

COMMUNITY CHRISTIAN SCHOOL ELEMENTARY & MIDDLE SCHOOL HANDBOOK

www.communitychristianschool.com

Elementary Office: (405) 329-2500 Option 1, Middle School: Option 3

1.0 SCHOOL HISTORY

Community Christian School was incorporated as a school on June 17, 1986. It began as the result of the prayers of many parents and faculty members. CCS purchased property at 3002 Broce Drive. Classes began on September 2, 1986. In 1992, CCS purchased the remaining portion of the building. In 1995, CCS purchased 21 acres 2 miles north of our present campus and in the fall of 1997, our football facility was completed. In 2000, CCS began construction on an all-purpose facility and saw the facility completed in the summer of 2001. Additional property was purchased in 2012, and construction of the secondary facility began. Occupation of the secondary facility became a reality in March of 2014. God continues to provide all that is needed to maintain an excellent academic, spiritual, and moral education for our children.

2.0 MISSION STATEMENT

It is the aim and purpose of the Board, Administration and Staff of CCS to do the following:

1. Assist each student in identifying his relationship to God, stimulate him toward a personal commitment of his life to Jesus Christ, and guide him in Biblical values, morals, and the knowledge of God's Word.
2. Provide a thorough and sound academic program which will equip students to meet the opportunities for their generation.
3. Provide an atmosphere conducive to academic excellence, spiritual growth, and personal discipline.
4. Love, teach, and pray for students according to God's Word.
5. Minister to students of any race, color, denominational affiliation, national or ethnic origin.

3.0 STATEMENT OF FAITH

CCS does not subscribe to the doctrinal statement of any one church or denomination but does require that all teachers, administrators, and members of the Board subscribe to the following doctrinal statement:

1. I believe the Holy Bible to be the inspired and only infallible, authoritative, inerrant Word of God. (II Tim. 3:16, II Pet. 1:21)
2. I believe in the deity of our Lord Jesus Christ, in His virgin birth, and His sinless life, in His miracles, in His atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Is. 7:14, Matt. 2:23, John 11:25, John 14:1-3, Acts 1:11, 11:25, Heb. 4:14, 7:25-28; 9:12)
3. I believe that man is born in sin, but that God has provided redemption through His Son, Jesus. (Isaiah 53:6, Rom. 5:12, I Pet. 1:18-21)
4. I believe in the spiritual unity of believers in the Lord Jesus Christ. (Rom 8:9, I Cor. 12:12-13, Gal. 3:26-28)
5. I believe in the creation of man by the direct act of God. (Gen. 1:26-28, Gen 2:7, Gen. 5:1-2)
6. I believe that the only scriptural marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; I Cor. 7:10; Eph. 5:22-23)

Note: In order to comply with the requirements of the Asbestos Hazard Emergency Response Act (AHERA) of 1987, 40 CFR Part 763-Asbestos Containing Materials in Schools, Community Christian School has been inspected, and an Asbestos Management Plan has been developed outlining sampling analyses and response actions if necessary. The Management Plan is available for viewing in the Finance Office.

MUSIC POLICY

In conjunction with the mission statement of Community Christian School, the following policy has been adopted to partner with parents and church to develop students into Christ-centered servant leaders who are academically and spiritually prepared for college and life. Ephesians 4:29 says, "Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers." Romans 14:13 says "...but judge this rather, that no man put a stumbling block or an occasion to fall in his brother's way." Community Christian School is called to a higher standard than our fellow public schools and the music that is played or performed or utilized at any event should be considered as a representation of CCS. This music reflects our beliefs and values and should always seek to glorify God. Using the mission statement and the verses above as a guideline, all music played, performed, or utilized at CCS events should have lyrics that are uplifting and do not contain profanity, worldly, or sexual themes or have anything that contradicts the mission of the school. Songs that have a "clean" version should be avoided. The original musical performances should be by artists who are positive role models for our students and do not lead our students to follow impure lines of thought. Guest performers should have their selections approved prior to the performance to ensure that the guests are familiar with the expectations of our school. All music selections will be approved by the administration.

4.0 ADMISSIONS

4.1 CCS admissions policy does not discriminate against students based on race, color, national or ethnic origin. CCS will admit a student of any religious affiliation, provided the student abides by all CCS standards of discipline, dress, academic, and spiritual instruction.

4.2 CCS believes that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of sexual immorality; including homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's birth gender by surgery, appearance, or any other means. (Gen. 2:24; Gen. 19:5; Gen. 26:28-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4)

4.3 CCS expects parents to be supportive of all practices and policies, to cooperate respectfully with the authority of the administration and teachers, and to enable the child to cooperate fully with all programs and activities of CCS. CCS does not encourage parents to place students in CCS against their will. Students are admitted with the understanding that a student who cannot adjust to the program at CCS may need to find another school that is better able to meet the needs of that student. CCS reserves the right to deny admission to students when the student's academic or other records, references, or the initial interview and/or entrance examination results are unfavorable and indicate questionable success. **CCS RESERVES THE RIGHT TO REFUSE ENROLLMENT OR RE-ENROLLMENT TO ANY STUDENT WITHOUT CAUSE.**

CCS does not admit students who have been expelled from a previous school. A student may be dismissed or expelled from CCS or asked not to return the following year if he/she is out of harmony with the Statement of Faith, the spirit, or Policies of the school whether on or off property as determined in the sole discretion of the administration. Readmission considerations following dismissal will be determined on a case-by-case basis. ****Note: Any student failing two classes at the end of a semester may be refused re-enrollment for the upcoming semester.***

5.0 ENROLLMENT AND AUGUST REGISTRATION

5.1 Students are pre-enrolled at CCS upon completion of enrollment forms and entry testing (1st-7th grade) and payment of all enrollment and testing fees. A child's place is held in the class until July 1, at which time the first month's tuition is due. Students enrolling after July 1st will pay the enrollment fee and the first month's tuition at the time of enrollment. Enrollment is completed in the first part of August when additional forms are signed, and books are purchased. August registration requires the presence of one parent. Children are welcome to attend. A \$50.00 late fee will be charged for late August registration.

5.2 IMMUNIZATION POLICY:

CCS abides by Oklahoma law for immunization of children. A record of these immunizations or signed exemption form must be on file in the school office.

5.3 INFECTIOUS DISEASE POLICY:

The decision concerning admission or continued enrollment of students diagnosed with infectious diseases including, but not limited to, Hepatitis B, Tuberculosis, Meningitis, HTLV-III/LAV, or testing positive for presence of antibodies to the HIV virus, will be based upon evaluation of contagion, the behavior, neuralgic development, and physical condition of the student. The infected student shall not be admitted or permitted continued enrollment to CCS without unanimous approval from the CCS School Board. The decision will be made after consultation with appropriate medical experts and the child's parents.

