clinic Card.
- ✓ Handbook Verification Form.
- ✓ Accepted Use Policy Form.
- ✓ Smart Tuition Form.
- ✓ Tuition Insurance Form.
- ✓ Transportation Form.
- ✓ Biblical Morality Policy Form.

Admission Standards Related to Test Scores:

Kindergarten 5 -Entrance Test

The K-5 student will be tested to determine readiness for kindergarten. The testing includes the following skills: recognition of upper and lower case letters, counting to ten, and recognition of basic shapes. Motor skills and social skills will also be observed during the testing.

Grade 1 - Entrance Test

This test is one developed locally for new students desiring to enter Grade 1. The child should be able to write his/her name; take instructions verbally relative to writing letters; count numbers, and write numbers. This test will be given to all new students and should indicate learning level in the K-5 situation or home instruction. A child unable to master this test should be referred to K-5 enrollment. If your child does not meet minimum grade-level equivalency, she/he must attend academic tutoring to determine future academic placement.

Grade 2 - Entrance Test

A child that has successfully completed grade 1 in Christian Community Schools with the A Beka Book should have no difficulty in mastering the entrance test for Grade 2. This test is locally developed. The test consists of writing, word sounds, simple addition and subtraction, and reading. A new student unable to master this test should be enrolled in Grade 1. If your child does not meet minimum grade-level equivalency, she/he must attend academic tutoring to determine future academic placement.

Grade 3 – Entrance Test

A new student planning to enter grade 3 will be administered a locally developed test consisting of arithmetic, language, spelling, and phonics. If your child does not meet minimum grade-level equivalency, s/he must attend academic tutoring to determine future academic placement.

Grades 4 – 8 – Entrance Test

Children are administered the Stanford Standardized Achievement Tests in reading and mathematics. The academic record is considered from previous grades and from previous standardized test scores. There should be a study made or tests given to determine learning disability if the child’s academic record indicates inconsistencies. A child with low scores in reading and mathematics should be placed in one grade lower than that being tested and be placed on academic probation. If your child does not meet minimum grade-level equivalency, she/he must attend academic tutoring to determine future academic placement.

Grades 9 – 12 – Entrance Test

One criterion for admission to Christian Community High School is acceptable scores on a battery of achievement tests.

High School Home Students – Entrance Test

Entrance tests will not be required for home school students. However, home school students will be placed on a waiting list second to full-time CCHS students.

GRADUATION REQUIREMENTES:

COLLEGE TRACK

In order for a student to graduate from Christian Community High School, a total of **twenty-six (26)** credits are necessary.

Subject	Credits Required	Must Include
English	4	English I English II British Literature American Literature
Mathematics	4	Algebra I Algebra II Geometry Pre-Calculus Calculus (Optional)

Science	3	Physical Science Biology Chemistry <u>or</u> Anatomy Physics (Optional)
Social Science	3	World History U.S. History Government - ½ Credit Economics - ½ Credit
Geography	.5	World Geography
Speech	.5	Speech
Foreign Language	2	Same Language
Bible	4	Each year attend
Fine Arts	1	Electives to choose
Physical Education	1	P.E.
Health	.5	Health
Computer	1	Computer
Study Skills	1	ACT Preparation SAT Preparation
Finance	.5	Personal Finance

GRADUATION REQUIREMENTS: GENERAL DIPLOMA TRACK

In order for a student to graduate from Christian Community High School with a general diploma, a total of **twenty-four (24)** credits are necessary.

Subject	Credits Required	May Include
English	4	English I English II British Literature American Literature
Mathematics	4	Math Foundations Consumer Math Pre-Algebra
Social Science	3	World History U.S. History Government - ½ Credit Economics - ½ Credit
Geography	.5	World Geography
Speech	.5	Speech
Science	3	Physical Science Biology
Bible	4	Each year attend

Fine Arts	1	Electives to choose
Physical Education	1	P.E.
Health	.5	Health
Computer	1	Computer
Study Skills *	1	ACT Preparation SAT Preparation
Finance	.5	Personal Finance

ATTENDANCE DIPLOMA

An attendance diploma is available for those students who are not functioning on grade level, but whom have completed work in their classes. Students who complete 12th grade but do not obtain enough credits, do complete all core courses, or do not pass required testing will still be acknowledged in the graduation ceremony; they will walk across the stage in cap and gown; however, instead of receiving a college preparatory or general diploma, they will receive a certificate of attendance diploma.

DROPPING AND ADDING COURSES

During pre-registration, every effort is made to place students in the appropriate courses. In some circumstances, a student may not be properly placed and need to change his/her academic schedule. A student who wishes to drop or add a course must consult with guidance personnel and have the principal's signature on the changed schedule.

Class changes may not occur after the first week of the session with permission of the parent, approval by the High School Principal and notification of the teacher(s) involved. Students may not add a course after the first week of the first grading period of the fall or spring semester unless downgrading to a lower level class, such as Algebra II to Algebra I for remedial purposes and not for earning duplicate credit.

GRADING SYSTEM

Christian Community Schools emphasize learning and the acquisition of skills rather than a particular grade or score. However, minimum grades are required for college entrance. Grades will be entered in RenWeb every Monday reflecting the previous week. Numerical grades are recorded on the permanent transcripts.

The letter grade equivalency for the numerical grade is defined as follows:

Numerical	Letter	Point
93-100	A	4
85-92	B	3
75-84	C	2
70-74	D	1
Below 70	F	0

The point system in the last column is used to determine a student's grade point average, relative standing in class, academic probation, and honor roll. Grade point average (GPA) information sent to colleges includes all classes. A high school student's rank in class is determined by a weighted GPA (when applicable). Dual-enrollment college classes carry an added quality point.

VALEDICTORIAN AND SALUTATORIAN

Valedictorian and salutatorian will be determined by a Christian Community High School's core numerical average. (The core consists of English, math, science, history, and foreign language courses). The students must attend CCHS during their junior and senior years to be eligible for valedictorian and salutatorian. Christian Community Schools is an accredited school. As an accredited school, our Valedictorian and Salutatorian must attend an accredited school for four years. Therefore, homeschool students are ineligible for these honors. If a student homeschools anytime during his high school career, he will be ineligible for Valedictorian or Salutatorian should he choose to become a full-time student at CCS.

RETURNING STUDENTS

Each spring the school will announce the opening of registration for the following school year. Parents of current students will have advanced time to complete registration forms and submit them to the office. After this time, registration will be open to the general public.

Parents will be notified if there is a problem with re-enrolling their child because of academic, financial, or disciplinary reasons.

CONTINUING ENROLLMENT POLICY

Reviews of student progress will be conducted. At the end of each semester, every student's progress will be evaluated. This evaluation is designed to assist

parents to ensure that their students are placed in the appropriate school where their abilities can be maximized.

Evaluations shall be based on the following criteria:

- Suspensions
- School Attendance
- Academic Progress

ACADEMIC PROBATION

Elementary (K-5 - 5) – Students must exemplify the level of maturity to handle the expectations and skills of the advanced grade socially, physically, and academically. Students must pass the major subject areas: reading, math, science, language, and social studies. Exceptions may be granted at the discretion of the Principal for such matters as personal illness, personal or family problems, and successful completion of a tutorial approved by the administration.

Middle School (6 - 8) – Students who fail two subjects in any one semester shall be placed on academic probation. The student may not participate in extracurricular activities and/or athletics for the third quarter while on academic probation and will be re-evaluated for the fourth quarter. Parents will be notified whenever a student is placed on probation. Students failing two or more subjects for two consecutive semesters shall be subject to an academic evaluation. A student who is consistently refusing to perform academically before the completion of the second semester may be dismissed following a parent conference.

Secondary (9 - 12) – Students who fail two subjects in any one semester shall be placed on academic probation. The student may not participate in extracurricular activities and/or athletics for the third quarter while on academic probation and will be re-evaluated for the fourth quarter. Parents will be notified whenever a student is placed on probation. Students failing two or more subjects for two consecutive semesters shall be subject to academic dismissal. Exceptions may be granted at the discretion of the Principal for such matters as personal illness, personal or family problems. Students who fail English, foreign language, mathematics, social science, or science must participate in a summer school program. A student who is consistently refusing to perform academically before the completion of the second semester may be dismissed following a parent conference. Those students who show a continued lack of effort may be denied the right to participate in CCHS summer school.

