



Community Christian School of Baraboo

2017-18 Parent/Student Handbook

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barabooCCS.com

TABLE OF CONTENTS

INTRODUCTION.....	4
ADMISSIONS POLICY AND PROCEDURE	4
ATTENDANCE	4
BACKPACKS	5
BIBLE STUDIES.....	6
BIRTHDAYS AND HOLIDAYS	6
BOARD OF DIRECTORS	7
BOOK AND LITERATURE SELECTION.....	7
BOOK USE POLICY	8
CALENDAR.....	8
CHEATING AND PLAGIARISM.....	8
CLEANING.....	8
CLOSED CAMPUS	8
COMMUNICATION.....	9
CONFERENCES	9
CONFLICT RESOLUTION	9
CONTACT INFORMATION	10
CURRICULUM	11
DISCIPLINE	11
DIVORCE AND SEPARATION	12
DRESS CODE	12
DRIVERS, STUDENTS.....	14
DROP-OFF / PICK-UP	15
EATING	15
ELECTRONIC DEVICES.....	15
FIELD TRIPS	15
FINANCIAL INFORMATION	16
FIRST AID.....	17
GRADING.....	17
GRADUATION	19
HARASSMENT.....	19
HOMEWORK	20
HOURS OF OPERATION	21
ILLNESS.....	21
LEAVING SCHOOL AND CLASS	22

LIBRARY 22

LOCKERS 22

LOST AND FOUND 22

MASTERING THE STUDIES 22

MEDIA RECORDING..... 23

MEDIA SUBMISSIONS AND PUBLICATIONS 23

MEDICATION 23

MESSAGES 23

OFFICE USE BY STUDENTS 23

PARENTAL SUPPORT 23

PARKING 23

PHYSICAL EDUCATION 23

PICTURES..... 24

PROBATION..... 24

PROMOTION AND RETENTION 24

RE-ENROLLMENT 25

SCHOOL CLOSING, SEVERE WEATHER..... 25

STUDENT CONDUCT 25

STUDENT PLANNERS 27

SUPPLIES 27

TECHNOLOGY..... 27

TRANSCRIPTS 28

VISITORS..... 28

VOLUNTEER HOURS AND FEES 28

WEBSITE 28

INTRODUCTION

Mission Statement: Community Christian School of Baraboo uses excellent education to support parents in their task of bringing up children in the discipline and instruction of the Lord Jesus Christ.

Community Christian School of Baraboo (CCS) operates as a Christ-centered learning environment due in part to a system of policies, standards, and rules intended not only to be fair and equitable, but also based on biblical principles. Please take the time to carefully read this handbook. The guidelines found in this handbook have been deliberately designed to permit certain liberties and set specific boundaries that will best allow everyone to work together in harmony. Continued enrollment at CCS is dependent on compliance with the policies herein. They help maintain a safe Christian learning environment for all students, faculty, and staff.

ADMISSIONS POLICY AND PROCEDURE

Enrollment at CCS is a *privilege* and not a *right*. This privilege may be forfeited by any student whose conduct, attitudes, or lack of progress, in the opinion of the administration and school board, make it inadvisable for that student to remain in the school.

Since all people are created in the image of God, CCS does not discriminate on the basis of race, color, gender, disability, national or ethnic origin in the administration of its educational services, admissions, scholarships, and athletics, as well as any other school-administered programs. However, students must meet academic, moral and personal standards as deemed appropriate by the school.

CCS reserves the right to determine grade level and class placement. CCS will not advance a student in grade level or placement upon parental request only. The following criteria are also used for determining admission to CCS:

All Students

- Acceptance into any grade at CCS is dependent upon agreement by parents and students to all contents of this handbook, school policies, decisions by the CCS Board of Directors, and a successful interview with the administrator.
- Immunization records or a signed waiver must be on file and approved by CCS administration.
- The presence of siblings in other grades at CCS is a consideration used in determining eligibility for admission to CCS for the maintaining of family unity.
- Readiness testing may be administered, and may include written and verbal performance, social interaction of the students, and professional opinions of the staff and administration.

Four-year-old Kindergarten (4K)

- The student must be at least four years of age on or before September 1st to enter 4K. This decision is at the discretion of the 4K teacher and the administration.
- The child must be fully trained for bathroom use. No diapers or pull-ups will be allowed on any CCS student.

Kindergarten

- The student must be at least five years of age on or before September 1st to enter Kindergarten. This decision is at the discretion of the Kindergarten teacher and the administration.

ATTENDANCE

Wisconsin Compulsory Attendance Law (section 118.15) requires that any person having under his control a child who is between the ages of 6 and 18 years and has not graduated from high school shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. At CCS, attendance is taken daily using the following designations:

Present: present at school.

Tardy: student entered the building after the bell rang at 8:00 am, or the teacher marked as tardy on attendance sheet (e.g., student was not in their seat when the 8:00 am bell rang). Students entering the building after 8:30 am should sign in at the school office.

Arriving late or signing a student out of school early is damaging to the student's academic welfare and the welfare of the whole class. Parents and students must make every effort to be at school on time. Excessive tardiness (greater than ten tardies per school year) may result in administrative action including: parent/administrator meeting, probation, suspension, and if continued, expulsion.

Parental Excused Absence: excused absence for other than medical reasons with a written parental note, either handwritten or emailed. For example, conferences and retreats, family vacations, family emergencies, funerals, weddings, etc.

A student may be absent for other than medical reasons provided that written excuses are provided by the guardians to the school office prior to any absences. Each written excuse shall include the dates that the student will be absent, the reason for the absences, and a parent signature. Students that are absent for other than medical reasons for ten or more consecutive school days may be asked to write and present a report on their experiences upon their return.

The school highly discourages any student absences for other than medical reasons. Students will grow most effectively if they faithfully participate in the full school program. The teacher, the student, and the class are penalized by the absence of any student. Students who achieve the best are generally those who miss school only on rare occasions. In all cases of student absence for other than medical reasons, students and guardians should understand that such absences harm the student's academic progress, and can result in lowered grades or even course failure.

Medical Excused Absence: excused absence for medical reasons with a written parent's or physician's note, either handwritten or emailed. For example, medical appointments, illnesses, professional appointments, etc.

When illness or a family emergency prevents attendance, the parent/guardian is asked to please call or email the school office as soon as possible to report the absence. When the child returns to school following an absence, a written note giving dates and reason must be submitted for attendance records. When no note is received, the absence will be recorded as unexcused. If illness keeps your child out of school for five or more consecutive school days, or if the child is absent due to a communicable disease, a physician's note is required.

For both Parental Excused and Medical Excused Absences:

To report absences, send a note or email to the school office; the office will then inform the faculty.

To request missed work, send a note or email to the faculty. It is the student's/parent's responsibility to arrange with the faculty for making up missed work. Work assigned during an absence must be completed by the student according to each teacher's policy. Note that assignments which were announced and scheduled before the absence may still be due on the assigned date, or on the first day that the student returns to school after the absence.

Please understand that while your child is absent, the teacher remains busy teaching classes all day. For this reason, it is difficult for the teacher to have your child's make up work prepared for you to pick up at dismissal on the same day. Please also note that the teachers' primary responsibility is for the students that are in attendance. They are not at liberty to aid absent students via phone, email, video conferencing, etc., especially students that are absent for non-medical reasons.

Unexcused Absence: absence without a parent or doctor note. Unexcused absences are those which are not authorized by the parents through official contact with the school office. These are considered absences which the parents have not authorized, and are treated as truancy. Students may receive zeros for all assignments and tests due on the dates of unauthorized absences. Such missed work may be redone at the discretion of the teacher.

Half-present: if a student was at school for 4.5 hours or less, and arrived late or left early for other than medical reasons. Students should sign in/out. In all cases there should be a written parental note (either handwritten or emailed).

BACKPACKS

Students are encouraged to use backpacks with or without wheels to transport their school materials to and from school. Backpacks may not display any offensive or advertising graphics, pictures, stickers, or accessories. Modern trends in entertainment may often offend certain segments of the Christian community. Please be sensitive to those who refrain from supporting characters or themes from the entertainment industry. Such displays on backpacks may be innocent to some but a stumbling block to others. Excessive attachments cause safety, noise, and storage problems, and will be limited at the discretion of the administration.