6.0 ATTENDANCE

For your child to achieve maximum academic results, consistent attendance is required. Excessive absences affect the student's grades and attitudes. Students will be allowed to have up to 10 absences per semester. After 10 absences in a semester a student will receive "no credit" for the class subject to review and approval of the CCS School Board. If a student is to be absent, the parent is to call the school office and leave a voice message stating the reason for the absence. (329-2500, option 1 for Pre-K through 5th and option 3 for 6th and 7th)

6.1 EXCUSED ABSENCES:

Excused medical absences are for illness, medical appointments, or a death in the family. Students will be expected to make up all missed tests, class work, and homework after returning to school from an excused absence. They will have as many days to complete the work as they were absent. If a student is absent only one day prior to a test, he/she will be required to take the test as scheduled on the day he/she returns to class. (Excused absences count against the 10 maximum absences per semester)

6.2 PERSONAL NON-MEDICAL ABSENCE:

A personal absence must be requested in advance for such activities as ski trips, youth activities, family outings, or any activity not sponsored by the school. Allow one-week notice for a non-medical excused absence. Make-up work will be issued by the teacher and will be due on the first day the student returns to school. Work not completed upon returning to school will convert to zeroes.

6.3 ILLNESS ATTENDANCE POLICY:

A child that is running a fever, contagious, or too ill to participate fully in classroom activities must be kept at home. **Any child having a fever, vomiting or diarrhea during the night or prior to class time should be kept home that day.** A student who becomes ill during the day will be allowed to rest until he can be picked up from school. A student must be free of fever, vomiting, and diarrhea 24 hours before returning to school.

7.0 BEFORE AND AFTER CARE

Before and After Care services are offered for working parents that need additional care for their children prior to 7:50 a.m. and after 3:00 p.m. Before Care opens at 6:30 a.m. and After Care closes at 6:00 p.m. This service is provided for an additional cost for Preschool through the 6th grade on a monthly basis. Students enroll in extended care at August Registration. Students that are continually late being picked up from After Care will result in dismissal from the After Care program.

8.0 BOOKS

All students will pay a book fee for all books and workbooks at the time of registration. These books will be the property of the school. If the books are lost or damaged beyond use, the cost of the books will be charged to the student's account and new books will be issued to the student. Students in the 6th and 7th grades will be required to keep a sturdy paper cover on all hard backed books (no newspapers, no typing/notebook paper, no stretchy cloth covers, and no adhesives stuck to the book). Books will be checked daily.

9.0 CAFETERIA

The cafeteria lunch menu is posted on FACTS. **Students/Parents must order lunch online** before 8:00 a.m. Lunch will be served beginning the first day of school. Sack lunches are always permitted. Students may bring food from home that needs to be heated (not cooked) for 2 minutes or less in the microwave. The family account may not charge over \$10.00. A late fee of \$15.00 will be assessed on the fifth of each month for an outstanding family balance over \$10.00. **Deposits to your family lunch account should be made in increments of \$20 or more.** Lunch charges and deposits may be made by cash or check to the finance office, the school office, or the student's teacher or paid online through the family's FACTS account (preferred method).

9.1 LUNCH CARDS/KEYCARDS:

Students in the 4th-5th grade are issued a lunch card. There will be a \$10 replacement fee for a lost 4th-5th grade lunch card. The fee increases by \$5.00 each time the card is replaced.

Students in the 6th-7th grade are issued a keycard/lunch card and are always to have their keycard with them. Students will use their keycard daily to go through the lunch line and to enter through the Middle School office doors. Students who go through the lunch line without their keycard will go to the end of the line. A student may purchase a new keycard in the Middle School office. The FIRST replacement keycard will cost \$20. The cost will increase by an additional \$10 with each replacement. (2nd-\$30, 3rd-\$40, etc.)

NOTE: Water bottles must have a screw-on lid and a straw that folds down.

10.0 CCS SCHOOL BOARD

10.1 CCS SCHOOL BOARD: MEMBERSHIP

CCS is governed by the CCS school board. This board is comprised of parents, teachers, and administration, and operates according to the bylaws of incorporation for Community Christian School. All parents of students at CCS are members of the CCS Corporation and as such are able to attend quarterly regular session board meetings. Scheduled board meetings are posted in the Weekly Memo.

10.2 CCS SCHOOL BOARD: APPEAL PROCEDURES

If a parent or student has a complaint in regard to any school activity or decision, it is the responsibility of that parent or student to go directly to the person involved. One-to-one discussion and prayer should be thoroughly explored to effect resolution of the situation. If no resolution can be found, it may then be taken to the principal. If resolution is still not possible, then a written appeal may be made to the Board of Directors. All decisions of the Board of Directors are final and binding.

11.0 CELL PHONES/ELECTRONIC DEVICES

Cell phones that are brought to school must be **turned off** before class begins. Cell phones must remain in the student's backpack throughout the day. (All 5th-7th students will turn them into their first hour teachers.) Students found using the phone in the building or text messaging in the building will receive discipline and lose the privilege of bringing a cell phone.

Students are not to bring laptops, iPads, iPods, Kindles, smart watches, electronic translators, electronic games, ear buds, etc. into the school building or activity center, including transportation to sporting events. These electronic devices also are not allowed on school-sponsored trips or activities. If a student is discovered to have an electronic device, the device will be secured in the office until claimed by parent.

12.0 COMMUNICATION

It is the goal of the CCS staff to stay in close communication with the parents of the students. Notes sent to school with the child will be handled promptly by the teacher. If you would like to speak with a teacher, please leave a message with the secretary and the teacher will respond at his/her earliest convenience. Parents and teachers may use e-mails to communicate. The parents are expected to stay informed of the student's progress through the FACTS Family Portal.

13.0 CONDUCT CODE

13.1 ATTITUDES:

Community Christian School is committed to offer a quality academic education in a Christian context. The school's ability to educate properly is directly related to controlling the child. A child who cannot be controlled cannot be educated. Therefore, rules and programs have been established to permit learning and to teach self-discipline. They are detailed so a full understanding may be obtained. They are strict only with those who tend to stray outside the boundaries of the school. Each student will find freedom as well as security within the boundaries of CCS.

All students are to maintain the attitude that attendance at CCS is a privilege and not a right. The administration reserves the right to dismiss a student who, in its judgment, does not conform either to the stated regulations governing student conduct or to the expressed principles, policies, and programs of the school.

Gripping, grumbling or talking back to the teacher is not the Biblical method of solving a conflict and will not be tolerated. Students are encouraged to express their point of view to their teacher in private when conflict arises. However, after their respectful appeal has been made, they must accept the judgment of the teacher. If something is said or done in the classroom that the student does not agree with, he is not to respond in the middle of the class but rather see the teacher immediately after class to discuss the situation. After he has explained his point of view, then he should accept the judgment of the teacher. Talking back to the teacher will result in disciplinary measures, and in extreme cases, suspension.

Daily we must deal with the fleshly desires that dwell within us. The flesh reacts in different forms such as fighting, cursing, name calling, etc. None of these actions will be tolerated and will result in class discipline, swats, or suspension. Students who support the misbehavior of others by their actions or words, whether or not they are actual participants in misbehavior, will receive equal consequences. Bullying will not be tolerated. It is the responsibility of the parent and/or child to report bullying immediately to the administration.

13.2 SOCIAL MEDIA POLICY:

Students who choose to participate in any form of online social media interaction should be cautious in how their posts reflect on Community Christian School. The content of online material/communication posted by CCS students is subject to the same behavioral and disciplinary standards set forth in the Student Handbook.