RETENTION

Elementary (K-5 - 5) – Students who have a yearly average below 70 or an F in two or more academic subjects are considered to have failed. Upon failure, the student will be evaluated by the school to determine if the student must repeat the grade.

Middle School (6 - 8) – Students who have a yearly average below 70 in an academic subject are considered to have failed. Upon failure, the student will be evaluated by the school to determine if the student must repeat the grade or if they must attend summer school to be promoted.

Secondary (9 - 12) – Students who fail a semester of any subject required for graduation must pass that semester either in summer school classes or during the school term, as the schedule allows.

SUMMER SCHOOL

Christian Community Schools does offer a summer school program that is available to students in grades 9-12 who have failed a course needed for graduation.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

To be eligible for school sponsored activities requiring an after school commitment, a student must maintain a passing grade during the previous nine weeks in at least six full-unit subjects. Additionally, a student must be making a grade of 70 or above in all full-credit courses at the time of participation. Middle school students must pass six course classes each nine-weeks to be eligible to participate for the upcoming nine-week period. Students who have academic deficiencies will be required to attend tutoring sessions in order to maintain their eligibility during the semester. Students who are on probationary status are not allowed to participate in extracurricular activities during the fall/spring semester. Students must also maintain exemplary behavior to participate in extracurricular activities.

PHYSICAL EDUCATION

Physical education is an integral part of an individual's development. Students in grades 6-9 will be involved in a physical education class. Extended illnesses beyond three days require a physician's letter explaining limitations as they relate to the student's participation. Any parent wishing to exempt his student from physical education must have a note from the student's physician.

Students in physical education must wear navy shorts and gray t-shirt with socks and laced tennis shoes. Navy or gray sweat shirts and pants may be worn in cold weather. High school students are also required to obtain one P.E. credit.

EXAMINATIONS

Seniors who have exemplified hard work, scholarship, and a semester average of 93 or above and have no more than 5 planned or unplanned absences may be exempted from final examinations (at the discretion of the teacher). Exemptions only apply to full-credit courses. Mid-term exams will be required by all students. Students not in attendance for exams must have a doctor's note for the absence to be excused. All unexcused absences will result in the student receiving a zero on the exam.

EXAMS AND FINANCIAL OBLIGATIONS

The Board has a policy, which states that if financial obligations are not met, the following will apply:

1. Students will not be permitted to take mid-term or final examinations.
2. Students will receive a zero on the exam.
3. Senior students will not be allowed to participate in graduation.
4. Student transcripts and report cards will be withheld.

HONOR ROLL

Students in grades 6-12 who have an academic average of 85 or above in each subject, are listed on the Honor Roll. The lists for these honors are computed following each grading period.

GRADE AND DEFICIENCY REPORTS

Grades are uploaded to Renweb every Monday reflecting the previous week. Teachers are required to communicate concerning other issues related to the student. If parents desire more frequent reports, they should contact the individual teacher. Parents who do not have internet accessibility may contact the school office to receive a hard copy.

HOMEWORK

Homework is considered an essential part of the educational process. In addition to providing reinforcement, homework also provides the opportunity to instill in students a sense of responsibility. Homework on Wednesdays is limited or given in advance so as not to interfere with church commitments.

Students are expected to complete homework and bring it to school on time. This homework standard includes students who are absent and who fail to complete work missed during the “grace period.” Students who make it a habit not to complete homework must attend an after school detention study hall.

CLASS DAY

One of the greatest indicators of academic achievement is the amount of time a student spends in the learning process. The organization of the school day takes this into account. The daily schedule for Christian Community Schools is 8:00 A.M. to 3:00 P.M.

A student must be present one-half day or four subject periods to avoid being considered absent.

K-5 through 8th students should be picked up within fifteen minutes after dismissal. Any student remaining longer than fifteen minutes after dismissal will be sent to extended-supervised care. Each parent will pay \$5.00 for any part of an hour. The fee will be paid on Fridays if needed regularly. If the care is used for unplanned circumstances, it is requested that payment is submitted upon arrival.

High school students must either exit the campus by 3:15 P.M., report to aftercare, or attend supervised athletic or club events. Students may not remain on the campus unsupervised between school and sports practices.

In order to comply with Department of Education regulations and ratios, students must be picked up by 12:15 p.m. on minimum days, or parents will incur a late fee of \$1.00 per minute paid in cash or check payable to the attending teacher upon pick-up.

ACHIEVEMENT TESTING

In order to assist in promoting accountability and determining student progress, certain achievement tests are administered. Stanford-Achievement Test, tenth edition (SAT-10) will be administered K-5 through tenth each spring.

THE SUCCESS CENTER

The Success Center is a unique program commensurate with Christian Community Schools’ mission and purpose to educate all students by meeting individual needs. The Success Center serves students who have needs that extend beyond the scope of the regular education program. The goal is to serve

all CCS students whether through academic acceleration or through academic support.

SPIRITUAL LIFE

The School Committee, the faculty, and majority of the student body represent various Christian denominations and practices.

The Committee adheres to the following as our Statement of Faith and expects all faculty and students to live their lives based upon these spiritual principles:

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God.
2. We believe that there is one God, eternally existent in three persons – Father, Son, and Holy Spirit.
3. We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection, His ascension to the right hand of the Father, and His personal return in power and glory.
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature. People 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.
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

BIBLE

Bible class is a required part of the curriculum. Teaching the Bible begins in kindergarten and continues through all grades with a survey of the Old and New Testament.

The Bible curriculum and spiritual emphasis of the school is designed to lead students to a greater knowledge of Jesus Christ and to develop the necessary disciplines to become a fully devoted follower of Christ. This emphasis is consistent with the overall philosophy and purpose of the Schools, which is to nurture the whole person mentally, physically, and spiritually as our Lord "...advanced in wisdom and stature and in favor with God and man". (Luke 2:52).

BIBLE STUDY

Special study groups are offered to any student who chooses to be involved in a deeper study of the Bible.

CHAPEL

Weekly devotions are held for all students. Guest speakers, students, faculty, and staff participate in special Chapel programs.

GENERAL SCHOOL POLICIES

Students are expected to embrace the philosophy of love and honor and to exemplify behavior which will bring credit to the individual, the family, the school, and God. When a student enters Christian Community Schools, his identification with the school is immediate. The school is judged by the conduct of each student. A student's conduct must reflect favorably on the student and the school at all times. Failure to do so may result in dismissal.

The school encourages students to develop proper conduct through self-discipline. There are times, however, when direction and enforcement in the area of school policy are necessary.

ATTENDANCE

Consistent attendance is vitally important for success at Christian Community Schools. Missing class for any reason has the high probability of putting the student at an academic disadvantage; therefore, unexcused absences are not tolerated. Failure to bring a note from the student's parent(s) on or before the second day after the absence, explaining in detail the reason for the child's absence, will result in an unexcused absence. Parents will be notified by phone or e-mail at five unexcused absences and eight unexcused absences. On the tenth unexcused absence, the student will be dropped from the class and receive a zero. Students may only receive ten unexcused absences per semester. Reasons considered to be acceptable for a student's unplanned absence include such things as student-related health/injury with a Doctor's excuse, a death in the family, or another form of family crisis that would require the student's presence.

Students should not miss a school day in order to rest or prepare themselves for any after school event. The academic day must be top priority. A student must

attend half-day of classes to participate in after school activities or have administrative approval.

Students will not be allowed to leave school early on chapel days without parental permission.