BIBLE STUDIES

Our purpose in all that we teach is ultimately to lead a student into a growing relationship with Jesus Christ, being prepared to serve Him in their lives with a mind that has a biblical world- and life-view. There are several means of accomplishing that goal:

1. The use of a Bible curriculum that thoroughly reviews the Old and New Testaments and teaches an understanding of God's character, commandments, and his dealings with his people.
2. Memorization of Scripture verses that may track along with the particular part of the Bible that is being studied. This is the way that we pray the students will "hide God's Word in their hearts," later to be brought to mind by the Holy Spirit in order to live faithfully to God. If needed, CCS can provide copies of Scripture for memorization.
3. Observation of the living curriculum – *the teachers and staff*. Our teachers and staff model a Christian lifestyle to the students on a daily basis. Teachers and staff are of sound Christian character so that students can see that the Christian life is not just a duty and responsibility, but a love and joy!
4. CCS conducts chapels on a weekly basis.
5. We begin each school day with morning assembly, a short devotion and prayer time for all students. This time is important for the students and staff to help us draw near to God at the beginning of the day and to set the tone for our day together at school. Parents must ensure that their student(s) arrive on time. Students arriving late miss valuable worship/devotional time and disrupt the other students as they focus on the Lord.
6. Scripture is cross-curricular. We teach and lean on Scripture truths in every aspect of education at CCS. Bible study is not limited to Bible class. The Bible may be used as a textbook in every class at CCS.

CCS strives to support the church in its mission to make disciples of Jesus Christ, and to support the family in their mission to raise godly children. However, parents are ultimately responsible for the spiritual care and development of their children.

BIRTHDAYS AND HOLIDAYS

To prevent excessive disruptions to teaching time, all parties must be coordinated with the classroom teacher.

Birthdays: Each classroom teacher has the option to celebrate birthdays within their classroom at their discretion. Parents should consult with their child's classroom teacher about what is appropriate for that class. Teachers may arrange specific lunch times to celebrate summer birthdays.

Holidays: please be sensitive to the diversity of views about such things as Santa Claus and the Easter Bunny. A number of parents do not teach their children about these traditions surrounding Christmas and Easter, so we ask that parents refrain from sending refreshments or classroom decorations with such themes. In addition, CCS does not celebrate Halloween as a school. Please do not send refreshments, decorations, or cards celebrating Halloween.

BOARD OF DIRECTORS

The Board of Directors meets monthly throughout the year. News of significant decisions will be announced in the school newsletter and on the school website. You can contact the board by emailing the Board President (president@barabooccs.com) or Board Secretary (boardsecretary@barabooccs.com).

BOOK AND LITERATURE SELECTION

Principles of Selection

1. Parents are ultimately responsible for determining what their students do and do not read.
2. Teachers are responsible to the Lord and to parents and their students for the materials they select for use in reaching the goals and objectives of the school's curriculum, but must have freedom to use their mature Christian judgment within the guidelines of this document.
3. The search for useful books includes those books written by persons who are not Christian, or who write things that may be judged to be false when tested against God's Word. Our use of such books is based on the following assumptions:
 - God in His grace reveals truth to all men, Christian and non-Christian, through general revelation. Thus, non-Christian authors may have truth to share with the reader, whether that reader is a Christian or not.
 - One of the goals of a Christian education is to prepare students to be discerning observers and participants in their culture. This can be achieved by a careful and supervised analysis of selected products of the culture, including films, books, speeches, events, and people.
4. All materials selected for use in the library or the classrooms must meet a majority of the criteria implied in the following questions:

Appropriate – Is the work appropriate to the general objectives of the curriculum? Is the work appropriate to the specific objectives of the unit or section under study? Is the work appropriate to the mental, emotional, and spiritual level of maturity, interests, and needs of the reader?

Potential – Does the work have the potential of engaging and exercising the reader's power of imagination? Does the work have the potential of providing the reader with a significant and/or enjoyable experience? Does the work have the potential of leading the reader to a greater understanding of his culture and society? Does the work have the potential of leading the reader to reinforce familiar truths and/or discover new aspects of truth? Does the work have the potential of providing the reader with a significant occasion for exercising and/or redefining his Christian faith and commitment? Does the work have the potential of sharpening the reader's sensitivity and increasing his concern and compassion for man's social, moral, and spiritual predicament and needs?

Worth – Does the work achieve a fusion of technical excellence and moral power? Does the moral and/or social significance of the work exceed in value the possible offensiveness of any of its parts? Does the work as a whole achieve a moral impact, and does it reflect an honest penetrating view of human life that is valid in its perception?

Parental Questions or Concerns: Questions or concerns about any book should be directed to the teacher or other person who is responsible for the selection and/or use of the book. If the questions cannot be resolved by a conference, the issue may be referred to the administrator.

BOOK USE POLICY

Book fees are nonrefundable. To keep book fees as low as possible, many of the hard cover textbooks are issued as rental items for the year and are to be turned in at the end of the school year. Students who lose or severely damage one of the rental textbooks will be billed the total replacement cost for the book. Students who damage textbooks beyond normal wear and tear will be assessed a fee at the end of the year based on the amount of damage. Consumable curriculum materials are the property of the student.

CALENDAR

CCS maintains an official school calendar available to the public. A copy of the current school calendar is available through the school office and on the school's website (barabooCCS.com). Please note significant dates for future reference. Revisions to the calendar will be announced in the school newsletter, which is the official source of information about CCS.

CHEATING AND PLAGIARISM

Cheating is defined as any “unauthorized communication before or during a graded event or any attempt to receive unauthorized assistance before or during a test, quiz, homework assignment, or project.” Cheating is a violation of the ninth commandment (against bearing false witness). Cheating results in a zero on the assignment/test and communication with parents. In addition, cheating in middle school or high school may be cause for immediate suspension.

Passing off someone's work as your own is known as **plagiarism**. Individuals who plagiarize material deliberately are committing an illegal act. More common is the failure to cite sources of information. It is acceptable to use pictures and paraphrase text, but be sure to cite the source of the information. Even when permission to use the material is granted, the author or source should be cited. This includes not only text, but pictures, graphics, animations, movies, and even sounds. Failure to do so is unethical at best, and could be illegal under the author's fair use terms.

At CCS, staff and teachers consider this a training issue. Students who are writing papers for the first time may not fully understand the issues involved. Although we cannot allow plagiarism to take place, the consequence may vary, depending on the maturity of the student, and the instruction and training received to date. In all cases, the student will be asked to repeat the assignment, and/or receive a zero.

CLEANING

CCS does not employ full time maintenance and custodial staff. It is up to the students, their families, the staff and faculty to help maintain the school property. We expect all students to do their part in keeping the buildings and grounds clean and neat, and in not littering or creating unnecessary trash. Unless pre-approved, no food or drink are allowed anywhere in the building except in the designated eating areas.

Each family will be asked to clean the school one weekend per school year, following detailed instructions. Should a family decide not to fulfill this obligation, they will be charged \$200 per weekend to help defray the cost of hiring a contract cleaner. If your family is unable to clean on your scheduled weekend, it will be your responsibility to find a family to switch weekends with, or to notify the office that you cannot fulfill your family's school cleaning obligation and provide the \$200 fee at least two weeks prior to your family's scheduled cleaning obligation weekend.

CLOSED CAMPUS

CCS operates a closed campus. Attendance is required for the entire duration of the school day during normal school days. Students are not permitted to leave campus unsupervised during the school day. A staff member shall not give a student permission to leave the campus unsupervised.

Students who are legally licensed to drive and whose parents have allowed them the privilege of driving to school are asked to park in the designated student parking areas. These students must maintain academic and behavioral standards or their parking privileges may be revoked for the remainder of the academic year.

Students must have written authorization from their parent if they desire to leave the campus prior to the regular end of the school day. This request may be denied if the student has been placed on academic or behavioral probation.

COMMUNICATION

The school office strives to maintain effective and timely communication with all families. Individual communication is best done face-to-face, but email/voicemail will suffice in most cases. Additionally, the school uses its website, email, or the weekly newsletter to communicate with larger groups or disseminate general information. Please check these sources frequently so you may keep up to date with school related information. It is extremely important to have a correct email address on file. If your email changes during the school year, please update the school office as soon as possible.