You should always take responsibility for the content you post in all social media environments. While you may think that using a fake name may prevent posts from becoming part of your digital footprint, there are still ways to link that information to the person who posted it. Online actions leave a permanent record and remain online, even if you click "delete." Be thoughtful about what you share online and consider how it would appear to family, friends, colleges, and future employers. As a student at CCS, you are to represent CCS in accordance with your agreement to the conduct code and Student Handbook. **CCS students may not use social media to publish disrespectful, disparaging, or harassing remarks about CCS staff, faculty, students, parents, relatives, or athletic and academic contest rivals. CCS students may not post photos or videos of any CCS faculty or staff member, nor use any CCS faculty or staff member's name in online posts/communication.** Failure to abide by this policy will result in disciplinary action as determined by the Administration, up to expulsion.

13.3 GENERAL SCHOOL CONDUCT:

Community Christian School strives to set a standard of conduct that will provide a healthy academic environment and teach the child to live a moral, Godly life. A vital part of being Christ-like is learning to respect those in authority over you. A method of expressing this respect is by responding with a "yes sir" or "no sir", "yes ma'am" or "no ma'am". This will be expected. Hebrews 13:17 says "obey them that have rule over you." This policy is a guide stating what is expected of the student. The teacher is the final authority, especially in areas not specifically detailed here. CCS will aim to develop the following characteristics in its students. Students will sign the student conduct code at registration.

- Cheerful obedience to all in authority. (Rom. 13:1, I Pet. 2:13-22)
- Responsibility in doing assigned or expected tasks. (Matt. 25: 45-46)
- Cooperation with others within and without the classroom.
- Courtesy and respect for others: such as being quiet in class, raising hand to speak, not interrupting others, walking, not running in the building, and eating with proper manners.
- Cleanliness in person and property: cleanliness in dress, neat locker, picking up trash, etc.
- Truthfulness and honesty in work and life. (Prov. 12:22, Eph. 4:32)
- Respect for classmates and their property.
- Promptness in attendance and completing assignments.
- Morally good conduct in respect to recreation, social relationships and language.

14.0 CURRICULUM

Community Christian School uses A-Beka Book Publications, Saxon Math (6th & 7th Grades), Shurley English, and Bob Jones University Press curriculums in grades Preschool - 7th grade. CCS uses a phonics-based approach to reading, incorporating the principles of God throughout all academic subjects.

14.1 OUTSIDE READING POLICY: Outside/supplemental reading books, articles, or research that is assigned to students will not contain any words or combination of words that take the name of God in vain, disdains the name of God, or trivializes God's Holy Name. Written text that does any of the above is not to be assigned to students to read outside the classroom or to be used in the classroom. **Exodus 20:7** Outside/supplemental reading books, articles, or research that is assigned to students will not focus on or contain explicit sex, alternate sexual orientation, or gender confusion. **1 Corinthians 6:9** Outside/supplemental reading books, articles, or research that is assigned to students will not contain swear words of any kind. **Philippians 4:8**

15.0 DISCIPLINARY CODE

Community Christian School strives to set a standard of conduct that will provide a healthy academic environment, and teach the child to live a moral, Godly life. CCS will aim to develop the following characteristics in its students:

1. Cooperation with others within and without the classroom.
2. Cheerful obedience to all in authority. (Rom 13:1, I Pet. 2:13-22)

3. Responsibility in doing assigned or expected tasks. (Matt. 25:45-46)
4. Courtesy and respect for others: such as being quiet in class, raising hand to speak, not interrupting others, walking, not running in the building, and eating with proper manners.
5. Cleanliness in person and property: cleanliness in dress, neat desk, picking up trash, etc.
6. Truthfulness and honesty in work and life. (Prov. 12:22, Eph. 4:32)
7. Respect for classmates and their property.
8. Promptness in attendance and completing assignments.
9. Morally good conduct in respect to recreation, social relationships and language. (Students will refrain from swearing, use of any type of tobacco, drinking alcoholic beverages, sexual activity, pornography and abuse of drugs.)
10. Students will not engage in immoral acts. I will not engage in public displays of affection at school or school functions. I will not engage in actions or identifying statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography of any nature. I will not engage in these actions or identifying statements via magazines, Internet, Social network sites (Facebook, Instagram, etc.), cell phone, "sexting" or technology of any kind.
11. Any student failing 2 classes at the end of a semester may be refused re-enrollment for the upcoming semester.

***Note:** CCS disapproves of and forbids any attempt to alter one's birth gender by surgery, appearance, or any other means.

Definition of "immoral acts": Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

Definition of "identifying statement": A statement that a student is a homosexual, bisexual, transgender, or otherwise immoral words to that effect or language or behavior that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral and/or homosexual acts.

Note: "I am gay," "I am a homosexual," "I have a homosexual orientation." Homosexual conduct defined as immoral acts or identifying statements, is incompatible with enrollment at Community Christian School and is a basis for dismissal. All students must be treated with dignity and respect, free of threats or harassment.

16.0 DISCIPLINARY ACTION

When a student's behavior is unsatisfactory, the school will employ the appropriate action for correction. The following steps may be used to achieve appropriate behavior and attitudes: (We never assume a student knows proper behavior until we have explained it to him.)

1. A corrective look.
2. A verbal warning.
3. Communication with the parent via a note or telephone. Notes must be signed by the parents and returned to the staff member initiating the correspondence the following day.
4. Younger students will be detained from recess activities as a disciplinary measure; older students receive demerits.
5. A spanking may be administered according to the following guidelines:
 - A. The teacher is to confer with the administrator and obtain his/her advice or recommendation.
 - B. The administrator and teacher are to make sure the child understands the reason for correction, and that he is being loved and cared for.
 - C. The administrator will administer all spankings, never spanking in anger, with undue harshness, or as a favored method of correction. A maximum of three (3) swats per day will be administered to the child's bottom in the presence of a witness.
 - D. The teacher will notify parents, and a record will be kept in the office.
 - E. Parents preferring to administer discipline themselves will come to CCS and administer swats in the presence of the administrator when requested to do so by the administration.
6. Suspension: Students on suspension must turn in all missed work before returning to class; however, all graded work on the days of suspension will be recorded zeros. Missed tests will receive a zero. (See Suspension.)
7. Written probation with regular reviews of student's progress by the Board of Directors (See Probation.)
8. Expulsion by the Board of Directors.

16.1 SUSPENSION:

In severe cases of misbehavior, violation of conduct code, or refusal to do academic work, suspension may be necessary as a disciplinary measure (suspension may include zeros on all missed classwork). Students involved in fighting, bullying (verbal or physical), or other serious infractions of the conduct code may be suspended. The purpose of suspension, as with swats, is to bring the child to repentance and corrected behavior. We encourage parents to work with the administration to this end. A policy of a 1–3-day suspension will be followed. Extended suspensions will be applied when circumstances warrant. Demerits may be assigned for each day of suspension.

Note: Any racial slur spoken by a student, in jest or seriousness, will result in suspension.

Note: At the request of Administration, students suspended may be required to complete in-house suspension.

16.2 PROBATION:

Student will be placed on probation for one school year, if the student has violated the conduct code or at any time it becomes questionable as to whether a student should remain at CCS. Violation of the probation can occur at any time throughout the school year. Violation of probation will result in student's dismissal from CCS.