Work that is missed due to absences must be made up within the same number of days as the length of the absence (i.e., absent two days = two days to make up the work). Students who absent on the day of a test must make it up using the following guidelines:

1. A student who is absent only the day of the test is expected to make up the test on the day that he/she returns.
2. A student who is absent a day or more immediately before the test will be given one day to review.
3. A student who is absent the day that a major project or paper is due is expected to turn in the assignment on the day that he/she returns.
4. A student who is absent on the day of a semester examination (unless exempt) must have a note from a doctor, or the student will not be allowed to make it up and will receive a zero.

ATTENDANCE PROBATION

Parents will be notified by mail when their student has accumulated five days of absences. Students who miss more than five (5) days or five (5) periods of a specific class in a nine-week period will be placed on attendance probation. Extended illnesses are taken into consideration by the Headmaster. A second letter will be mailed placing the student on attendance probation. While on attendance probation, a student may not participate in after-school activities.

In compliance with Tennessee Compulsory Attendance Laws, students in grades first through eighth who miss more than twenty (20) days shall be retained in the current grade.

High school students who miss more than ten (10) periods of a specific class will be dropped from the class. If a student is more than ten (10) minutes late to a class in the middle/high school, that tardy will count as an absence from that class. Exceptions may be granted at the discretion of the administration for such matters as personal illness or personal/family problems. In all cases, academic work missed must be completed.

MAKE-UP POLICY

Planned Absences (College Days, dentist's and doctor's appointments, etc.) It is the student's responsibility to check with all his/her teachers before the absence to find out what assignments will be made while he/she is gone. On the day he/she returns to class, the student with planned absences will be responsible for turning in any assignments due while he/she was gone, as well as any assignments due the day he/she returns.

If a student is absent one or more full days from school, he/she must give the teacher advance notice equal to the days he/she will be gone. Notification must be given to the school office prior to the planned absence.

Students with a doctor or dental appointment must give a note from the parent to the teachers upon returning to the school campus.

Unplanned Absences (sickness, injuries, etc.) If a student is sick, the parent may not request assignments missed that day. It is the student's responsibility to check with all of his/her teachers as soon as he/she returns to school to determine what assignments he/she missed. The information may also be retrieved from Renweb. The student will then have one day for each day of his/her unplanned absences in which to turn in those completed assignments. For all assignments (including tests, papers, homework) made before his/her unplanned absence that were due while he/she was absent or the day he/she returns, the student does not get an extra day. Those assignments are due the day that student returns. Upon returning to school, the student must present a note from the parent explaining the reason for the absence.

GUIDELINES FOR ILLNESS

CCS does not have a clinic. There are only very basic first aid supplies housed at the school. Medication is not administered except when parents bring the medication to school in the original container with written instructions. Prescription medications must be in the original bottle with the student's name, name of medication, prescription number, prescribing physician, stated dosage, and specific instructions regarding the time such medication is to be administered. Parents will be called if children are too sick to stay in class.

The health of all students is of major importance to Community Christian Schools. For this reason, students with the following symptoms of illness should remain at home:

- Fever of 100 degrees Fahrenheit or more. The student may not return to school until he/she has been fever-free without medication for 24 hours.

- Repeated episodes of nausea, vomiting and/or diarrhea defined as more than once in a 24-hour period.
- Complaints of sore throat with severe redness or white patches in the back of the throat.
- Heavy purulent (green, yellow, thick or unusual) nasal discharge.
- Heavy purulent (green, yellow, thick or unusual) eye drainage or matting (pink eye).
- Rash of any kind (scabies, impetigo, etc.) The student must have a doctor's consent to return to school.
- Lice. CCS maintains a "Nit-free Policy" which means that no student may return to school unless they are completely free of lice and nits (eggs). No child may return to school without a doctor's clearance.

AUTOMOBILES AND SAFETY

Licensed students are permitted to drive motor vehicles to school. This is a privilege with parental permission.

Once a student arrives on campus, returning to the car or changing parking spots is not permitted. If unauthorized students accompany driving students or if reckless driving occurs, the student will automatically lose the privilege of parking on campus and the privilege of driving during school hours.

Students who drive to school must leave their cars and enter the building upon arrival. Loitering or sitting in parked cars is not permitted. Noise of radios is not to be excessive.

The speed limit on campus is 15 miles per hour. Students caught speeding will lose their driving privileges for 1 week. The second offense will result in the loss of driving privileges for 1 month, and on the third offense, the student will be banned from driving on campus.

BEFORE AND AFTER-SCHOOL DROP-OFF AND PICK-UP PROCEDURE

Drop-Off Procedure:

Elementary (Grades K-5 to 5th) – Door #2 North Entrance

Parents enter the campus using **Hester Ave.** Stay in a single file line in the right lane and remain in the vehicle. The children will be assisted into the building. Parents who arrive before 7:45 a.m. must park in the north parking lot and walk children into the building through door #1. Please do not block north entrance with vehicle. (See the map in Appendix A.)

Multiple Age Family (Grades K-5 to 12th) - Door #2 North Entrance

Parents may use Door #2 to avoid two drop-offs.

High School Drivers

Enter Sage Ave. and park in the designated parking stalls.

If a student arrives after 8:00 A.M., his parent must come through the front office to sign in the child, and an employee of the school will escort that child to class.

Pick-up Procedure:

K5 - 5th grade parents must enter the campus using Hester Ave., form two single file lines, place name card in the car window, and remain in the vehicle. A teacher will escort the children to the cars. After all of the children have been escorted, teachers will give the "OK" sign for vehicles to leave the campus. Parents may pull in either line to wait for the children.

6th grade to High School Non-Drivers must enter Sage Ave., proceed into the parking lot, form a straight line, wait to pick up the student(s) from the grassy area of the campus, and proceed out Sage Ave.

Release of Students

Students will be released under the following guidelines:

1. Release will only be allowed to individuals listed on the Transportation Form. If any changes are made, the office must be notified via writing.
2. Students who are picked up early from school must sign out in the office.
3. No child under the age of 18 may come to pick up a student.

CELL PHONES

Cellular phones may NOT be used on campus during school hours. During the hours from 8:00 to 3:00, students must get permission to use the in-house phones only. If a cell phone is seen or heard, it will be taken up until the end of the semester. There is a ZERO tolerance policy - no warnings. Cell phones may be used after school hours during extracurricular activities.

CHANGE OF PHONE NUMBER OR ADDRESS

Parents are required to give the school a correct telephone number and/or emergency phone number where they can be reached at any time. Please inform the school within five days if a change of address, e-mail address, or telephone number occurs. The staff must be able to reach parents at all times.

CHEATING

The school operates on an honor system. The honesty and integrity of each student is considered vital. Cheating is a major violation and is disciplined accordingly. The first time a student is caught cheating, the student will be given an assigned detention. With the second infraction, the student will be given an in-school suspension. The student will also receive a zero for that assignment or test.

The following areas are considered cheating:

- Giving or receiving help on tests, copying homework, or allowing someone to copy.
- Telling others information from tests or quizzes.
- Plagiarizing or copying work (including material copied from the internet) and claiming as student's own work.
- Changing a grade to gain academic advantage.

CLEANLINESS OF THE SCHOOL

The school buildings belong to The Church at Grace Park, and students are expected to share in the responsibility to keep a clean and orderly appearance of the building. Items left on campus are taken to a collection center.

CLOSED CAMPUS

CCS maintains a closed campus policy. Any student who leaves campus without signing out through the office will be considered truant. Once a student arrives at school, he/she may not leave the campus for lunch or other personal reasons without administrative and parental permission.

CUSTODIAL STATEMENT

Families with custody agreements or orders of protection restricting student contact with a non-custodial parent must have a copy of the custody agreement on file in the office. All legal documents are kept confidential.

DISCIPLINE

Christian Community Schools, like any other community or organization, must have a basic set of rules for behavior to promote student self-control and character and to produce an environment where learning can take place.

Teachers have a discipline plan for the classroom to create this environment. They use disciplinary methods which draw on their own strengths for effective results. Consistency is the underlying factor in creating this environment.