Other paper-based communication is also used throughout the school. Teachers may prepare newsletters, flyers, signup sheets, and other pieces that are sent home with the students. Written communication will be sent home via your child's plastic Daily Folder. Please check your child's Daily Folder each night for communication from CCS. You may also use your child's Daily Folder to communicate with the school, to send lunch or milk money to school, etc.

CONFERENCES

If you have some need which cannot be dealt with either in a note or email, please schedule a conference. Our teachers are glad to talk with parents about their student's education, but they also have other responsibilities as well. **The teachers are responsible for the safety of the students, so please do not engage the teacher in an informal conference when they need to be supervising their students.** This is especially true during arrival and departure times. The teachers' primary duty during morning arrival and afternoon departure is to ensure the safe movement of students. Please be careful not to distract them.

A formal conference day is scheduled after the first and third quarters of each school year. Most parents have ongoing and frequent communication with the teachers and may see no need for a conference on these days. However, all parents will be scheduled to have a formal conference after the first quarter. Should parents desire additional conferences at other times of the year, we request that they schedule the conference with the individual teacher. Parent/Teacher conferences are considered to be an important and vital part of our school. Parents and teachers are viewed as being partners in the educational process. Each should feel free to seek an appointment with the other at any time during the year if there are any questions or problems.

CONFLICT RESOLUTION

Wherever people are involved, there is the potential for misunderstanding, disagreement, and sin. Conflicts sometimes surface in the relationships between students, parents, teachers, and the administration. Because of our sinful nature we may not always approach conflict from a biblical perspective. Helpfully, Jesus gave us principles to solve person-to-person conflict in Matthew 18. "If your brother sins against you go, and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector." There are several clear principles that Jesus commands and which CCS expects:

One: Keep the matter confidential. The pattern of sharing the problem only with those directly involved establishes the principle of confidentiality.

Two: Keep the circle small. "If your brother sins against you go, and show him his fault, just between the two of you." The only step usually needed to solve a person-to-person problem is for one of the two people involved to initiate face to face dialogue. Most problems are solved at this two-person level.

Three: Be straightforward. "...show him his fault." Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when issues are lovingly yet clearly presented. The Scripture says, "Wounds from a friend can be trusted, but an enemy multiplies kisses." (Proverbs 27:6).

Four: Be Forgiving. "If he listens to you, you have won your brother over." This implies that once the matter is resolved we should wholeheartedly forgive and restore the person whose fault has offended us.

In the small number of cases where resolution is not achieved through the steps outlined above, then Jesus commands, "take one or two others along, so that every matter may be established by the testimony of two or three witnesses." The two in conflict should agree to share the matter with an individual in a supervisory position. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord. In the rare instance that the third party cannot facilitate a resolution, then the conflict should be elevated to the school administration or board of directors, as appropriate. Satan would like to destroy relationships and good fellowship in any Christian school. The principles of Matthew 18 provide a strong shield against such attacks.

CONTACT INFORMATION

Throughout the year, parents and students will have various reasons to contact the school about questions, concerns, suggestions, etc. In general, such concerns should first be addressed to the individual who is closest to the issue. If the issue can be answered at that level, there is no need to involve others. It is only when questions or concerns cannot be satisfactorily handled at that level that the matter should be taken to a higher level. The following are the primary contact points at the school:

- 1. The Classroom Teacher** – The teacher is the first and primary point of contact for any questions about class-specific issues. Since the teacher is the person most directly involved with these areas, the teacher is the person who can answer questions and solve problems in these areas. Other members of the school community (the administrator, administrative assistant, other classroom teachers, or even a board member) are simply not in the best position to deal with class-specific issues; the classroom teacher can address these concerns most directly.
- 2. The Administrative Assistant** - Please direct questions regarding lunch money and menus, Daily Folders, field trips, upcoming school events, and any school-wide issues to the administrative assistant. If she cannot immediately answer your question, she will know how to find that information for you.
- 3. The Administrator** - The administrator oversees the general operations of the school, including curriculum implementation, staff development, supervision of faculty, and scheduling. If you have questions or concerns about CCS (not individual classes), please see the administrator. The administrator also serves as an "appeals court" when issues are not satisfactorily resolved by others in the school. Please note that if you have a question or concern about a particular teacher or class, the administrator will require that you first address those with the specific teacher; the administrator will only become involved if the issue is not resolved at that level, and any further conflict resolution involving the administrator will also include the teacher.
- 4. The Board of Directors** - If problems cannot be resolved in a satisfactory manner with the administrator, they can be referred to the Board of Directors. Please contact either the Board President (president@barabooccs.com) or Board Secretary (boardsecretary@barabooccs.com) to have your concern placed on the agenda for the next monthly board meeting.

Email addresses for faculty and staff are available on the school's website: barabooCCS.com

CURRICULUM

The textbooks used at CCS are chosen prayerfully and carefully from various publishers based on quality, content, and results. CCS has a strong academic emphasis. We believe that development of spiritual character and academic excellence can be achieved simultaneously. We believe that when proper emphasis is given to character development, academic performance follows. Though we will maintain a high standard of academic achievement, we recognize that all students have been given different gifts and talents. We will provide instruction for those needing special attention in certain subjects to the degree that we can adequately meet their needs. Though we believe the quality of the faculty is more important than the size of the class, we will maintain a teacher-pupil ratio in keeping with classical educational philosophy. CCS stands unashamedly upon the Scriptures of the Old and New Testaments as the inspired, authoritative, and inerrant Word of God. This Word of God is the foundation for all of our activities, including curriculum design. As the “light to our path,” study of the Scriptures is of utmost importance.

- CCS teaches reading by the phonics method (contra sight reading).
- Generally, the Fountas and Pinnell system is used for leveling books and assessing students.
- Handwriting is taught to insure legible, neat work.
- Language study emphasizes that students must learn and use proper rules of grammar in order to communicate their thoughts effectively.
- Mathematics is taught in order that the students may understand more of God’s orderly world.
- Science (from a creationist perspective) teaches students to analyze and appreciate God’s creation.
- History presents our society and the institutions in it as the work of God and as under His control.
- Foreign language is taught so students can appreciate other cultures along with their own in order to proclaim the gospel of Jesus Christ.

DISCIPLINE

The exercise of discipline is highly important and necessary. In its proper usage, discipline maintains the glory of God, the purity of his Church, and the keeping and reclaiming of disobedient sinners. The goals of disciplinary penalties are the rebuke of offenses, the removal of scandal, the upholding of the honor of Christ, the promotion of purity, the edification of His people, and the spiritual good of the offenders (I Timothy 4:7). Remember that attendance at CCS is a privilege, not a right. Any student whose conduct or attitude in or out of school shows him to be in opposition to the basic principles and purposes of the school will risk dismissal.

Discipline is primarily a parental responsibility. Parents are responsible to see that their children behave properly. Parents do not relinquish their responsibility to the school. Rather, the school supports the parents in their discipline. If the school and the home are not working together on discipline, the school’s discipline will be ineffective. While we employ various disciplinary methods, the responsibility for student compliance rests finally with the students and the parents, not with the school.

Types of Discipline

There are several types of discipline that the school may use, according to the nature of the offense. CCS does not administer corporal punishment. Each classroom teacher will file a Classroom Discipline plan with the administrator prior to the beginning of each school year. Within the following guidelines, individual teachers will handle discipline cases in their own way in harmony with their own methods and abilities. This could be any one of the different ways outlined below, as the teacher believes would be appropriate under the circumstances.

Verbal discipline - admonition, correction, warnings, and rebukes. Students will be reprimanded for their actions, shown Scriptural data relating to their misdeeds, and asked to repent. When an offense takes place in a public context, the teacher may choose to publicly correct the offense using verbal discipline.

Denial of privileges - students may lose certain privileges (such as recess) due to misbehavior.

Removal - the student may be sent out of the classroom (placed in the hall, for example) or otherwise removed from the rest of the class. This is often done for students who are seeking to gain attention by misbehavior, or who are distracted from doing their work by the presence of other students.