16.3 EXPULSION:

A student will be considered for expulsion from school if it becomes the opinion of the principal and teacher that CCS can no longer affect positive conduct change or positive academic training. If a student is not making progress towards obedience or academic success, the principal will recommend to the Board the child be expelled. The Board will review the situation and consult with parents and staff before making a final decision. Students will forfeit the privilege of attending CCS if at any time during their enrollment the administration becomes aware they are participating in any of the following: drugs, pregnancy, abortion, sexual misconduct, pornography, moving away from home (out from under parental authority covering). Students who have been expelled will not be allowed to attend any CCS sponsored school function.

16.4 SCHOOL AND PERSONAL PROPERTY

CCS expects students to take pride in their school building and make every attempt to keep it in good condition. Any student who damages, disturbs, or destroys school property is expected to make full restitution to the school. A student may also be requested to cooperate and work with custodial personnel to help clean up any mess created by the student. Students who violate this policy will be dealt with on an individual basis regarding appropriate discipline.

CCS prohibits students from intentionally causing damage to any physical property of another student, intentionally damaging any building or any property of another by means of fire or explosives.

CCS prohibits anyone from intentionally marking, drawing, or writing with paint, ink, or another substance or intentionally etching into the physical property of another student without the other student's consent.

17.0 DRESS CODE

Self-discipline results in self-respect, which is characterized by modesty and good taste in personal grooming. Students' dress will affect the atmosphere of the school: academic achievement, student attitude, and student and staff behavior. We do not suggest that our specific code of dress is mandated by the Bible, but the Bible does say to students of every generation that their appearance must be modest. Boys should dress in masculine fashion and girls in feminine fashion. Therefore, the following standards are intended to be Godly standards designed to promote maximum academic achievement within an optimum learning environment. These standards will apply to school and all school related activities for students in Kindergarten through 7th grade.

18.0 PRESCHOOL DRESS CODE

Dress code for Preschool children allows for comfortable, modest dress. Students may not wear costumes, dress up clothes, or pajamas. No halter tops, strapless or spaghetti strap shirts/dresses. Clothing may not display words or TV personalities. Hair guidelines are same as K-7th grade. Parents will receive additional instruction at the August Parent Orientation.

19.0 ELEMENTARY & MIDDLE SCHOOL DRESS CODE: KINDERGARTEN – 7TH GRADE

19.1 DRESS CODE - GIRLS:

The key words in our girls' dress code are feminine, neat, and modest. All individual items of clothing, shoes, jewelry, etc. are subject to the approval of the administration. ***You may purchase uniform styles of skirts, skorts, slacks, sweaters, shorts, and capris from Lands' End, shorts from Flynn O'Hara, or any place that sells the uniform style of clothing. All t-shirts, sweatshirts, and sweatpants must be purchased through CCS. When ordering from Lands' End, use the CCS Preferred School Number 900137571. When ordering from Flynn O'Hara, use School Number OK011.***

1. **Hair:** Neat, clean, and becoming. Moderate highlighting will be allowed. Highlights and coloring of hair should be natural colors and evenly blended throughout the hair.
2. **Undergarments:** All girls who have begun to develop physically must wear a bra. Undergarments should not be visible through the garment or on the shoulders.
3. **Jewelry:** No more than 2 earrings in each ear lobe with no earrings in upper cartilage of ear. No more than two necklaces or two bracelets. Peace sign, yin yang, drug culture symbols, Egyptian symbols, or any other new age symbol will not be allowed. No body piercing. No visible fake tattoos. No pimple patches. Friday game faces must be washed off by Monday. Artificial nails must be of natural length without jeweled embellishment.
4. **No Makeup:** Preschool-4th grade
5. **Shoes:** Shoes must be worn at all times. Tennis shoes are to be worn Monday – Thursday. All other shoes may be worn on Friday only. Shoes with laces must be tied. Approved boots are allowed during November-February.
6. **Socks:** Matching socks only. No toe rings.

Dresses:

Collared polo uniform style dresses. Dresses must be in solid colors only. Dresses must hang no shorter than 2 ½ inches above the crease on the back of the knee. Shorts worn under the dress must not be longer than the dress. Leggings worn under the dress must be ankle length.

Shirts:

All shirts that are worn outside must be straight cut across the bottom and of dress shirt length. All other shirts (shorter shirts or shirts that are curved-cut along the bottom) must be tucked in. Shirts, blouses, turtlenecks (turtlenecks may not be worn alone), etc. may not hang below another shirt, sweater, sweatshirt or vest. Fridays only: Scripture shirts (must have a **Bible verse and reference**). No western shirts.

CCS Sweatshirts designed by the junior classes or CCS sports or CCS booster clubs.

CCS T-Shirts CCS T-Shirts designed by the Junior Class may be worn any day. Designs are shown on CCS website. If the design is not listed, then it is a Friday shirt. **Shirts may not be oversized. Shirts may not give the appearance of no shorts/skirt or cover any portion of the CCS logo on the joggers.**

Sweaters: Long sleeve only, no belts, ties, or hoods. V-neck sweaters must be worn over polo, oxford, or solid color turtleneck shirts. Solid colored, loose fitting, waist length. Logos must be quarter-sized or smaller. No shrugs, shawls, short cropped or bolero styles.

Collared polo-type shirts with 2-5 buttons, no pockets.

- Waffle weave or smooth weave
- Loose-fitting, square cut (not tapered)
- Solid, plaid, or striped
- Long or short sleeved
- Logos must be quarter size or smaller
- No flannel

Oxford type dress shirts

- Solid or striped
- Long or short sleeved

Note: Upon the second violation a parent will be required to bring dress code attire.

Walking Shorts:

- Uniform walking shorts in gray, khaki, navy, olive, or black. Not tight fitting.
- Length: no more than 4 inches above the crease at the back of the knee.
- No patch pockets.

Skorts: Kindergarten – 7th grade.

- Solid color gray, navy, khaki, black, or olive
- Length: No more than 2 ½ inches above the crease in the back of the knee.
- Skorts must follow the style and length of CCS uniform styles.

Joggers/Sweatshirts:

- CCS logo (purple and gold) **black** joggers (performance pants) have been added to the CCS daily dress code. The joggers may not be oversized or fit too tightly.
- Sweatshirts and CCS-approved shirts may not hang lower than the top of the CCS pant logo.
- If a student wears an undershirt under the sweatshirt or approved shirt, it cannot hang below the shirt, giving the appearance of layers.

Slacks and Capri Pants

- Twill slacks, or 65%/35% cotton-polyester blend, no corduroy
- Solid color: black, navy, olive, gray, or khaki
- Pants must have a waist band at the waist, be full cut, with no flaps on the pockets and no extra pockets
- No tight-fitting or jean-cut will be allowed.
- Capri pants in uniform color and style. No extra buttons or roll-up pant legs.
- No jeggings.

Skirts: Straight or Pleated skirts.