CORPORAL DISCIPLINE

Corporal punishment may be administered by an administrator should the situation warrant. Administrators will ~~try to~~ contact the parent before the spanking occurs, but if a parent is not accessible, prior notice is not required. By signing the *Handbook Verification Form*, parents are releasing permission to the administrators of the school. An option is provided on the *Handbook Verification Form* for parents who do not wish to have corporal punishment administered to their child(ren). However, students who have reached the corporal punishment step in the progressive discipline plan will be suspended, and the parents will have to pick them up immediately. It is mandatory that all parents sign the *Handbook Verification Form* before any student is admitted to class. This form is included in the re-enrollment and new student packets. Books will not be handed out until all forms are completed.

DETENTION

Middle School (6-8) and High School (9-12) Detention

The purpose of detention is to correct behavior. Detention is served Tuesday and Thursday afternoons from 3:15 P.M. to 4:15 P.M. A \$10.00 fee will be charged to the student's account. When a detention is issued, the detention will be served the next detention date. Detention is held in a classroom under the supervision of a detention director. Students will copy educational material in writing and submit the assignment at the end of detention. No talking is allowed during detention. If students are more than five minutes late, they receive an additional day of detention. If students fail to attend detention on their assigned day, they will be issued a second day of detention. Students who fail to attend assigned detentions will be subject to suspension.

DISCIPLINARY GUIDELINES

The School Committee has a moral, legal, and Scriptural responsibility to maintain standards within the school and to assure the health and welfare of all its students. All students who represent Christian Community Schools should conduct themselves on-campus and off-campus in a manner pleasing to God. Every teacher will be treated with respect, and courtesy shall be given to the staff.

Grades K-5 - 5th Disciplinary Guidelines

Teacher's Responsibility for discipline includes parent contact and communication with administration should any of the following offenses occur:

1. Disrupting Class
2. Rude or discourteous behavior
3. Rough-housing/horseplay
4. Chewing gum
5. Teasing/name calling
6. Lying
7. Cheating
8. Profanity
9. Stealing
10. Disrespect/ defiance of authority
11. Intentional damage of school property (if over \$25, pupil pays repair cost.)
12. Invasion of privacy
13. Intentional harm to another student
14. Fighting or aggression toward another student
15. Sexual Harassment
16. Vulgar gestures toward teachers or students
17. Skipping class
18. Cell Phone possession
19. Any other inappropriate behavior

Parents will be notified whenever a student is placed on the discipline plan.

Middle School 6-8 & High School 9-12:

Teacher's Responsibility to discipline includes parent contact and communication with an administration should any of the following offenses occur:

1. Disrupting class
2. Rude or discourteous behavior
3. Dress code violation
4. Roughhousing/horseplay
5. Chewing gum - A student's academic grade will be affected by continuing to break a class rule.
6. Lying
7. Cheating (zeroes on work or test)
8. Profanity
9. Disrespect/ defiance
10. Stealing
11. Teasing/name calling
12. Skipping class
13. Fighting or demonstrating aggression toward another student

14. Intentional damage of school property (over \$25, the pupil pays the repair cost)
15. Sexual harassment (verbal or physical)
16. Vulgar gestures toward teachers or other students
17. Skipping class
18. Violation of computer Authorized User Policy (AUP)
19. Possessing or drawing pornographic material
20. Cell phone possession
21. Tobacco use
22. Alcohol possession or use
23. Public displays of affection between members of the same or opposite sex
24. Any other inappropriate behavior

PROGRESSIVE DISCIPLINE PLAN

Grades 1-5:

Students who consistently demonstrate unsatisfactory behavior and attitude will be placed on the progressive disciplinary plan subject to dismissal. (An unsatisfactory attitude is reflected through a lack of compliance with the dress code, response to discipline, respect for authority, etc.) These students will be placed on a disciplinary plan for the duration of the semester. Parents will be notified whenever a student is placed on the disciplinary plan and required to meet with the teacher and administration. While on the disciplinary plan, a student may not participate in extracurricular activities. If there is not satisfactory progress while on the disciplinary plan, the student will be dismissed from the school. Parents of students who are being denied continued enrollment may request a conference with the Headmaster.

K-5 - 5th Progressive Disciplinary Plan:

First Infraction - Teacher discipline and a parent contact

Second Infraction - Teacher discipline and a parent contact

Third Infraction - Referral to an administrator

Fourth Infraction - Referral to an administrator and corporal punishment or other means of discipline.

Fifth Infraction - One day of school suspension . Prior to returning to school, there will be a mandatory parent conference with an administrator.

Sixth Infraction - Two days of school suspension. The student will be reviewed for possible dismissal.

Grades 6-12:

Students who consistently demonstrate unsatisfactory behavior and attitude will be placed on the progressive disciplinary plan subject to dismissal. (An unsatisfactory attitude is reflected through a lack of compliance with the dress code, response to discipline, respect for authority, etc.) These students will be placed on disciplinary plan for the duration of the semester. Parents will be notified whenever a student is placed on the disciplinary plan and required to meet with the teacher and administration. While on the disciplinary plan, a student may not participate in extracurricular activities. If there is not satisfactory progress while on the disciplinary plan, the student will be dismissed from the school. Parents of students who are being denied continued enrollment may request a conference with the Headmaster.

6th - 12th Progressive Disciplinary Plan:

First Infraction – Verbal warning from teacher.

Second Infraction – The teacher will contact the parent.

Third Infraction – Referral to an administrator and a consequence of (1) one detention.

Fourth Infraction – Referral to an administrator and a consequence of (2) two detentions or corporal punishment.

Fifth Infraction – One day of in-school suspension (ISS). Prior to returning to school, there will be a mandatory parent conference with an administrator. \$50.00 per day will be charged to the parent.

Sixth Infraction – Suspension The student will be reviewed for possible dismissal.

Detention Offenses

1. Disrupting class or a school function
2. Rude or discourteous behavior
3. Five or more minutes tardy to class
4. A pattern of inattentiveness or lack of effort in class
5. A pattern of failing to bring necessary materials to class
6. Open food or beverage in restricted areas
7. Lying
8. Profanity/vulgarity
9. Giving/receiving inappropriate help on homework
10. Defiance/disrespect
11. Minor vandalism (any damage which does not cost more than \$25 to repair - student is expected to pay repair costs.)
12. Skipping class but staying on campus (one additional detention for each additional class skipped during the day)
13. Persistent failure to bring an excuse note from home

14. Driving recklessly (A second offense will result in losing the privilege of driving on campus).
15. Invasion of privacy (i.e., being in someone's purse, locker, wallet, etc. without previously obtaining that person's or the administration's permission)
16. Wearing the school uniform inappropriately, inappropriate skirt length, inappropriate shoes, or socks etc.).
17. Cheating (first offense)
18. Any behavior interpreted as betting/gambling
19. Engaging in sexual misconduct including but not limited to practicing or promoting premarital sex, homosexuality, or bisexuality

Parents will be notified whenever a student is placed on the discipline plan.

OFF CAMPUS BEHAVIOR

A student of Christian Community Schools is a representative of his school wherever he happens to be just as he is a representative of his family and his church. Behavioral standards should operate consistently as a life-style and not capriciously when it is convenient or when one is in a particular setting. For this reason, the school administration and the School Committee expect all students when engaged in off-campus activities/events to comport themselves with the same standards of self-discipline and mutual respectfulness that are expected when they are going about their on-campus life or when they are in their homes. When inappropriate behavior (such as profanity, disrespect/defiance, vulgar gestures, inappropriate physical touching, etc) is observed, confronted, and not immediately corrected by the student at an off-campus or school-related function, the student(s) will be subject to subsequent disciplinary action. Some offensive behavior is of such a degree that immediate correction will not be sufficient, and follow-up - disciplinary steps must inevitably be taken by the school administration and possibly the civil authorities. Examples of such behavior would include fighting, use or possession of alcohol/illegal drugs, vandalism, carrying a weapon, reckless driving, etc. The disciplinary action imposed by the school will be determined by the Headmaster in consultation with the student and, if appropriate, with the student's parents. This action may range from detention to expulsion, depending on the gravity of the offense and the student's disciplinary history.