Probation (academic or behavioral) - Probation may be invoked when a student has serious academic, attitude, or behavior problems, to give the student an opportunity to correct his problem. It is instituted only after consultation and counseling with the student and parents, and lasts for up to nine weeks. Student activities may be limited during the probation period, and the student may be asked to relinquish all positions of trust and responsibility for the remainder of the year.

Suspension - If there is not improvement to a satisfactory level or if the offense warrants it, the student will be suspended from school for a period of time. Student activities are prohibited during a suspension period.

Expulsion - in cases in which the student is showing himself/herself to be antagonistic to school standards, and in which the student has not responded to other forms of discipline, the student will be expelled or asked to withdraw from the school. It may also be done in cases in which the student is having a decidedly negative influence on other students.

DIVORCE AND SEPARATION

Divorced and separated families are realities of contemporary life which affect the school's responsibilities to its students. The following policies have been adopted to assist CCS in situations where a non-custodial parent wishes to become involved in school-related activities of a student, or wishes to have contact with or take custody of the student while at school.

1. Ordinarily, CCS will not resist or interfere with a non-custodial parent's involvement in school-related affairs, or access to the student's records, unless CCS is presented with a court order or comparable legal document, which restricts such involvement or access. CCS will not otherwise "choose sides" between parents.
2. In such cases, the non-custodial parent may not take custody of a student or remove the student from CCS premises, unless they present either a written court order, or a written authorization signed by the custodial parent, which permits such custody.
3. If the actions of parent(s), custodial or non-custodial, become disruptive to the operations of the school, CCS has the right to restrict access by such parent(s), and to take other reasonably necessary action.
4. Concerning student activities which require parental consent, CCS will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.
5. Copies of school work, certificates, awards, progress reports, and report cards will be provided to the primary custodial parent only. Parents who have been awarded joint custody of their student must identify a primary custodial parent as the single point of contact for the school. The school cannot bear the duplication and distribution burden for divorced or separated families. It is expected that the custodial and non-custodial parents make their own arrangements for the distribution of school materials.

DRESS CODE

There are many benefits to a school dress code:

- It contributes to an academic atmosphere and a culture of learning.
- It reduces social barriers among students and families.
- It eliminates distractions and improves behavior.
- It is a convenience for parents as they shop for clothing.
- It presents a professional image to the public.

As an institution, CCS recognizes the difference between the moral mandates of Scripture, which are binding on all Christians in all times and places, and the self-imposed rules that a Christian institution may choose to adopt for the sake of a disciplined and orderly environment. Great care is required in creating and enforcing such rules, since we

never want to convey the falsehood that to be a Christian, one must follow the artificial rules of a given institution. With these understandings, CCS has chosen to adopt the following dress code.

General Principles

1. Students are to be within dress code during all regular school days. The embroidered school logo must be visible on the outermost layer of clothing that is worn within the building.
2. All clothing should be neat, clean, and in good repair; no rips, holes, or tears. Clothing must provide modest coverage and fit appropriately. Undergarments must not be visible.
3. All clothing should be weather- and temperature-appropriate.
4. All shoes must be non-marking. For safety reasons, no flip-flops, sandals, or open-toe style shoes are allowed. Shoe heels should be less than 2 inches. If worn for class, boots must not be outdoor-type snow- or rain-boots. Boots should be neutrally colored and conservative in style.
5. Hats are not to be worn within classrooms during instructional times.
6. Hair coloring and cuts should be neat, clean, and age appropriate. Coloring or bleaching should be natural colors only.
7. Male students with facial hair should maintain a neat and groomed appearance.
8. Boys may wear traditional men's jewelry such as rings, necklaces, wristbands, and wristwatches. Ear and facial jewelry for boys are not allowed.
9. Girls may wear traditional women's jewelry such as rings, necklaces, bracelets, wristwatches, and earrings. Gauges and facial jewelry are not allowed.
10. Skirts and dresses should be knee-length when seated. Shorts are to be mid-thigh.
11. Field trips and other special events: in general, a royal blue polo with logo and khaki bottoms are required for all students. Certain events may have different requirements.
12. Christmas program:
 - 4K: red or green tops and khaki bottoms.
 - K-8: red or green logo tops and khaki bottoms.

Dress Code Requirements

All students K-12

- Neutral colored (khaki, navy, black, brown, grey, or tan) pants, shorts, or capri pants. No blue jeans.
- Neutral colored (khaki, navy, black, brown, grey, or tan) skirts.
- Solid-colored long- or short-sleeved dress with the school logo.
- Optional tights or leggings in neutral solid colors (khaki, navy, black, brown, grey, or tan). No fishnet stockings.
- Solid-colored long- or short-sleeved polos with the school logo.
- Optional solid-colored top layer vest, cardigan, sweater, or sweatshirt with the school logo.
- In addition to the requirements listed here, high school students (9-12) may also wear solid-colored long- or short-sleeved oxford shirts with logo.

Physical education uniform requirements for middle (5-8) and high school (9-12) students:

- Blue, black, grey, or navy t-shirt with logo.
- Blue, black, grey, or navy gym shorts or sweatpants.
- Optional pull-over or zip-front sweatshirt.
- Athletic socks.
- Non-marking, close-toed athletic shoes.

Outdoor clothing guidelines for students 4K through 4th grade:

- If the temperature is less than 10 degrees, or less than 0 degrees wind chill, recess will be inside.
- If there is snow on the grass, students must have a jacket, hat, gloves, snow pants, and boots in order to play in the snow. Without snow pants or boots they may play on the blacktop.
- If the temperature is 35 degrees or below, students must have a winter jacket, hat, and gloves to play outside.
- If the temperature is 36-45 degrees, students must have a jacket to play outside.
- If the temperature is 46-50 degrees, students must have long sleeves to play outside.
- If the temperature is above 50 degrees, students may wear short sleeves outside.
- If there is heavy rain, recess will be inside.
- If there is light rain, recess may be outside. Students should wear a jacket.

These are guidelines only, and the supervising teacher(s) may make exceptions.

Dress Code Violations

Students will be observed as they arrive at school each morning. Staff will work alongside students to correct any violations immediately if possible. If it is not possible to correct the violation immediately, the student's parent will be notified. If a parent is not able to bring proper attire to school within a reasonable amount of time, the student may be removed from class in the event the attire is immodest or disruptive. It is expected that parents take the initiative for correcting clothing issues. This includes purchasing the correct uniform items, replacing worn or soiled items, and instructing their children to respect the dress code.

DRIVERS, STUDENTS

Permission for a student to bring a vehicle onto school property is conditional upon written consent to search the vehicle and all containers inside the vehicle. This will be done by the administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectations of privacy in any vehicle or in the contents of a vehicle operated or parked on school property. Student drivers must park their cars in designated student parking area. All vehicles must possess a valid Student Parking permit. Permits are transferrable to another vehicle owned or being borrowed by the owner of the permit. The driver will be responsible for the behavior of any persons transported in the vehicle while it is on school property. This includes the time the car is parked. Vehicles must be operated in a safe manner at all times. No one is allowed to ride on or outside of any vehicle, including pick-up trucks; the penalty for such will be revocation of the parking permit. Vehicles without a valid Student Parking permit may be towed at owner's expense.

VIOLATIONS FOR VEHICLES WITH PARKING PERMITS:

1. First Offense: \$10 Parking Ticket paid to CCS within five school days or permit will be revoked.
2. Second Offense: \$20 Parking Ticket paid to CCS within five school days or permit will be revoked.
3. Third Offense: Parking Permit is revoked.

DROP-OFF / PICK-UP

Drop-off and pick-up does not need to be a complex process as we move students in and out of vehicles in the safest and most efficient manner possible. Parents are to enter the drive using the east entrance to the parking lot and exit out the west exit. They should form a single line and pull up to the front door as the vehicles progress. If there is a need to come inside or to talk with another parent, drivers should park. Parents are encouraged to carpool with other families, and to use the busing service. Drop-off and pick-up times are as follows:

	Drop-off/Pick-up Point	Drop-off time	Pick-up time
Bus students	Main Entrance – Door A	7:45 – 7:50 am	3:05 pm
Private vehicle students	Main Entrance – Door A	7:45 am – 8:00 am	3:00 – 3:10 pm

Immediately after school, all students must leave the campus. No students are allowed to be on campus unsupervised. Unsupervised students will be supervised by a staff member. Parents will be charged \$1 per every minute of staff time required to supervise their child after school. This fee will be due immediately.