- Solid colored: tan, gray, olive, khaki, black, navy, or blue denim.
- All skirts must have a waistband at the waist.
- All skirts must hang even all the way around and be no shorter than 2 ½ inches above the crease at the back of the knee.
- No frayed edges for hems are allowed.
- Shorts worn under a skirt may not hang longer than the skirt.
- Leggings worn under skirt must be ankle length.

Jumpers:

- Khaki, navy, black, or olive purchased from Lands' End, or other places that are similar in style and equivalent in length.
- Must wear a shirt underneath the jumper.

Classroom Outerwear:

Approved uniform sweaters, CCS sweatshirts, CCS hooded sweatshirts, CCS zipped sweatshirts, CCS band jackets, CCS jackets, and a denim jacket. All jackets not purchased by or through CCS must be placed in lockers or on hooks provided. A CCS approved shirt must be worn under hoodies if the hoodie is removed. Athletes: For individual game days, dress for the athlete will be determined by the coach and submitted to the office. Non-participants are not allowed to wear team apparel.

FREE DRESS CODE DAYS:

- **Athletic pants/shorts:** Long and loose fitting. Must have at least a 7" inseam.
- **Casual shorts:** Long and loose fitting with no frayed edges, including denim. Must have at least a 7" inseam.
- **Jeans or Pants:** Non-stretch and loose fitting, with no holes. No Lycra or stretch fabrics.
- **CCS/Scripture Shirts**
- **Sports Jerseys:** Worn with a t-shirt underneath
- **Fun/Cute Shirts:** Nothing sleeveless or sheer, no **secular artists**.
- **Tight-fitting, compression style shirts** may only be worn underneath another shirt.
- **Outerwear:** No inappropriate logos.
- **Dress:** Knee length.

SPORTS GAMES:

- Regular Dress Code
- School shirts, tournament T-shirts, Scripture shirts, or sports shirts. All shirts must be modest, loose-fitting, and with a high neckline.
- Nice, solid colored wind suits, of the type worn by the CCS sports teams. (No tear-aways.)
- Regular Dress Code length shorts Regular Standardized Dress Code Only.

19.2 DRESS CODE - BOYS:

The key words in our boys' dress code are masculine, neat and modest. All individual items of clothing, shoes, jewelry, etc. are subject to the approval of the administration. You may purchase uniform styles of skirts, skorts, slacks, sweaters, shorts, and capris from Lands' End, shorts from Flynn O'Hara or any place that sells the uniform style of clothing. All t-shirts, sweatshirts, and sweatpants must be purchased through CCS. When ordering from Lands' End, use the CCS Preferred School Number 900137571. When ordering from Flynn O'Hara, use School Number OK011.

1. **Hair: Neat, combed, clean:** regular traditional haircut. Hair must be trimmed above the ears, above the eyebrows, and off of the collar in the back. No hair long enough to flip up in the back, front, or on the sides. The side and back of the head should be cut similarly (no mullet style). No bed head. Haircuts that are extreme are not acceptable. Highlights and coloring of the hair should be natural colors and evenly blended throughout the hair. Highlighting that is extreme will not be allowed. Long bangs that touch the eyebrows and heads shaved or partially shaved are unacceptable. No Mohawk or designs carved into hair. Boys will receive 5 demerits/ dress code violation if hair does not meet these guidelines. Hair will be checked on Thursday of chapel weeks. Hair must be cut by Monday, if it hasn't been cut additional demerits will be given and parents will be notified.
2. **Jewelry:** One each allowed: watch, ring, necklace, and bracelet. No earrings. Peace signs, yin-yang, drug culture symbols, Egyptian symbols or any other new age symbols will not be allowed at CCS.
3. No visible tattoos (temporary or permanent). No visible body piercing.
4. **Shoes:** Shoes must be worn at all times. Tennis shoes are to be worn Monday – Thursday. All other shoes may be worn on Friday only. Shoes with laces must be tied.
5. **Socks:** Matching socks must be worn with shoes.
6. No chains or key straps may be worn on the outside of clothing.

Shirts:

All shirts that are worn outside must be straight cut across the bottom and of dress shirt length. All other shirts (shorter shirts or shirts that are curved-cut along the bottom) must be tucked in. Shirts, turtlenecks (turtlenecks may not be worn alone), etc. may not hang below another shirt, sweater, sweatshirt or vest. Fridays only: Scripture shirts (must have a Bible verse, not reference only). No western shirts.

Collared polo type shirts with 2-3 buttons.

- Waffle or smooth weave
- Solid or striped
- Long or short sleeved
- No pockets
- Logos must be quarter size or smaller

Oxford type dress shirts

- Solid, plaid, or striped (no flannel or chambray) No design or prints.
- Long or short sleeved
- Must have front placket for buttons

Sweaters: Long sleeves only, no belts, ties or hoods. V-neck sweaters must be worn over polo, oxford or solid color turtleneck shirts. Solid colored, loose fitting, waist length. Logos must be quarter-sized or smaller.

CCS Sweatshirts designed by the junior classes or CCS sports or CCS booster clubs.

CCS T-shirts CCS T-Shirts designed by the Junior Class may be worn any day. CCS sports shirts or booster club T-shirts may be worn on Friday only.

Jeans:

- Blue, black, or khaki
- Regular cut jeans, not oversized or tight fitting.
- Regular wash, no extreme fade, dirty or distressed
- Without decorative patches, pockets, holes, or frayed edges
- Pants must be hemmed, no elastic

- May not be excessive in length
- Without excessive pockets, 2 on the side and 2 on the back (No cargo)

Joggers/Sweatshirts:

- CCS logo (purple and gold) **black** joggers (performance pants) have been added to the CCS daily dress code. The joggers may not be oversized or fit too tightly.
- Sweatshirts and CCS-approved shirts may not hang lower than the top of the CCS pant logo.
- If a student wears an undershirt under the sweatshirt or approved shirt, it cannot hang below the shirt, giving the appearance of layers.

Slacks:

- Docker type style (no cargo style)
- Solid color: black, navy, gray, olive, or khaki
- Belts will be required if pants sag

Walking Shorts:

- Uniform style or Docker style walking shorts in khaki, gray, black or navy (Length: mid-thigh or longer)

Classroom Outerwear: Approved uniform sweaters, CCS sweatshirts, CCS hooded sweatshirts, CCS zipped sweatshirts, CCS band jackets, CCS jackets, or denim jackets. All jackets not purchased by or through CCS must be placed in lockers or on hooks provided. A CCS approved shirt must be worn under hoodies if the hoodie is removed. Athletes: For individual game days, dress for the athlete will be determined by the coach and submitted to the office. Non-participants are not allowed to wear team apparel.

FREE DRESS CODE DAYS:

- **Athletic pants/shorts: Long** and loose-fitting. (Length: mid-thigh or longer)
- **Casual shorts: Long** and loose fitting with no frayed edges, including denim. (Length: mid-thigh or longer)
 - **Jeans or Pants: Non-stretch** and loose fitting, with no holes.
 - **CCS/Scripture Shirts**
 - **Sports Jerseys: Worn** with a t-shirt underneath
 - **Fun Shirts: Nothing** sleeveless, **No secular artists.**
 - **Tight-fitting, compression style shirts** may only be worn underneath another shirt.
 - **Outerwear: No** inappropriate logos.