SUSPENSION

Suspension will be either in or out of school. Students will receive a zero daily grade per subject per day. Middle and high school students serving in-school suspension (ISS) will be isolated from the student body and will be expected to

perform academic work for the entire school day. A substitute teacher will be utilized for supervision. The pay for the substitute will be the responsibility of the student's parents and will be at the rate paid for all substitutes. The student will not be permitted to participate in extracurricular activities until he/she returns to class. (Example: if suspended on Friday, he will not be allowed to participate in extracurricular activities until Monday). Suspendable behaviors may include the following offenses:

1. Failing to attend school or leaving campus (truancy) without prior permission from the parents and the office.
2. Gross negligence (causing over \$25 worth of damage to property due to extreme negligence). Student is expected to pay repair cost. Repeated offenses may result in expulsion.
3. Fighting (throwing a punch, kicking, or any type of blow to the body).
4. Maliciousness/hazing (intentionally pursuing a pattern of behavior to make another student or group of students' lives unpleasant or difficult).
5. Stealing (repeated offenses may result in expulsion).
6. Possession of tobacco products on campus or at a school-related activity.
7. Cheating on a quiz or test or plagiarizing on a written assignment (Cheating includes helping another student improperly on a test, quiz, or assignment - second offense).
8. Profanity directed toward a student, faculty member or staff member.
9. A single incident of sexual harassment.
10. Personal use or possession of alcohol or illegal drugs on or off campus (see Alcohol/Drug Use).
11. Assault (physically accosting another student, especially if the other student is incapable of defending himself/herself).

EXPULSION OFFENSES

1. Carrying or possessing on campus, or at a school-related activity, any object identified as a weapon in the state penal codes.
2. Selling or providing alcohol, inhalant, prescriptive drugs, or illegal drugs to other students either on or off campus.
3. Commission of a felony level offense either on or off campus.
4. Life-endangering vandalism/ actions at school or at school-related activities (i.e., setting fire to the school, bomb threats, pulling fire alarms, fireworks).
5. Participation on campus or at a school-related activity in fornication, homosexual acts, or other immoral sexual acts.
6. Threatening physical harm to a student, faculty, or staff member.

7. Intentionally damaging the property of a faculty or staff member.
8. Sexual harassment (a pattern of sexual harassment, i.e., more than one incident).
9. Abortion. Any student participating in or aiding in another student having an abortion.
10. Unauthorized use of the school logo or name on a website page containing vulgarity or pornography.
11. Commission of any act that brings reproach or shame to the school.

Students may re-apply for admission at Christian Community Schools.

RESTORATION

Students who have been expelled from CCS may re-apply for admission if they have successfully completed the restoration plan.

There are three scriptural components that must be addressed. The first is repentance; II Corinthians 7:9 states, “yet now I am happy, not because you were made sorry, but because your sorrow led you to repentance.” If there is repentance, the school committee believes the administration should work with parents to find the best course of action. The second component is restoration. Galatians 6:1 states, “Brothers, if someone is caught in a sin, you who are spiritual should restore him gently.” Finally, as Christians, it is understood that there are consequences that come from sin. Therefore, regardless of rehabilitation measures that are put into place, there will be consequences for inappropriate behavior.

Thus, the restoration process must begin with a repentant heart. The restoration plan then includes the establishment of specific criteria which includes, but is not limited to the following:

- A period of intense discipleship with a youth pastor or mentor from a Bible believing church.
- Daily journaling – chronicling prayer life and Bible reading.
- A period of probation upon the return to school.
- Any other conditions deemed necessary by the administration.

The students and parents must then sign the Probation Contract which outlines the steps necessary for continued enrollment in CCS. (See Appendix B.)

Christian Community Schools reserves the right to deny admission, re-admission, or continued enrollment to any student whose actions demonstrate that it is not in the best interest of the school or other students to allow him to continue his educational pursuits at CCS.

ALCOHOL AND DRUG ABUSE

CCS strives to protect the rights of students, to safeguard the learning environment, and to contribute to a "Drug Free" community.

Definitions:

1. Alcoholic beverage: alcohol, spirits, liquor, spirits, wine, beer, and every liquid or solid containing alcohol, spirits, wine, or beer, and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.
2. Illegal drugs: controlled substances, prescriptions not intended for the possessor or user, over-the-counter substances, substances used as intoxicating inhalant, or any other substance which is portrayed as one of the above.
3. Use: the introduction of illegal drugs or alcoholic beverages into the body in any manner or the indication of actions or behavior that such introduction has taken place.
4. Possession: either having illegal drugs, drug paraphernalia, or alcoholic beverages on the person, or in the immediate vicinity of the person, or among the student's personal possessions (locker, car, etc.).

Policy:

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a "Drug Free" community, the Committee's plan for dealing with alcohol and drugs shall include the following:

Students will not use, possess, distribute or be under the influence of illegal drugs, drug paraphernalia, or alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

Students will not market or distribute any substance which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds.

Upon receiving information that a student is suspected of violating this policy, the principal of the school shall be notified as soon as feasible. If it is determined that Committee policy has been violated, the headmaster or appropriate designee shall notify the student's parent or guardian and, if necessary, local law enforcement officials, as soon as feasible, and the student shall be subject to suspension for such policy violation.

The Administration shall have the authority to modify this suspension requirement on a case-by-case basis. Certain offenses may be eligible for appeal to the full School Committee.

DRESS CODE

The Bible tells us that “man looks at the outward appearance, but the Lord looks at the heart” (I Samuel 16:7). God knows our spiritual condition by our hearts, but men initially see only the physical body and how it is attired. Therefore, it is necessary that those who attend CCS present a outwardly appearance as a testimony to the God of order whom we serve. A principle goal of the student dress code is to preclude the use of extreme fashions that identify with rebellious or negative attitudes and elements of society. This includes hair styles that are used as a mechanism for drawing personal attention or making other forms of public statement.

School is a place of work for students. Clean, neat, and appropriate attire creates a quality of appearance and enhances the learning atmosphere and process. Dress reflects an attitude, and the schools seek to establish an atmosphere and attitude that reflect a Christian learning environment.

Modesty is the primary guideline used in determining appropriate attire. The dress code provides guidelines to parents and students regarding appropriate attire. Parents and students agree to the dress code upon admission to school and are responsible for selecting clothing that meets these guidelines. Students who do not meet these guidelines will be disciplined. When faculty and staff must spend time enforcing the dress code, it detracts from teaching and learning, which is the main purpose of the schools.

The schools promote a lifestyle for students to carry into adulthood. Following the schools' philosophy and selecting appropriate clothes are the mutual responsibility of the parent and the student.

DRESS CODE FOR GIRLS K-5 - 12TH

Shirts - Shirts may be any colored knit collared shirt or oxford shirt.

Skirts and Jumpers - Skirts and jumpers may be plaid, navy, or beige. Length must be one inch from the middle of the knee and size appropriate, not tight fitting.

Pants - Pants must be uniform khaki or navy, size-appropriate (no tight fitting).

Shorts - Shorts must be uniform khaki or navy, size-appropriate (no tight fitting) and length must be two inches above the knee or longer.

Shoes - Tennis shoes, brown, black, or navy shoes may be worn. No open toe or backless shoes are permitted. Boots are permitted. Heels must be one inch or lower.

Socks - Socks must be worn at all times.

Jackets - Non-uniform jackets may be worn, if they have a zip or button front.

Sweater - Any color may be worn with the school logo imprinted on it.

Hats and Caps - Hats are not allowed inside the buildings. Winter caps are acceptable only for recess or physical education.

Earrings - Earrings may not be larger than two inches in diameter. Tattoos (permanent or temporary) and any kind of body piercings are prohibited.

Hair - Hair that is unusually colored is not allowed.

Leggings - Leggings may be worn under skirts.

CASUAL DAY

Shirt - must be a school logo shirt, special event, or fundraiser shirt.

Pants - must be modest, blue denim jeans with no decorative design or no holes and not tight-fitting, (example: skinny jeans).

Shoes - tennis shoes, Crocs or closed toe shoes.