It is extremely important that parents do not hinder student safety or building security by using other entrances. All parents must follow the drop-off and pick-up procedures as established by the school. Those that disrupt the process may be asked to meet with the administrator.

EATING

Each student is expected to bring a sack lunch daily or purchase hot lunch from the school. We encourage parents to give their student a wholesome variety of foods in his lunchbox and plan so that he will receive the necessary diet for proper growth and activity. There may be a snack break in the mid-morning depending on your child's classroom procedure. Eating or drinking during class is not allowed (except for water). Students are responsible for the proper disposal of litter.

Hot lunches are available on certain days. Lunch menus will be sent out each Monday for the subsequent week. Lunch reservations for hot lunches must be placed by Wednesday for the following week. Hot lunches are purchased through the school office.

CCS does not provide refrigeration for students, and are unable to heat food brought from home. Should you desire to provide your student with a hot meal at lunch time, please send that food in a thermos-type container.

ELECTRONIC DEVICES

At CCS, no electronic devices other than calculators, e-readers, and laptop computers are allowed. Please check with your child's classroom teacher for his policy on the use of calculators, e-readers, and laptop computers. Mobile phones, DVD players, MP3 players, electronic games, and the like are not allowed in classrooms. All electronic devices must be checked in at the school office at the beginning of each school day. If an electronic device is seen or heard it will be confiscated until the end of the day. For repeat offenders, the parents will be asked to retrieve the electronic device from the school office. Under no circumstances may a student use a cell phone during school hours. All electronic devices on campus are subject to inspection to include stored messages, music, pictures, video, and contact information.

FIELD TRIPS

Costs for field trips are not covered in tuition. Every effort is made to keep the cost of field trips to a minimum whenever possible. All students will be required to stay a full school day after returning from a field trip. Field trip days are considered full academic school days and will depart promptly at the appointed time. Students who are late and miss the field trip departure may be given an unexcused absence for the day. Students who are excessively absent or under academic or behavioral probation may be excluded from field trips. For all field trips, all students

will wear a royal blue polo with logo and khaki pants unless otherwise specified by the classroom teacher. Unless approved by the teacher, no electronic devices are allowed on field trips.

Field trips are scheduled as early as possible to allow parents to make necessary arrangements. Parents are strongly encouraged to support these trips. They have proven to be an excellent learning experience and growth opportunity for students. As advanced planning is required for field trips, parents will be asked to commit early. Initial payments are usually collected well in advance of the trip.

Half day service projects are school days and attendance is required. Absences on these days will require makeup work of four outside volunteer service hours.

Chaperones and Drivers

We encourage and rely on parent volunteers for chaperones and transportation. Parents who serve in these capacities must make other arrangements for their other children. It is important that our chaperones and drivers are not distracted by the needs of other siblings. Background checks are required of all chaperones and drivers. To avoid confusion, when parents are participating on a field trip or visiting the classroom, the teacher remains in charge of student discipline.

Chaperone Expectations:

1. Chaperones are to take responsibility for the students assigned to them. Be safety conscious at all times; and ensure appropriate levels of supervision and safety. We are committed to the health and safety of every student; physically, mentally, and spiritually.
2. Emulate a spirit of glorifying God in your speech, attitude, and attire, realizing that you are a spiritual leader and example to students.
3. Submit to the authority of the trip leader.
4. Receive a safety and responsibility briefing from the trip leader prior to departure.

Driver Expectations:

1. Have a copy of your driver's license and proof of insurance on file with the office.
2. Drivers must be at least 21 years of age.
3. Drivers must submit to a basic background check.
4. While on the field trip, take responsibility for the students assigned to you. Consider safety as paramount.
5. Be on time.
6. Ask for specific written directions or utilize a GPS; do not assume you know where you are going.
7. Be certain that all students in the vehicle are buckled up individually in seat belts. Students who are less than 8 years of age and less than 80 pounds in weight and less than 57 inches in height are required to use a booster seat for all vehicle transportation, school buses excepted. In other words, if they meet or exceed any single one of those three criteria, a booster seat is not required.
8. Observe posted speed limits at all times.
9. On rare occasions, driving back to CCS may become impossible, due to illness or an auto breakdown. Use the driver buddy system to be sure all drivers leave the field trip location and return to the school safely. If necessary, enlist another approved driver with available seat belts to transport students to the school.

FINANCIAL INFORMATION

Tuition Accounts

Tuition can be paid in the following manner:

- **Payment in full:** A \$100 discount will be given for tuition accounts that are paid in full by the day of Parent Orientation.
- **Monthly payments:** CCS also offers a monthly payment plan. After the initial payment (family registration, books fees, and 10% of tuition), the remaining tuition will be divided by nine months and billed monthly.

If at any time a tuition account becomes delinquent by 45 days, parents will be notified that their student(s) will not be allowed to return to school until all financial responsibilities have been met or satisfactory arrangements have been made with the school administration.

Early Withdrawal

If a student is withdrawn before the school year is completed, tuition may be due through the end of the current semester. Tuition payments are not prorated for illness, suspension, or expulsion. Students are considered officially withdrawn from CCS only when a withdrawal form is completed and received by the school office.

Returned Checks

There will be a \$25 charge for all checks returned by the bank for insufficient funds.

FIRST AID

Also see “ILLNESS.” CCS is blessed to have an infirmary room specifically for the use of illness and first-aid issues. The school maintains sufficient first aid medical supplies to treat most minor injuries. However, 911 may be called for any injuries that go beyond simple cuts, scrapes, and bruises. A Medical Emergency Authorization Form is maintained for each student. It lists emergency phone numbers, medical preferences, and any treatment precautions or restrictions. The parental guidance on this form is reviewed prior to any treatment. Please be sure to completely and accurately complete this form. Parents are immediately contacted when a medically-related incident occurs, and the event is documented.

GRADING

Students will be evaluated by the teacher and a report will be sent to parents at the end of each grading period concerning their child’s competency and performance. Mid-term reports are also provided for each student. Final report cards will be sent home soon after school is out. Evaluation is a necessary part of life. God constantly evaluates our work. Among men, superiors evaluate those under them. In the context of education, evaluation has several purposes:

- It acts as an incentive against our sinful nature to be lazy.
- It is a measure of how much material has been mastered.
- It is a measure of the effectiveness of the teacher in communicating the material.

CCS Grading Scale

Letter Grade	Percentage	4.0 Scale
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
F	Below 65	0.0

The letter grades represent the following definitions of achievement:

- **A** Outstanding achievement, has mastered all of the goals of the course.
- **B** Above average, has mastered all of the basic and most of the higher-level goals of the course.
- **C** Average achievement, has attained the basic goals of the course.
- **D** Below average, has attained a minimum number of the basic requirements of the course.
- **F** Unsatisfactory achievement, has not attained the minimum basic requirements of the course (failure).
- **I** Incomplete, has not completed the requirements of the course.
- **WD** – Withdrew from a course. Will not be counted as a grade.

4K and Kindergarten students receive grades as follows:

- E** Exceeds expectations (equivalent to letter grade A)
- S** Satisfactory (equivalent to letter grade B)
- I** Improving (equivalent to letter grade C)
- N** Needs improvement (equivalent to letter grade D and below)

Honor Roll Standards:

- **K:** All S or higher with at least three E's.
- **1st-5th:** For courses with percentage grades, all As (90+) or higher. For courses with conduct grades, all S or higher.
- **6th-12th:** All As (90+).

GRADUATION

A student is eligible for graduation from CCS if he has been enrolled in CCS's high school program and has earned high school credits required for graduation as follows:

- At least 4 credits of English including writing composition.
- At least 3 credits of social studies including state and local government.
- At least 3 credits of mathematics.
- At least 3 credits of science.
- At least 1.5 credits of physical education.
- At least 0.5 credits of health education within grades 7-12.
- At least 26 total credits. Elective courses will be necessary to meet this minimum.

Any high school student who transfers into CCS, or who takes courses from another institution while enrolled at CCS will be granted credits for educational progress based upon equivalency of requirements. The school reserves the right to evaluate appropriate placement and acceptance of credits. Transfer credits must be submitted by official transcript from an accredited institution. A maximum of 13 transfer credits can apply to graduation requirements.