SPORTS GAMES:

- Regular Dress Code
- School shirts, tournament T-shirts, Scripture shirts, or sports shirts. All shirts must be modest, loose-fitting, and with a high neckline.
- Nice, solid colored wind suits, of the type worn by the CCS sports teams. (No tear-aways.)
- Regular Dress Code length shorts.

SCHOOL PROGRAMS:

- Regular Dress Code Only

20.0 EARLY CHECK OUT PROCEDURES

Any student who needs to leave school prior to 3:00 p.m. must be checked out through the office. **Reminder:** Early dismissals are counted as a tardy and 3 tardies equal 1 absence.

21.0 EMERGENCY PROCEDURES

If school must be canceled due to inclement weather or other extenuating circumstances, parents will be advised by the FACTS Parent Alert System, local television stations, and the FACTS announcement page.

22.0 FEES AND FINANCIAL PROCEDURES

Community Christian School is an independent Christian school and operates solely on the tuition and contributions it receives. The following are the goals of CCS in offering a reasonable academic opportunity and maintaining financial credibility with its staff and creditors.

1. Openly communicate with the school regarding your financial obligations. Be sure you understand your financial responsibilities and that the school office is aware of any changes you may need to make. If for any reason payment is to be late, notify the office immediately.
2. All families will create an online account through FACTS Management to facilitate online payments and invoices.
3. Enrollment fees are paid in the spring for enrollment for the following year. This fee is non-refundable unless the family moves out of the central Oklahoma area.
4. Monthly tuition is due on the first of each month. It is late after the 5th of the month and a \$15.00 late charge will be assessed.
5. Transactions returned will be assessed a \$15 service fee: tuition, lunch, class fees, sports fees, fund raiser checks, etc.
6. Preschool pays on a nine-month payment plan. Payment is due September 1 through May 1.

7. Tuition for students Kindergarten and above is an annual fee. Parents will pay their tuition in 10 monthly payments. The 1st month's tuition is due July 1st. Subsequent payments are due September through May. Late enrollees will be charged a pro-rated annual fee, to be divided equally between the first day of class and the first of May.
8. Fees for Before Care, After Care, extra-curricular activities, etc. are assessed on either a monthly basis, or a semester basis as appropriate. A list of fees is included with registration and enrollment packets.
9. Refund Policy for Athletic Fees: A student athletic fee will be refunded to the family if the student withdraws from the sport within the first two weeks of the sport, beginning the first day of practice and for the succeeding two-week period.
10. Withdrawal Policy: If a student withdraws mid-year, tuition payment is prorated to the next full or half month. Books and fees are not refundable but will be reviewed on an individual basis.
11. July Tuition: July tuition is non-refundable after August 1st.
12. Cafeteria Account: The family is to keep a positive balance in their cafeteria account. The family account may not charge over \$10.00. A late fee of \$15.00 will be assessed on the 5th of each month for an outstanding family cafeteria balance over \$10.00. **Deposits to the family lunch account should be in increments of \$20 or more.** Lunch charges and deposits may be made by cash or check to the finance office, the school office, or the student's teacher or paid online through the family's FACTS account (preferred method).

23.0 FIELD TRIPS

Classes take field trips to interesting and educational places from time to time as a vital part of the instructional program. Parents will be notified beforehand as to when the field trip will take place. Appropriate fees may be charged to cover expenses. The school may require certain dress for field trips. All school rules apply on all field trips and school sponsored events, whether on campus or away. Please make alternate arrangements for siblings.

24.0 HOMEWORK

To help students strengthen work-study habits, promote responsibility, and achieve academic course goals, homework will be assigned at the teacher's discretion. The student will be responsible for writing down assignments in his assignment notebook, completing and returning homework and obtaining a parent's signature. The signature states that the homework is complete and approved by the parent. Routine failure to comply with this policy will result in disciplinary action.

MAKE UP WORK:

Homework assignments are posted online for students to consult. Incomplete homework receives a zero. When a student is absent for an illness, the student has as many days to complete make-up work as days absent. Students will get homework assignments online if they are absent. Students who are excused for personal reasons will request an excused absence one week prior to the planned absence. All homework and tests missed due to an excused personal absence are due **upon return to class**. Students are encouraged to complete assignments before the absence. Failure to complete make-up homework can seriously affect the student's grades, as well as their merit count, detention, and suspension level. Students are strongly encouraged to communicate with the teacher and make a special effort to complete make-up work promptly. (See Attendance/Absences)

HOMEWORK ZEROES:

Timely completion of homework is required. Homework is not accepted late. A zero is issued to students for late, incomplete or missing homework. Any student who accumulates more than 3 zeroes in a 9-week period will be required to complete the zero assignments with no credit issued. If zero assignments are not completed by the last day of the quarter, the student's grade will appear on the 9-week report as a "59" (or lower if earned grade is below 59).

LONG-TERM ASSIGNMENTS: Long-term assignments (term papers, science papers, notebooks, etc.) have a firm due date. These assignments will not be received late and will receive a zero unless prior approval has been received from the teacher. Students who are absent the day before the assignment is due, do not get an extra day to turn in the assignment. Students who are absent on the due date must send the assignment with a parent or other student.

CHEATING POLICY:

Academic integrity is a standard that should be maintained by all students at CCS. Cheating offenses apply to any cheating incident in, or outside of, any class on a test, quiz, daily work, or homework, including plagiarism* on papers. Cheating offenses are cumulative throughout the academic year. This policy will apply to any student who cheats or enables another student to cheat.

At Community Christian School, we believe originality is central to all academic endeavors. Part of our mission is to provide a sound academic program, equipping students to meet the opportunities for their generation. We provide an atmosphere conducive to academic excellence, spiritual growth, and personal discipline. To that end, we believe it is parents' expectation, along with the administration and faculty, that students are given the skills to learn, research, and analyze to produce newly insightful work. All work produced for a grade will be the original product of a student's endeavors to meet those academic goals.

***Plagiarism is submitting work as your own that is copied from any source, book, or electronic media.** AI technology, such as ChatGPT (Generative Pre-trained Transformer) from OpenAI, along with other AI apps, generates original work without students building essential critical thinking and problem-solving skills. Using this technology to submit assignments at Community Christian School will result in the same disciplinary consequences as outlined in the student handbook for cheating and plagiarism, since the work was not generated by the student.

1. On the first offense:

- a. For cheating on homework, the student will receive a zero on the assignment, ten (10) demerits, and possible suspension of 1 to 3 days (with zeros).
 - b. For cheating on a quiz, test, or a paper that counts as a test grade, students will receive a 1–3-day suspension. Suspension will be at the discretion of the administration.
2. On the second offense, the student may be required to go before the school board for possible expulsion. Discipline will be at the discretion of the administration.

25.0 LEGAL REPORTING OBLIGATION OF A SCHOOL

In accordance with state law and school policy, school staff members are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

26.0 PARENT ORIENTATION

Parent orientation is scheduled at the beginning of each school year. This important evening of orientation is for parents and not an evening for the children with the exception of 5th- 7th grades. This orientation will inform the parents of class goals, learning expectations, and parent/student responsibility. **All parents and students in 5th – 7th grades are expected to attend this orientation.**

27.0 PARENT-TEACHER CONFERENCES

Parent-teacher conferences are welcomed throughout the year when deemed necessary by either party.