FORMAL WEAR

Dress for homecoming and formal occasions must be modest in appearance and approved by administration. Formal wear must NOT be low cut, expose the midriff, or be too short. This policy also applies to any guest attending the CCS events.

DRESS CODE FOR BOYS K-5 - 12TH

Shirts - Shirts may be any colored knit collared shirt or oxford shirt.

Pants - Pants must be uniform khaki or navy, size-appropriate (no tight fitting) and must touch the top of the shoe.

Shorts - Shorts must be uniform khaki or navy, size-appropriate (no tight fitting) and length must be two inches above the knee or longer.

Shoes - Tennis shoes, brown, black, or navy shoes may be worn. No open toe or backless shoes are permitted. Boots are permitted.

Socks - Socks must be worn at all times.

Jackets - Non-uniform jackets may be worn, if they have a zip front.

Hats and Caps - Hats are not allowed in the classroom. Winter caps are acceptable only for recess or physical education.

Hair - Hair length must be above the shirt collar, ear, and eyebrows. Haircuts which are unusually shaved, spiked, or unusually colored are not allowed. Facial hair is not acceptable.

Earrings - Earrings, tattoos (permanent or temporary) or any kind of body piercings are prohibited.

CASUAL DAY

Shirt - Shirt must be a school logo uniform shirt, club shirt, school sports jersey, or special event shirt.

Pants - must be modest, blue denim jeans with no decorative design or no holes and not tight-fitting, (example: skinny jeans).

Shoes - Tennis shoes or closed toe shoes with socks.

Parents will be notified by e-mail the day their child has a dress code infraction and will be charged \$10.00 per infraction after the first warning.

Students represent the school while they are on the campus. Students are asked to leave campus in their uniforms and may change once they exit the premises.

EMERGENCY DRILLS

Drills are practiced at regular intervals as important safety precaution.

Emergency plans are written and provided to all faculty and staff members and are on file in the school office.

FIELD TRIPS

Field trips are used to supplement, illustrate, or anticipate a unit of study.

Parents shall observe these guidelines:

- No smoking
- Dress modestly according to school dress code
- Comply with directions given by the supervising teachers

Parents may not bring siblings or other children on a field trip.

In order to ensure the children's safety on field trips, K-5 to 5th grade students will be required to ride the bus to and from field trips.

IMMUNIZATION/INFECTIOUS DISEASE

No student, including those entering kindergarten, will be permitted to enroll without proof of immunization. It is the responsibility of the parents or guardians to have their children immunized and to provide such proof to the Headmaster. Students may be granted a religious exemption, if they complete the proper paperwork.

INCLEMENT WEATHER

The School Committee authorizes the Headmaster to close school in the case of inclement weather or other natural disaster. Administration will notify the news media as soon as possible if it becomes necessary to close school. Channels 2, 4, and 5 will be notified of any change to normal school opportunity times. The schools will be listed as Christian Community Schools.

If school is in session, and inclement weather is being reported, the schools' dismissal time will be announced on Channels 2, 4, and 5. It is the parents' responsibility to see that arrangements are made to have their children picked up at the time of dismissal. No after care will be provided.

INTERNET ACCEPTABLE USE POLICY (AUP)

With the opportunity to use the Internet comes responsibility. Schools usually establish guidelines or standards for student use of the Internet. These standards are known as Acceptable Use Policies. These policies advise students, their parents, and teachers that there are certain actions which will not be tolerated within the school setting. These include the violation of a copyright, using the Internet for financial gain, harming the equipment, using another person's Internet account, invading privacy, introducing computer viruses into the school lab environment, or gaining access to unacceptable Internet sites.

A written copy of the Accepted Use Policy is provided to all students who will be using the Internet. It should be signed by the student and his parent/guardian and will be kept on permanent file. A signed form is required prior to any child's using the Internet in the computer lab or in any other location on school grounds.

SOCIAL INTERNET POLICY

CCS strongly encourages parents to be responsible for monitoring their child's blogging sites (i.e., Facebook, My Space, Twitter, etc.). Students in grades K-5 to 8 should especially be cautious for the following reasons:

1. Students under the age of 14 must lie about their age in order to join most sites.
2. Cyber-bullying is a common problem with this age group. Slanderous statements and rumors about teachers, students, and others in general have the potential to become a major school problem.
3. Dangerous situations can arise involving sexual predators.
4. The temptation to view ungodly images and websites may be very powerful.

Christian Community Schools maintains a strict policy against defamation, libel, or slander of school personnel, students, or the school in general. Attacks on a person's character will not be tolerated. In addition, false and damaging statements about the school will not be permitted. Likewise, pictures of students doing inappropriate things on websites will not be tolerated. It is imperative for both students and parents to understand that if a student makes the decision to

print or receive material on a webpage that defames the school or one of its stakeholders, that student has broken school policy and slander laws.

Additionally, the creation of pseudo (or fake) accounts that mimic school staff is strictly forbidden, and the creators of fake accounts will be held in violation of school policy. Furthermore, all forms of harassment in cyberspace will not be permitted. Unacceptable forms of cyber-bullying include, but are not limited to the following: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful messages via e-mail, instant messages, text messages, digital pictures or images, or Website postings. School and law enforcement disciplinary consequences will also be applied to students who use a blog as an instrument of crime as in stalking, pornography, threat of injury, or loss of life or property.

Students who feel that they have been the victims of such misuses of technology should not erase the offending material. They should print a copy of the material and immediately report the incident to the faculty or administration.

ITEMS NOT ALLOWED ON CAMPUS

These items cause a disruption to the learning environment and should not be brought on campus: CD players, radios, game-boys, MP-3 players, I-pods, pagers, video games, laser pointers, any other electronic devices, and playing cards. Items will be confiscated and will be able to be picked up by the parents. The second offense will result in confiscation for the remainder of the year.

GUM

Students caught chewing gum on campus will be charged \$10.00. The parents will be notified by e-mail of the charge. There is a ZERO tolerance policy – no warnings.

LEAVING CAMPUS

A student must sign out in the school office before leaving campus for any reason. The student must be accompanied by a parent or have parental written permission to be dismissed early. Students are not allowed to leave during lunch time unless signed out by a parent.

LOCKERS

Lockers are the property of CCS and are provided for middle and high school students. Lockers must be kept clean and neat. The student assigned to the

locker is responsible to any damage done to the locker. Administration has the right to inspect lockers, automobiles, purses, gym bags, and backpacks, etc. at any time. No student should ever enter another student's locker without permission. All items brought on the school property are subject to search.

LOST AND FOUND

Lost and found items may be claimed by parents and students in the office. If an item is lost and the owner cannot be identified, the item will be given to charity.

LUNCH PROGRAM

All students may bring their own lunch to school. The school, however, has available snack and drink machines where students may purchase items. In addition, a hot-lunch program is available for a fee. In order for the caterer to prepare, lunches are ordered a month in advance through RenWeb. Prepayment is required. Because food has been ordered and planned for, students will not receive credit for days missed due to illness or absence; however, on days when the school is closed due to inclement weather, the student's lunch account will be credited. If an outstanding balance is due on the lunch account, food may not be ordered for the succeeding month.

MITIGATING CIRCUMSTANCES

Occasionally, mitigating circumstances may influence a disciplinary decision. Factors worthy of consideration include, but are not limited to, prior record, intent, provocation, and attitude. The administration reserves the right to make decisions regarding discipline in situations that are not covered in this handbook.

OFFICE PROCEDURE

School office hours are from 7:30 A. M. to 3:30 P. M. All visitors and parents are asked to report to the office when visiting the schools. Parents are not to go directly to their child's classroom. Items needing to be delivered to students shall be brought to the office where the staff secretary will arrange for the students to pick up their items. In an effort to ensure your child's safety, many doors in the buildings are locked at 8:00 A.M. and will not be unlocked for the remainder of the day. Please help us provide this safe environment by using the office entrance and checking with the secretary when entering the school buildings for any purpose.