As of August 2016, each high school student must complete ten hours of outside volunteer service per year to be eligible for a CCS high school diploma. Community service that has been organized by CCS during school hours (e.g. half day service projects) does not count toward the required ten hours. High school volunteer service hours should be carefully recorded and submitted to the school office in a handwritten note or email.

Two consecutive years (2 credits total) of a foreign language are also recommended for all high school students, especially those that intend to further their studies in higher education.

HARASSMENT

CCS intends to provide teachers and students an environment that is free of offensive social behavior. Intentional or unintentional harassment that subjects another person to unwanted attention, comments, bullying, or actions because of race, national origin, age, sex, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with respect because they are made in the image of God and have a common heritage in Jesus. These are the features of the policy:

- We do not condone or allow harassment of others by teachers, administrators, support staff, students, or other persons present in our facilities.
- Any student who believes he or she has been subjected to harassment should report it immediately to an appropriate teacher or the administrator. Each report will be given serious consideration and investigated thoroughly.
- Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or a person who may be unjustly accused.
- Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of immediate termination of employment (for employees) or immediate expulsion (for students).

HOMEWORK

Philosophy

CCS strives to reach a reasonable balance between class work and homework. On the one hand, we know that our role is one of assisting parents, and so we do not desire to jeopardize family time. On the other hand, our desire for academic excellence means that a certain amount of homework is inevitable. To maintain high academic standards, students need to spend time on studies outside of class. This becomes increasingly the case as the students move from elementary school to middle school and then on to high school.

Some schools give time guidelines for homework (for example, “third graders will have one hour of homework a night”). We do not do such, because there are many variables which affect how long an assignment might take. This is particularly so in our situation, where teachers do not assign busywork, but emphasize longer-term projects, tests, etc. What takes one student 45 minutes might take another student two hours. The emphasis we have is not on the time spent on homework, but on the results achieved.

Students are held responsible for doing their homework, getting papers signed, etc. They may be disciplined for repeated lack of responsibility. The Bible teaches us “he who is faithful in little is faithful also in much” (Luke 16:10). If a student is held responsible for smaller things such as homework and getting papers signed, they will learn to have responsibility for major things such as research papers. If we begin when students are young, expecting them to carry out little responsibilities faithfully, they will learn to finish the tasks given to them when they are older.

Each classroom teacher has a Classroom Homework Policy on file with the administrator. If you have questions or concerns about the amount or type of homework your student is receiving, please speak with your student’s classroom teacher first. If the situation cannot be resolved in this manner, a meeting can be scheduled between the parents, the classroom teacher, and the administrator.

Daily Assignments

Students are expected to record daily assignments in their student planners, and parents are asked to review their student’s daily planners each night.

Generally, daily homework is reduced on Wednesdays. This is to avoid interfering with Wednesday night church activities. However, exceptions are made for certain subjects such as math and foreign language due to the repetitive practice necessary for mastery.

Recommendations

Parents can help with homework in these ways:

- Check to see if your child has homework each night by checking the student planner.
- Provide a quiet, well-lit location for homework, free from distractions.
- The hours reserved for study should be planned, written out, and consistently observed.
- Be sure all necessary tools and materials for work are available, including paper, pen or pencil, rulers, books, compasses, protractors, crayons, and other helps.
- Plan for regular 5-minute breaks in the study time to do something stimulating every 30 to 60 minutes.
- Emphasize learning and appreciation, not marks or grades. Reading and studying are as important as written assignments.
- Go over the child’s homework after he has done it, and help him to correct mistakes.
- If you think the homework load is excessive, please contact your student’s classroom teacher.
- If something unforeseen arises, and your child is not able to finish his homework, send a signed note explaining the situation to the teacher the next day. This may or may not be excused, at the discretion of the teacher.

HOURS OF OPERATION

7:30 a.m.	Staff/faculty prayer.
7:45 a.m.	Students may begin entering the school building.
8:00 a.m.	Classes begin.
8:05 – 8:15 a.m.	Morning assembly.
3:00 p.m.	Classes end and students are dismissed.

Individual classroom schedules will be distributed by each classroom teacher the first week of school.

ILLNESS

CCS students must come to school in good health in order to actively participate in the CCS academic program. If a student is not feeling well enough to participate in all activities, including outdoor recess and physical education, they should not attend school. Please keep your student home if he or she appears ill. Please call or email the school office as soon as possible to report an absence due to illness. A parent may request to pick up their student's missed work at the time they report their child absent.

If a student should become ill during the day, he should report such illness to a teacher. The student may be sent to the school office for an assessment. The student's parents will then be contacted to provide transportation or release the student from school if determined necessary by the school staff. Under no conditions should a student leave the building because of illness without the permission of the teacher or staff member. In cases of emergency, transportation will be provided, if necessary, to take the student to the hospital.

A student that has a fever or has vomited at school or who is unable to fully participate in the academic program may not attend school. A parent will be asked to remove the student from school as soon as possible. Although staff may take a student's temperature, the school does not use a particular temperature as a decision point. Student's reactions to fevers vary. The school will typically err on the conservative side. Students should be kept at home for at least 24 hours after running a fever or vomiting. If they run a fever during the school day, they will not be permitted to return to class until fever-free for a 24 hour period without the use of medication.

Communicable Disease Policies

Students enrolled in CCS or who seek to enroll in CCS who are diagnosed to be carrying any serious and continuing communicable or potentially lethal disease, shall be denied admission, dismissed from the school, or excluded indefinitely from classes. They will not be permitted to enroll or reenroll until they have been diagnosed by a Medical Doctor (MD) as no longer carrying the communicable disease. A student absent due to a contagious disease must be confirmed non-contagious before returning to classes. The following guidelines apply:

1. Chicken Pox – Exclude 7 days, or have a doctor's permit to reenter school after all lesions have crusted over.
2. Diphtheria – Have doctor's permit to reenter school after 2 negative cultures are obtained.
3. Impetigo – Have doctor's permit to reenter school after at least 24 hours of antibiotics.
4. Head Lice – Exclude until free of lice and nits.
5. Measles – Have doctor's permit to reenter school, or until rash is gone (at least five days after start of rash)
6. German Measles – Exclude 7 days after the rash appears.
7. Meningitis (Epidemic Type) – Have doctor's permit to reenter school. Family contacts are not to return to school without doctor's permit.
8. Mononucleosis – Have doctor's permit to reenter school, or exclude until free of symptoms and is no longer too fatigued to participate in school activities.
9. Mumps – Have doctor's permit to reenter school, or wait until all swelling is gone.
10. Pink Eye – Have doctor's permit to reenter school, or until eyes are clear. Bacterial conjunctivitis requires antibiotic treatment for 24 hours.
11. Ringworm of the Scalp – May attend school with doctor's permit following prescribed treatment and must have ringworm covered by cap. Once treatment begins, ringworm on scalp requires oral medications.

12. Ringworm of the Skin — May attend school with doctor's permit following prescribed treatment and must have area covered.
13. Streptococcal infections (Strep Throat and Scarlet Fever) — Have doctor's permit to reenter school after at least 24 hours of antibiotic treatment and no more fever for 24 hours without medication.
14. Staph Infections — Have doctor's permit to reenter school until free of symptoms. Exclude from high risk activities, such as contact sports, until completely healed.
15. Tuberculosis — Have doctor's permit to reenter school.
16. Whooping Cough — Have doctor's permit to reenter school after appropriate antibiotic treatment for 5 days.

LEAVING SCHOOL AND CLASS

Any student who wishes to be dismissed from class for any reason must receive permission from the teacher. Parents who wish to take their child out of class must sign them out in the front office. Office personnel will then call the teacher to have the student released. Students will not be allowed to leave the school grounds without parent approval.

LIBRARY

The library is critically important to an excellent education, and is there to be used. A complete education cannot be obtained unless one utilizes a wide variety of books and other printed and electronic materials. Each class has a regular library visitation time. Information regarding checkout policies, over-due book policies and family use of the library is posted. **NOTE:** Final report cards, transcripts or other school records may not be released until all outstanding library fines, overdue books and/or lost or damaged fees are resolved.