28.0 PARENT-TEACHER-STUDENT FELLOWSHIP

It is our responsibility to work together toward making our school and children all that the Lord would have them to be. The PTSF is a positive step toward that goal and is a source of prayer and support for our school board, staff, and students. All parents and staff members are encouraged to become involved in the various activities carried out through the PTSF.

29.0 PHYSICAL ATTENTIONS

Physical display of affection (PDA) between students **IS NOT ALLOWED**. Students are expected to keep their hands entirely to themselves. Class time is for study and students are to give their attention to the course agenda and not to other students.

30.0 PICKUP AFTER SCHOOL

Students in Preschool-5th grade will be picked up after school each day by 3:10. The pick-up lines will begin to move at 2:50. Children will be waiting on their designated side of the building. Every car is to daily display the “pick-up” card in the window as they approach the school. The card must be prominently displayed so it can be read from a distance. Teachers will bring children to the cars. On rainy or cold days, the elementary will have “inside pick-up”. Parents will approach the school in the same manner as regular pick-up, but students will be summoned from inside the building using the “pick-up” cards. Students not picked up by 3:10 will be sent to Aftercare. Any exceptions must be approved by the administration.

31.0 PLAYGROUND RULES

During the school year, students will be going outside for recess and Physical Education whenever possible and are expected to dress appropriately. If a student cannot go outside because of recent illness, he must have a note from the doctor.

32.0 REPORT CARDS/GRADING SCALE

At the end of each 9-week period, report cards are posted online on FACTS. Parents should print report cards for their students. The grade scale and description of terms used on the cards are as follows:

100 - A+	89-87 - B+	77-79 - C+	67-69 - D+	Below 60 - F
93-99 - A	83-86 - B	73-76 - C	63-66 - D	
90-92 - A-	80-82 - B-	70-72 - C-	60-62 - D-	

E: Excellent: Student is performing above the average standard for his grade level.

S: Satisfactory: Student is applying himself adequately and consistently.

N: Needs Improvement: Student should put forth more effort and apply himself to his work.

U: Unsatisfactory: Student is not applying himself according to his ability and is performing below average level.

33.0 PROGRESS REPORTS

Student grades may be checked online at any time through FACTS.

34.0 SAFETY/WEAPONS

Any student, by word or deed, threatening the safety or well-being of another student, faculty member, staff member, or the school at large will be subject to disciplinary action by the administration and/or board. Disciplinary action may include suspension or dismissal. For your child's safety, there are to be no weapons brought by students onto school property or to any school-sponsored activity. Pocket knives are not permitted. If a weapon is discovered, the child will be suspended or expelled.

35.0 SCHOOL HOURS

Elementary classes:	8:20 a.m. to 3:00 p.m.
Middle School classes:	7:50 a.m. to 2:30 p.m.
Before Care:	6:30 a.m. to 7:50 a.m.
After Care:	3:00 p.m. to 6:00 p.m.
Office Hours:	8:00 a.m. to 3:30 p.m.

36.0 STANDARDIZED TESTS

Standardized achievement tests will be given annually. Parents are provided copies of their child's test results.

37.0 SUPPLIES

Preschool and Kindergarten supplies are part of the August registration fees. Pre-K - 7th grade school supply lists may be viewed on FACTS Resource Documents or the school website.

38.0 TARDINESS

Regular tardiness seriously affects the student's adjustment to school. Three tardies equals one absence. "Early dismissal" counts as a tardy. More than 10 absences in a semester may result in the student not being promoted to the next grade level. All students are to arrive early enough in the morning to deposit coats, lunches and books in the proper places, confirm their lunch order, and be in their seat by the 2nd bell. Students arriving after the bell will be counted tardy.

39.0 TRANSFERS

Students transferring from CCS must give the school at least three days' notice to prepare records and grades. The students' grades and records will be transferred when all accounts have been settled with the finance office.

40.0 VISITORS

Parents are welcome to visit the classroom while the class is in progress. It is our goal to conduct class in such a way that parents are always welcome to visit, but we discourage casual, frequent interruptions to classroom activities. Parents should not interrupt class to relay messages or to ask questions of teachers or students without prior permission from the office. The office must approve student visitors to the classroom at least one day prior to visiting.

ADDITIONAL MIDDLE SCHOOL INFORMATION:

STUDENT CONDUCT CODE:

1. I have read and will comply with the Parent-Student handbook (including the doctrinal statement, school rules, dress code and discipline guidelines) of Community Christian School and accepting the truth of Philippians 4:13: "I can do all things through Christ which strengtheneth me," I will endeavor to observe them.
2. I promise to reverence God and respect all authority He has placed over me, including teachers and school staff.
3. I will endeavor to complete all school assignments and participate in all classroom activities with a positive attitude. All work that I submit to the teacher will be my own. I will not cheat on assignments or enable another student to cheat.
4. I will respect personal property and belongings of all other students. I will abstain from any activity that could damage or destroy school property.
5. I will abstain from horseplay on school property.
6. I will strive to be kind, courteous and respectful to fellow classmates. I will respect their personal opinions, their ethnic difference, and their religious convictions.
7. I will be careful to control my tongue and avoid profanity, lying and gossip, and rather use my tongue to encourage others and glorify God.
8. I will not use tobacco, alcohol, illegal drugs, opioids, or vaping/vaping box.
9. I will not engage in immoral acts. I will not engage in public displays of affection at school or school functions. I will not engage in actions or identifying statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography of any nature. I will not engage in these actions or identifying statements via magazines, Internet, Social network sites (Facebook, Twitter, etc.), cell phone, "sexting" or technology of any kind.
10. I will live at home with my parent(s) or legal guardian.
11. I do understand that CCS does not condone attendance of secular music concerts that glorify violence, drugs, sex, or the occult, or attendance and/or participation at public casinos or casino-type gambling.

12. I will not in word or deeds, in jest or seriousness, threaten the safety or well-being of another student, faculty member, staff member, or to the school at large. I understand immediate disciplinary action will be taken, which may include dismissal.

***Note:** CCS Policy: Students will forfeit the privilege of attending Community Christian School if at any time during their enrollment they become a participant in any of the following: drugs, vaping, pregnancy, abortion, sexual misconduct, pornography, violation of the law, i.e. arrest or formal charges, possession of weapons, making threats of bodily harm to students or faculty, moving away from home (out from under parental authority covering).

ATTENDANCE:

- **EXCUSED ABSENCES:**

The following absences are excused and will not result in demerits or zeroes – illness, medical/dental appointments, funeral, and death in the family. *The student will be allowed to make up all missed tests, quizzes, and homework. If a student is absent for any reason other than illness, ALL assignments or tests which were scheduled during or assigned before the absence, will be due the day the student returns to school.* Students who return after an illness will have the same number of days to make up any homework, quiz, or test. **It is the student's responsibility to get assignments and schedule make-up tests with the teacher.**

Students will be allowed to have up to 10 absences per semester. After 10 absences in a semester a student will receive "no credit" for the class, subject to review and approval of the CCS School Board. (Excused absences will count against the 10 maximum absences per semester.)