PARENT TEACHER CONFERENCES

The Committee authorizes the administration to set one (1) day in the school calendar for the purpose of parent/teacher conferences. The Committee believes it is important that teachers discuss with parents the level of programs of their children. A record shall be kept by each teacher relative to parent participation. It is mandatory that all parents attend the first semester conference. The second semester parent-conferences are mandatory for parents of students who receive a letter grade of a D or F.

PARENT TEACHER FELLOWSHIP

CCS has an incredible and active PTF. The purpose of PTF is to promote and coordinate the involvement of parents in the educational development of their children and to provide teachers with the assistance they need. A slate of officers is elected each year to oversee various projects and fundraisers. All parents are encouraged to participate in PTF activities and meetings.

RENWEB

In order to strengthen communication between CCS and families, the school gives parents and students access to RenWeb. Using RenWeb allows parents to access the following:

- calendars
- grades
- report cards
- lesson plans
- lunch menus
- attendance
- discipline
- e-mails.

RESPECT FOR PROPERTY

Emphasis is placed upon the respect for property of others and the right of each individual to the free use of personal possessions. Borrowing or lending are practices which will be discouraged. Borrowing without consent of the owner is considered theft by the school. Damaging property, whether it is personal or school property, is violating the rights of others. It is expected that all damage, even though it be accidental, will be acknowledged by the person involved and amends made if possible. The offender will be expected to make an immediate report to the office.

RESPONSIBILITY FOR TUITION AND FEES

Parents are required to pay tuition and fees for the entire school year. Tuition insurance covers a percentage of the tuition. If a parent withdraws a student, the parents are still responsible for the balance after the insurance has paid its portion. Parents/guardians of any student who is expelled or withdraws in lieu of an expulsion for any disciplinary reason shall be held responsible to pay all tuition and fees for that school year.

ROOM PARENTS AND PARTIES

Each room has a room parent. Room parents are volunteers who assist in organizing and implementing activities determined by the teacher. They also facilitate communication between the teacher and the classroom parents. Parties shall be at the teacher's discretion. Teachers have the final authority on all party, activities, arrangements, and supervision.

SECURITY

The school has security cameras to provide extra safety measures for the students and families while on the campus. The school reserves the right to search all purses, backpacks, lockers, and cars on the church/school property to further ensure the safety of all students. If any student refuses to open his/her locker or car, administration will have a locksmith open the locker or car at the parent's expense.

SCHOOL VISITS BY OTHER STUDENTS

Prospective parents and students are welcome to visit the school and tour by appointment through the office. Visits by students from other schools will be limited to prospective students. Visitors must report to the school office, be introduced to an administrator, wear a nametag, and follow the schedule of the host student.

STUDENT SEXUAL HARASSMENT POLICY

Christian Community Schools is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. The schools are prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Definition: “Sexual harassment” refers to unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress.
2. Submission to or rejection of the conduct by the individual is used as the basis of academic decision affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the schools.

Example: Unwelcome sexual conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual nature. Among the types of conduct which would violate this policy are the following:

1. Unwanted sexual advances or propositions/suggestions
2. Offering academic benefits in exchange for sexual favors
3. Making or threatening reprisals after a negative response to sexual advances.
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters.
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, or jokes.
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.
7. Physical conduct such as touching, assaulting, impeding, or blocking movements.

Employee-student sexual harassment is prohibited.

Student-student sexual harassment is prohibited.

Students should never be alone together.

What To Do If You Experience or Observe Sexual Harassment:

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to the Headmaster of the schools. Students who observe conduct of a sexually harassing nature are also

encouraged to report the matter to one of the school officials. All complaints will be promptly investigated.

Confidentiality: Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

Protection Against Retaliation: It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation, proceeding, or hearing concerning sexual harassment.

Procedure for Investigation and for Taking Corrective Action:

When an employee of the school receives a complaint, he/she shall immediately inform the Headmaster concerned. The Headmaster will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

STUDENT GOVERNMENT

Student Government represents the student body in planning and organizing student activities. The executive committee, composed of elected class officers, serves as an advisory council to the Administration of the school. The council is composed of elected officers and representatives from each grade in the middle and secondary schools.

TARDINESS

Like absenteeism, tardiness is a disruption not only to the learning process but also to other members of the class. It is important to teach punctuality as an integral part of life. The student must learn to make appropriate adjustments in order to be assured of being at school at the appropriate time. Excessive tardiness requires a conference between student, parents, and school officials. All K-5 - 8 parents must accompany their children to the school office, if arriving after 8:00 A.M. High school students arriving late after 8:00 A.M. must report to the school office and communicate the reason for the tardiness. Extenuating circumstances shall be considered by the Headmaster or his designee.

The excused tardies are as follows:

- Doctor appointment
- Dentist appointment
- Broken down car in route to school
- Traffic accident
- Weather related circumstances
- Held by previous classroom teacher (must have a written note).

The unexcused tardies are as follows:

- Oversleeping
- Everyday traffic flow
- Poor planning
- Reaching classroom after the bell has rung without a note.

Progressive Tardy Policy for K-5 through 5th upon arrival to school.

First Tardy - Teacher verbal warning

Second Tardy - Letter mailed home to parents by the teacher

Third Tardy - Parent phone call by the teacher

Fourth Tardy - \$10.00 fee and a conference with an administrator

Fifth Tardy - \$20.00 fee

Sixth Tardy - School suspension

Seventh Tardy - Will appear in front of the Admission Review Committee for possible dismissal.

The Progressive Tardy procedure will begin again each new semester.

Progressive Tardy Policy for 6th-12th upon arrival to school and for each individual class period.

First Tardy - Teacher Verbal Warning

Second Tardy - Letter mailed home to parents by the teacher

Third Tardy - Parent phone call by the teacher

Fourth Tardy - Detention with a \$10.00 fee

Fifth Tardy - Two Detentions with a \$10.00 fee for each detention

Sixth Tardy - In school suspension (ISS) with a \$60.00 fee

Seventh Tardy - Student will appear in front of the Admission Review Committee for possible dismissal.

The Progressive Tardy procedure will begin again each new semester.

Any student arriving to class after five minutes is considered truant and will be sent to the office for an automatic detention. Students will be allowed into class without detention if they have a note from the previous teacher.

TELEPHONES

A school office telephone is provided for student use. With the exception of emergencies, the telephone is to be utilized during non-class time.

TESTIMONY REGARDING AN INFRACTION OF THE RULES

Students who have information pertaining to any disciplinary investigation are required to provide all information that they have. Refusal to provide information or intentionally giving false information will result in the student or students involved receiving the same level of punishment as the person whose infraction is being investigated, up to, but no higher than, a suspension.

VISITORS

All visitors to school will sign in at the school office and receive a visitor pass. The visitor will sign out upon leaving the campus. Students desiring to have a guest attend school with them, or have lunch with them, must submit parental permission to the school office one day prior to the guest attending. Lunch guests may include family members, pastors, or youth pastors.

WITHDRAWAL

Parents wishing to withdraw their students before the end of the school year should make an appointment with the appropriate principal in order to complete the necessary withdrawal arrangements. The principal will require an exit interview. Grades and records will not be released until all financial obligations have been resolved.

BUSINESS POLICIES

TUITION

The tuition of the school is established by the School Committee each year no later than May 1. Tuition is payable by one of three plans as follows:

1. One full tuition payment along with any book fees is due by July 30th. If this option is chosen, a \$150.00 discount will be allowed on tuition.

2. Monthly payments are due from July 30th to April 30th.
The ten month plan will be paid through SMART Tuition. There is a SMART set up fee which is added to the first monthly payment. Book fees are due by June 30.

There is a tuition distinction between members of The Church at Grace Park and non-members. A member is someone who has formally placed membership with The Church at Grace Park by a profession of faith and baptism, by letter from another church, or by a statement of faith.

It must be clearly understood that, at the signing of the tuition contract by the parents, it is their obligation to pay tuition and fees for the full academic year. Tuition insurance is offered for this purpose. The insurance premium must be paid within the first ten (10) days of classes for coverage to become binding.