LOCKERS

Hallway lockers are provided for high school students to store school items. Stickers and markings will not be allowed on any surfaces. Magnetic items are not allowed on exterior surfaces. The school has the legal authority to open and search lockers at any time. Students must respect the contents and privacy of other student lockers. Any unauthorized entry or tampering will be cause for immediate suspension.

LOST AND FOUND

Students are encouraged to mark all personal items brought to school. Items misplaced (lost) at school are placed in Lost and Found which is kept at the school office. After a period of time, lost and found materials are disposed.

MASTERING THE STUDIES

A large part of your student's time will be spent in mastering his studies. They will be working in the classroom, in study periods, and doing homework assignments. Your student's studies will add to his knowledge about God, God's world, and the people in it. They will improve their skill in communicating with others. They will learn to speak and write effectively.

The very process of learning helps them to understand their relationship to God and others, as well as an understanding of themselves. They will learn to understand why people behave as they do, what people are striving for, and how they reach goals.

How does your student think about studying and learning in general? Do they want to earn good grades merely for the sake of grades, or are they really interested in learning, in gaining knowledge, in becoming an educated person, and in glorifying God? Students will enjoy some courses better than others, but there are valuable things they will learn from all courses. Parents should help their students develop a positive attitude and self-determination to learn as much as possible. It is in the home where they develop a love for learning. Learning how to learn and developing a love for learning will go a long way toward a successful education and a productive life.

MEDIA RECORDING

To protect other families' privacy, photo, video, and audio recording of students is prohibited on campus, with the exception of certain extracurricular events, such as the Christmas Concert and Graduations. Permission from the administrator is required for all other media recording, such as at recess or field trips.

MEDIA SUBMISSIONS AND PUBLICATIONS

All submissions to outside publications (such as newspapers, facebook, etc.) must be approved by the administrator.

MEDICATION

We encourage you to schedule your student's medication so that it may be given at home under your direct supervision. However, we realize that this is not always possible; therefore, prescription and over-the-counter medicines are dispensed at CCS with parental consent if they are in a prescription bottle with a prescription label, accompanied by a specific time for administration, and a completed Medication Authorization Form. All medications are kept locked in a medical cabinet within the school office area.

MESSAGES

Please *write* or *email* any messages to the teacher, administrative assistant, or administrator. Do not expect your student to carry a verbal message; he may forget it, or get it confused. Writing notes is the most effective way to be sure your message is received properly.

OFFICE USE BY STUDENTS

Students are not permitted in the school office, teacher's lounge, teacher work room, or administrator's office at any time unless accompanied by a staff member. The office telephones and copier are for school business only. Students will only be allowed to use telephones in case of emergency.

PARENTAL SUPPORT

Parental support is an essential part of the educational process. If, at the discretion of the administration and CCS school board, a parent has failed to support the school or the doctrines articulated in the school's Statement of Faith, the administration and school board reserve the right to deny that student continued enrollment at the school.

The staff desires a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they are to notify their child's teacher. An effort will be made to resolve any differences and maintain excellent communication between parents and staff.

PARKING

Parking is normally available in marked parking spots. Please do not park directly in front of the school, or along the inner loop, as these areas must remain open as fire lanes.

PHYSICAL EDUCATION

Physical education classes are conducted weekly for elementary through high school students. Beginning in sixth grade, all students are required to wear the a PhyEd Uniform described in the DRESS CODE section of this handbook. All students will participate in PhyEd, unless they have a written excuse from home for medical reasons. Students are not excused from PhyEd simply because they say they don't feel good, because they are sore, or because it is cold. Be sure to dress your child warmly in cold weather, as they may go outside for recess and PhyEd unless the temperature is unsafe.

PICTURES

Individual student pictures are taken in the fall of each school year. Please see the school calendar for this year's school picture date. Pictures are used to update student records, create student ID cards, and are sold to families in predefined packages. A retake session will be scheduled.

PROBATION

Academic

Any student whose GPA falls below 2.00, or receives one or more Fs in any subject on a report card, may be placed on Academic Probation for the following quarter.

Students on Academic Probation will meet weekly with their teacher to discuss the academic issues involved. The teacher will...

- speak with the student about any spiritual issues that might be involved;
- help him understand the need for change;
- help the student develop a schedule to keep up with assignments; and
- pray for and with the student.

Teachers will review the student's progress and ensure that notes are being taken properly, notebooks are in order, and the student understands the material covered. If it becomes evident that a student will not, or cannot, become successful in this educational setting, a meeting will be held with the teacher, the parents, the student, and the administrator to discuss other options.

Behavioral

A student may be placed on Behavioral Probation for any instance of behavior which is dangerous to any other person while under school control, or for a pattern of irresponsible behavior which reflects an attitude of hardheartedness and unrepentance. Behavioral Probation will normally last for a nine week period but may be shortened or lengthened at the discretion of the administrator. Further offenses during the probationary period will result in an escalation of consequences such as suspensions and/or expulsion.

Students on Behavioral Probation will meet weekly with their teacher to discuss the spiritual issues involved. The teacher will...

- speak with the student about any spiritual issues that might be involved;
- help him understand the need for change;
- assign spiritual homework to reinforce Scriptural applications;
- come up with practical methods to help the student put off his behavioral issues and put on holiness (this will need to be tailored to the specific issues of each student, and will provide a basis for improvement); and
- pray for and with the student.

PROMOTION AND RETENTION

Grade promotion and retention for primary students (K-8)

In kindergarten through eighth grade, students will be promoted to the next grade if, in the judgment of the teacher and the administrator, in consultation with the parents, the student will be able to handle the work and has reached the maturity level expected for the next grade.

Primary students that fail one or two subjects in a school year shall be allowed to advance to the next grade level, but may be required to repeat the failed subjects until demonstrated achievement of the failed subjects' course goals.

If a student fails three or more subjects in a school year, he shall not advance to the next grade level, and will be required to repeat the failed subjects until demonstrated achievement of the failed subjects' course goals.

If a student fails two or more quarters of a course, the entire course is considered failed, and the student will be required to repeat the failed subjects until demonstrated achievement of the failed subjects' course goals.

A student that displays remarkable achievement and who demonstrates the capacity and ability for extra advancement may be promoted greater than one grade level for any subjects recommended by the faculty member and the administrator.

Course failure and fulfillment for high school students (9–12)

High school students that fail a course will receive the appropriate mark on their transcript recording the failure which will be included in the calculation of their grade point average (GPA).

To graduate, high school students shall be required to repeat any failed courses which are required for graduation until a passing grade is earned.

RE-ENROLLMENT

Re-enrollment each year occurs during the month of March. The process is not complete until a Registration form is completed and turned into the office, accompanied by the \$100 family registration fee. Once the re-enrollment period is over (end of March), open enrollment begins and priority can no longer be given to returning families.

SCHOOL CLOSING, SEVERE WEATHER

If the school needs to close or delay opening for inclement weather, families will be notified by email. You may also check the school's website and facebook page where we will post the same information. Additionally, we will be listed on Channel3000, WKOW27, and NBC15. Any decisions will be made by 6:30 am; if there is no announcement by 6:30 am, school will be open in the morning as usual. While CCS generally follows the Baraboo School District regarding cancellations/delays, be aware that CCS does not always follow their decisions.

In case of severe weather during the school day, students will remain at school until they are dismissed. In the event of a tornado, it is safer for students to remain at school than to be picked up and transported.

Please do *not* call the school during severe weather, as it is critical to have the phone lines open in case of an emergency, and answering the phones takes personnel away from their primary job to supervise students and watch the weather situation. Should it be determined in the best interest of students and staff to dismiss students early, CCS will notify parents via email, website, and facebook. A staff member will remain at school until all students have been picked up by a parent or legal guardian.

STUDENT CONDUCT

I Timothy 4:12 exhorts, "Let no man despise your youth; but be an example of the believers in word, in conduct, in love, in spirit, in faith, in purity." CCS believes that conduct is the visible testimony given by each student. Being a part of the CCS family is a privilege, and with this privilege comes certain responsibilities. All students must be treated with dignity and respect, free of threats or harassment.

To educate students to discipline their own lives, rules and guidelines have been established. Students are expected to conduct themselves in accord with these established standards and guidelines, and exhibit a positive attitude which is in harmony with the spirit and purposes of the school. Any organized, functioning group in society must operate within some system of rules if it is to function in an orderly manner. An orderly, disciplined, and wholesome environment is a great aid to learning and enables the student to develop good character and to be happy and content.