- **PERSONAL ABSENCES:**

- For a personal absence, for any reason other than those stated above, the parent MUST submit notification to the administration, 3-5 days prior to the absence. Personal absences may include -- youth/church activities, family vacations, non-CCS sporting events, family outings, driver's training classes, etc. Assignments may be requested from the teacher or viewed on the FACTS homework page. **NOTE!! All assignments, which are not turned in before the personal absence, are due the day the student returns to class. Late assignments will receive a zero.** Tests will be administered promptly, at the discretion of the teacher.

- **PERSONAL ABSENCE NOTIFICATION:**

Parents MUST fill out a **Personal Absence Notification** form (available in the office, on the school website or FACTS Documents) and turn it into the school office 3-5 days prior to the requested absence. Students who are absent without submitting a Personal Absence Notification may receive demerits and zeros on tests, quizzes, and assignments. The administration will not allow teachers to accept make-up work from students on personal absence if the student has excessive absences or is failing (or in danger of failing) a class.

- **CCS ATHLETIC/FIELD TRIP ABSENCES:**

If a student is required to miss class due to a school sponsored trip or athletic event, they MUST HAVE ALL HOMEWORK COMPLETED AND TURNED IN THE DAY THEY RETURN TO CLASS. The student does not receive extra days to complete assignments. **It is the student's responsibility to get assignments and schedule make-up tests with the teacher.**

- **UNEXCUSED ABSENCES:**

Any absence that does not meet the EXCUSED ABSENCE or PERSONAL ABSENCE requirements – Sleeping in, leaving campus for any reason without checking out through the office, tardy for more than half of the class without checking in through the office, etc. will result in 3 demerits for each class missed (up to five demerits) per day. **NOTE!! ANY student leaving campus without permission from the office or administration may be suspended.**

- **TARDINESS:** Students are expected to arrive at school early enough to go to their locker, hang up coats, deposit lunches, and be fully prepared and seated in their first hour class when the 7:50 tardy bell rings. **Three tardies in a class = 1 absence and will count against the 10 absences per semester.** There will be NO free tardies in their first hour class. Students who obtain more than 7 tardies in a quarter will not receive merit privileges. Students who are tardy to any class due to medical/dental appointments, or a partial day excused absence WILL be counted tardy to class but WILL NOT receive demerits. **NOTE:** Student MUST check in through the office.
- **EARLY DISMISSAL:** Any student who is checked out with less than half of the class time remaining will receive an Early Dismissal (ED). **Three ED's = 1 absence and will count against the 10 absences per semester. It is the student's responsibility to get assignments and schedule make-up tests with the teacher.** *PARENTS are not allowed to go to the classroom to check out their student. Students MUST be signed out through the office.*

DEMERITS – MIDDLE SCHOOL:

Students who have 20 or less demerits and no more than 4 tardies at the end of the quarter will receive low demerit reward privileges.

NOTE: Students sent out of class for behavior or who have been suspended will forfeit all reward privileges for that quarter.

GENERAL DEMERITS:

Book uncovered in a class: 2 demerits

Cheating on Homework/Quiz/Test: 10 demerits (See 24.0 for Cheating Policy)

Discipline Issue: 5 demerits or assigned by Office

Disrespect: 10 demerits

Disruptive (talking, out of seat/class): 5 demerits

Food in class: 2 demerits

Off Task: 5 demerits

Messy Locker: 2 demerits

PDA – Public Display of Affection: 5 demerits (Increased demerits for multiple offenses)
Sleeping in Chapel: 5 demerits (Repeat offense add 1 week ASD)
Stealing: 10 demerits and possible 1–3-day suspension
Tardy to class: 2 demerits
Unexcused absence per class: 3 demerits
Use of foul language on campus: 10 demerits
Hair violation (boys): 5 demerits

CONCERNING GUM:

Any student caught chewing gum will be penalized as follows:

- 1st Offense: 5 demerits and \$5.00 gum charge
- 2nd Offense: 10 demerits and \$10.00 gum charge
- 3rd Offense: 10 demerits and \$10.00 + \$10.00 each additional offense

CONCERNING SENT OUT OF CLASS:

Any student who is “Sent out of class” due to behavior will forfeit merit reward privileges and will be subject to the following:

- 1st Offense: 10 demerits; 1 day ASD; loss of Merit Privileges
- 2nd Offense: 10 demerits; 1 week ASD; loss of Merit Privileges
- 3rd Offense: 10 demerits; 1 day suspension; loss of Merit Privileges
- 4th Offense: 10 demerits; 2-day suspension, Board Review

CONCERNING DRESS CODE VIOLATION:

- | | |
|--------------------------------------|--|
| Verbal Warning: 0 demerits | 3 rd Offense: 10 demerits; 1 week ASD |
| 1 st Offense: 5 demerits | 4 th Offense: 10 demerits; 2 weeks ASD |
| 2 nd Offense: 10 demerits | 5 th Offense: 10 demerits; Board Review |

CONCERNING CELL PHONE VIOLATION**

- 1st Offense: 10 demerits; 1 week ASD
- 2nd Offense: 10 demerits; 1 day suspension
- 3rd Offense: 10 demerits; Board Review

**Includes Apple Smart Watch or equivalent product with internet access or note storage.

CONSEQUENCES AND ACTIONS TAKEN FOR HIGH DEMERIT LEVEL (PER 9 WEEK PERIOD)

Students who reach **30** will serve two (2) weeks of After School Detention (ASD).

Students who reach **40** will serve a one-day in school suspension with zeros and a meeting with parents and administration will be required.

Students who reach **60** may go before the CCS Board with consequences may include up to possible expulsion.

****Any student with 100 or more demerits for the school year will be placed on probation.**

REWARDS OF LOW DEMERIT BALANCE:

- Students who have 20 or less demerits and no more than 4 tardies at the end of a quarter will receive one extended Lunch Out per quarter. Students who have been suspended or sent out of class for inappropriate behavior will forfeit all Reward privileges for that quarter.

CONCERNING DETENTION:

- All detentions will be served for 1 hour immediately after school. Parents and students will be notified of assigned detention days. Detention does not erase demerits.
- Students who miss an assigned detention day and are excused will be reassigned.
- Students who miss an assigned detention and are unexcused will be assigned double detention, or suspension.
- Students who disregard detention or refuse to submit will be suspended or dismissed.

ATHLETIC ELIGIBILITY:

Athletic eligibility for students at CCS is based on their weekly academic performance. Grades will be checked weekly. A one-week grace period and ineligibility will always begin the Monday following the grade check. A student must be passing all the classes he is enrolled in during a semester. If a student is not passing all enrolled subjects on the day of grade check, he/she will begin a one-week grace period. If the student is not passing at the next grade check, he will become ineligible for the next one-week period. An athlete is allowed to attend practices while ineligible but will not be allowed to suit up or play in any games or matches. Any student with a failing grade in any class will not be allowed to miss school to participate in any sporting event. Any student who has 3 outstanding zeros in a class will not be allowed to miss school for athletic competition.

PLEASE NOTE: Athletes must attend at least 3 hours of class to be able to participate in an athletic event that day or evening. Athletes not attending classes the day following participation in an athletic event may be required to submit a signed doctor's statement.