Since CCS has an obligation to its employees, students are considered enrolled for the entire school year. Tuition is calculated on the basis of the entire school year; therefore, no reductions can be made for vacations, school holidays, or absences.

REGISTRATION/APPLICATION FEES

A one-time application fee of \$200 is charged when a student applies for admission to the school. No part of this fee is applicable as advance payment of tuition fees. Registration fee is non-refundable, with exception of denied enrollment, in which case, \$100 will be returned to applicant.

DELINQUENT ACCOUNTS

If during the academic year a child's account is not fully paid for three months (whether three consecutive months or three intermittent months, the child will be terminated for the remainder of the school year, and the parents will be so notified by a certified letter.

1. Payments are due on the first of the month. When a payment is five (5) days late, a written reminder will be mailed to the parent (s).
2. If payment has not been received by the 20th of the month, or the closest work day after the 20th, a second, more pointed mailing will be sent.
3. If payment has not been received by the last work day of that month, a phone call to the parent(s) will be made. (Payment is expected to be made within five days of this phone call.) This action constitutes an official **first offense**.

4. If payment still has not been received by the last work day of the next month, a second letter will be sent requesting payment immediately. This action constitutes an official **second offense**.
5. If payment still has not been received by the last work day of the third month, the child will be terminated for the remainder of the academic year, and the parents will be informed of this action by means of a certified letter. This action constitutes the **third and final offense**.

In order to maintain financial stability and to be fair to all students, the following shall apply:

1. Entrance to the schools will not be allowed for the following school year unless all monies due are paid in full. If unpaid by June 30 of each year, the student's position will be relinquished.
2. For accounts that are past due 60 days:
 - a. Students will not be allowed to participate in athletic events.
 - b. Students will not be allowed to go on school-sponsored trips or tours.
 - c. Students will not be allowed to re-enroll the following semester.
 - d. Seniors will not be allowed to participate in graduation.
 - e. Student transcripts and report cards will be withheld.
3. Monthly payment option may not be available to families with delinquent payment history.
4. Returned checks are assessed a fee of \$20.00.

While the above policy must be straightforward and deliberate in its implementation, the School Committee is not insensitive to possible serious extenuating circumstances in a family. If a family reaches the point of the first offense, having believed beforehand the first offense could have been avoided but now knowing otherwise, the family must meet with the Headmaster. At this meeting, the family should inform the Headmaster of the details of their situation, review the family's income and debt history for the past six months, and arrange some budget plan of reduced payment to the school for an agreed-upon period. The school has been educating the family's child/children to this point in the good-faith expectation that payments would be met, and, in turn, expects a similar display of good-faith from the parents relative to their obligation to working matters out with the school. If parents do not choose to follow a course of good faith and financial responsibility toward the school, their child/children will not be allowed to enroll in the school the following academic year.

EXAM PASSES

Exam passes will be issued in order for students to take a mid-term or final examination. All school accounts must be current in order for a student to be issued an exam pass. Lost exam passes will cost \$1.00 to replace.

GIFTS

Gifts assist the School Committee in maintaining affordable Christian education by keeping tuition as low as possible. For an education of excellence, additional income beyond tuition, in the form of gifts to the school, is necessary. Many curricular items deemed essential by parents, the School Committee, and the staff cannot be provided without these additional gifts from God's people. In addition to meeting normal operating expenses, major gifts will ultimately be necessary for school facilities development. All gifts are tax deductible. CCS challenges each of its parents and friends to "Let each give as he has purposed in his heart, not grudgingly or under compulsion; for God loves a cheerful giver" (II Corinthians 9:7).

LIBRARY POLICY

K-5 student may check out one book each week. (As the year progresses, students may be allowed to have two books.) Holds will be put on student's accounts and will not be allowed further checkout until books have been returned. 1st - 5th grade may check out three books each week. Books are due on their regularly scheduled library day and are given one "free day" before fines are assessed. After the "free day", a fine of five cents per day will start to accrue until the overdue books are returned to the library.

6th - 12th grade may check out five books for a two week period. Any books not returned at the end of the two week period will assess a five cent fine per day after one "free day" has been given.

Students may return library materials at any time to the library return and do not need to wait until their library class day. Holidays, vacations, and weekends do not count as checkout days. Items may be renewed for a maximum of two times.

Exceptions: Student's who need books for research or class projects may exceed their limit and checkout period. However, books will be due no later than one week after the completion of the assignment. One week after the assignment deadline, a five cent fee will automatically start accruing on the student's account.

All items that are damaged or lost or not returned by the end of the school year will be assessed a replacement fee. Students that have outstanding items at the end of the year will not receive their report cards and/or will have checkout privileges suspended until item(s) has been paid for.

Any student that has a question about an overdue book is encouraged to check with the library staff right away. All fines should be paid directly to the library with cash or a check made out Heritage & Hope Academy.

STUDENT ACCIDENT INSURANCE

Students participating in interscholastic athletics shall be required to have a health insurance policy covering accidents associated with interscholastic athletics.

INTERSCHOLASTIC ATHLETICS

Students are encouraged to participate in whatever sport is in season rather than specializing in one sport for the entire year. Athletic participation is a family affair and should be discussed with parents and coaches prior to embarking upon the rigorous schedule required for sporting events.

Team members are not allowed to miss any class due to their participation in a particular sport. Students must attend a minimum of four classes the day of the athletic game in order to be eligible to play. A student who misses school on Friday will not be eligible to participate during the athletic games during the weekend. Attendance in school on the day of an athletic event is required, unless special consideration is approved by the Headmaster (administration).

Before participation, including practice, students must have a physical examination and permission to participate from a physician and parent. Special forms are provided for this permission.

ATHLETIC CONDUCT CODE

Code

Good sportsmanship should be observed in all game and practice situations.

Such sportsmanship involves NO

1. Cursing

2. Taunting
3. Trash talking
4. Throwing of equipment
5. Disrespect to officials, coaches, and/or fans This misbehavior will not be tolerated.
6. Improper wearing of uniform, i.e., shirttails out, etc.
7. Obscene gestures will result in suspension from playing.

Additionally, good sportsmanship must be consistent with the Mission Statement expectations in representing Christ and Christian Community High School. Penalties will be evaluated with on an individual basis.

Any player **or coach** rejected from a contest will be suspended for the next game. Depending on the severity of the student's offense, Christian Community Schools may also suspend the player for an additional game(s).

Sportsmanship is very important and is a main emphasis at Christian Community High School for Athletes, Coaches, and Fans.

Practice Requirements

All athletes are required to attend practice.

All absentees must get prior approval from a coach to be excused.

1. Absences from team sports

- a. An **excused** absence will result in a starting player not starting a game; others will result in loss of playing time. Death in the immediate family or extreme sickness under a doctor's care will result in no penalty. A school-related trip will result in no penalty as long as prior approval is given by the coach. A college day is permissible as long as it is approved by an administrator, and the coach is notified beforehand.
- b. If an absence is **unexcused**, the player will not dress for the next game. If a third unexcused absence occurs, the player will be suspended from the team.

2. Absences from individual sports

- a. For an **excused** absence, the athlete will make up the amount of practice time missed at the coach's discretion.
- b. An **unexcused** absence will result in the athlete not participating in the next event/meet or at the subject's discretion.

3. Tardiness

Extra conditioning will be given for being tardy. If tardies continue, they may result in participation penalty or suspension.

4. An emergency situation will be dealt with at the coaches' discretion.

Notification by the athlete as soon as possible is necessary for clarification. Special circumstances may be taken into consideration by the athletic director for any absence.

Game Requirements

No athlete may miss a game unless for sickness or a death in the family. An unexcused absence from a game will result in a player not dressing for the next two games/matches. Christian Community Schools expect athletes to attend all games. Any extenuating circumstances will be reviewed by the coach, athletic director, and Headmaster.

Public Notice of Nondiscrimination

It is the policy of Christian Community Schools not to discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or disability in the educational programs and activities, in admissions to facilities, or in the employment practices.

The following individual has been designated as the employee responsible for coordinating and implementing this nondiscriminatory policy.

Tom Thornton
Headmaster