1. Students must exhibit cheerful obedience to authority (parents, teachers, etc.) and school regulations, even when the person in authority is not immediately present. Such obedience should be willing and immediate, and is to extend to any member of the school staff, even if that person is not the student's own teacher.
2. Students should develop responsibility in doing assigned and expected tasks such as homework.

3. Conversations held within the classroom and on the campus are not to infringe on the rights of others, and they are to relate constructively to the time and place. Within class discussion a student may speak when he has been properly recognized by the teacher. At other times he should remain quiet, attentively and respectfully listening to the contributions of others. Conversations, private or public, are expected to be positive, constructive, and respectful. Foul, dirty, or suggestive language, drawings, stories, gossip, the misuse of God's name or spiritually meaningful terms, suggestive sign language, degrading names, put-downs and insults are examples of conduct which are unacceptable at CCS and are causes for immediate disciplinary action. This policy includes electronic and digital communications.
4. All property, personal or other, is to be treated with due respect. Damaged or destroyed property belonging to others is to be replaced by the students responsible. Each student is personally responsible for cleaning up after using a table or study area. Any books or other materials left behind in classrooms may be discarded and it will be the student's responsibility to replace any lost items.
5. Tobacco, alcohol, and illegal drugs in any form are not allowed at school or school functions. Possession of these substances on campus or at school functions is cause for immediate suspension and/or expulsion. Likewise, misusing substances such as nail polish, paint, or any other substance in an attempt to become intoxicated is cause for immediate suspension and/or expulsion.
6. No note passing between students (whether on paper, by email, or any other electronic device) is permitted during class.
7. Internet usage is a privilege that will be removed if abused. Any student caught trying to access websites with inappropriate material will be subject to loss of all internet privileges and suspension from school.
8. Because the gym lights are controlled by breaker switches on an electrical panel, students 4th grade and younger should not turn the gym lights on or off.
9. Weapons are not allowed on school grounds or at school-sponsored events. The term "weapons" includes, but is not limited to rifles, shotguns, handguns, pellet guns, airsoft guns, BB guns, paintball guns, bow and arrows, stun-guns, blank pistols, knives (including Bowie, switchblade, pocket, hunting), razors, pepper spray, chemical defensive devices, martial arts devices, or other items which school staff could reasonably conclude as being a violation of the intent of this restriction. Students shall not have any explosive device, including bullets, other ammunition, fireworks, smoke bombs, paint bombs, paint balls, or any item which gives the appearance of these. Possession of weapons on school grounds or at school-sponsored events is grounds for immediate suspension and/or expulsion.
10. Cheating in any form is not tolerated at CCS. This includes plagiarism. See "CHEATING."
11. In order to best promote the goals and purposes of the school, students are asked to leave all games, non-educational magazines, questionable books, matches, lighters, and squirt guns at home. If the above items are found on school premises, the school reserves the right to keep the item until the end of the school year. Also see "ELECTRONIC DEVICES."
12. Each student is expected to come to class prepared. This includes bringing the correct books and materials to school/class, completing assigned homework and projects on time, and participating in class discussions. Unless coordinated with the teacher, late assignments will normally result in a score reduction.
13. Students should be above reproach in their relationships in and out of school. This is particularly important between boy-girl relationships. Public displays of affection are not allowed anywhere on campus. Couples are not permitted to be alone in an unobserved location. Any infraction of these policies will result in a conference with the students and parents involved. Appropriate disciplinary action may result.
14. In accordance with the Statement of Faith and in adherence to the biblical sexual ethic, no immoral act or identifying statements concerning fornication, adultery or pornography will be tolerated. Such behavior will constitute grounds for expulsion. In addition, no unnecessary bodily contact, whether it is affectionate, playful, or hostile, is acceptable while at school. Such bodily contact, which may seem harmless, tends to detract from the development of proper relationships and a constructive educational atmosphere. For the purposes of this handbook, an Immoral Act is defined as "bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for satisfying sexual desires and bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral sexual act."

It should be remembered that the school not only hopes to contribute much to the student, but the student is expected to contribute much towards the school. A student may be dismissed or expelled from school or asked not to return the following year if he is out of harmony with the Statement of Faith, the spirit and culture of the school, or

the policies of the school whether on- or off-campus as determined in the sole discretion of the administration. Readmission following dismissal will be determined on a case-by-case basis.

STUDENT PLANNERS

Student planners are required for all students. These planners help us achieve our goal of assisting you with the education of your child. They provide a single, consistent place where student assignment, teacher/parent communication, and specific school information is documented and maintained. They train the students in solid organizational and time management practices. Your teacher will explain how he will use the planners to manage assignments and activities.

SUPPLIES

Supply lists will be published and distributed to parents. Teachers will also notify parents if any supplies need replenishing throughout the year. Students 3rd grade and older should have access to a computer with word processing software and a printer at home.

TECHNOLOGY

Overview

CCS offers students the privilege of internet access for educational purposes. Internet access is a privilege, and not a right. Internet access is to be used only for authorized educational activities, and breach of these policies may result in loss of access privileges. The school has the legal authority and technical ability to monitor all network traffic (such as site, date, time, and user). Students should assume that such surveillance is taking place at all times. In addition, no student is allowed internet access unless accompanied and supervised by an adult. However, regardless of safety measures employed by the school, the ultimate responsibility for avoiding inappropriate material resides with the student.

Rules

1. Internet access is provided to students for educational purposes only. Personal usage is not allowed.
2. Students should focus on the task at hand to avoid wasting time and other resources by becoming distracted by the wide variety of materials available.
3. Students must avoid inappropriate content, especially materials that are illegal, dangerous or offensive. Downloading and copying of copyrighted material (such as music or software) is stealing and illegal.
4. Students should also report to teachers any offensive content or abusive behavior directed at them.
5. Students should not reveal personal information about themselves or others including names, addresses, telephone numbers, or financial information.
6. Students should respect the privacy of others. Common courtesy and Christian values are to be observed.
7. Students should respect the expensive equipment provided for their use by not vandalizing, disrupting or harming equipment. They are not to change any configuration settings of any computer without approval.
8. Consequences will arise from inappropriate usage of the internet or equipment, such as the revocation of technology privileges.

TRANSCRIPTS

Official transcripts are available through the office. When requesting a transcript, please have the mailing address of the admissions office to which transcripts are to be sent. Allow five business days for the office to prepare the transcript. Transcripts are normally sent directly to the institution which requires the transcript.

VISITORS

CCS encourages parents and other citizens to visit the school. As a professional courtesy to the teacher, to minimize any potential disruption, and to avoid wasting your own time, please schedule classroom visits at least a day in advance with the office. Visits may be prohibited at certain times such as the first and last weeks of school, immediately before or after vacations or other breaks, and while standardized testing or other student assessments are being conducted. When you arrive, check in at the school office before going to the classroom. Visitors will be required to sign in and wear a badge at all times when on campus. Parents are encouraged to visit their students' classes often. However, please remember that the faculty and staff have classes to teach and other work to do. Please do not engage the teachers or staff in unnecessary conversation, especially when they are supervising or teaching students.

Student Visitors

Non-CCS students are not allowed to visit during the school day without prior written parental permission (both their own and the parents of the CCS student they wish to accompany), and the approval of the administrator. Any student who has been expelled from CCS will not be allowed on campus during regular school hours but may return for special events at the discretion of the administrator.

VOLUNTEER HOURS AND FEES

To run the school efficiently and to keep costs down, each family is required to contribute at least three volunteer hours each month. Families that fail to meet this requirement will be assessed a fee of \$25 per unfulfilled hour. To report your volunteer hours, please use the sign-in sheet at the entrance to the school, and/or email your volunteer hours to the administrative assistant. Weekend cleaning of the building does not count toward the three monthly volunteer hours.

WEBSITE

The school website is a great source of information and communication for students, parents, alumni, and the community at large. The website is a good way for parents to keep up with the myriad of activities, programs, and general information necessary for active participation in the life of the school. Frequent visits to the site are critical as we partner with you in the education of your children. The school website can be located at barabooCCS.com.