

Community Christian School

Established 2011



22811 South Cedar Road * Manhattan, Illinois 60442
Phone (815) 485-2379 * Fax (815) 485-2627
www.ccspanthers.org

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INTRODUCTION

Welcome

Welcome to Community Christian School. We are committed to providing quality education to Christian families in the New Lenox and surrounding communities, and we are glad that you have chosen our school to work with you in educating your child.

Mission Statement

Community Christian School is a Christ-centered, Bible-based educational community working in partnership with Christian families and churches to inspire each student to pursue excellence in character, academics and service. The goal of Community Christian School is to provide a Biblically founded education which will prepare students to pursue higher education, and to work and minister in their home, local church, community, nation, and world.

Purpose Statement

Community Christian School shall operate a Christian school providing students with rigorous academic instruction designed to develop the skills for a lifetime of continued learning, in an orderly atmosphere structured to support the moral, social, physical and spiritual development of the students. All instruction will be based upon a decidedly biblical world and life view and designed to equip all students spiritually, mentally, and physically for every good work to which the Lord calls them. (Eph. 2:10; Rom. 12:2)

Additional Philosophical Thoughts on Christian Education:

God is objective, ultimate Truth. True wisdom, meaning, knowledge, values, and understanding are in accordance with God's Word. Therefore, true education has God and His Word as the foundation. All subject matter is to be taught in conformity with His Word and all principles through God's Word. We believe children are a gift from God, and God, having established the home, has charged parents with the responsibility for the education of their children. Some parents have voluntarily delegated some aspects of the process of the education of their children to Community Christian School. We desire to have close communication between school and home. Parental involvement in their child's education is a big key to the success of young people's academic progress and of the success of the school itself. CCS focuses on two distinct philosophical ideas. The elementary school is focused on evangelism in its admission policies and in its teachings. We want to see each young person make a profession of faith in Christ at an early age. The junior high and high school is focused on discipleship.

WE EXPECT EACH SECONDARY STUDENT TO HAVE ACCEPTED CHRIST AS SAVIOR BEFORE BEING ADMITTED. After receiving the Lord as personal Savior, CCS wants to see each young Christian grow and mature spiritually. All of our secondary students must attend church on a regular weekly basis, and we

must receive a pastor's recommendation from every student's church before admittance. Foreign exchange or nonimmigrant students may be the exception of the rule of having accepted Christ as their personal Savior at the junior high and high school level. However, these students must be willing to participate in Christian church activities and all academic studies. Foreign exchange or nonimmigrant students will be hosted by Christian families

Overall School Goals and Expectations

1. To see each student trust Christ as his or her personal Savior and then to follow Christ as Lord of his or her life. (Luke 9:23)
2. To instill in each student a love for God and a personal sense of responsibility to be all He wants him or her to be. (Proverbs 3:5-6)
3. To assist in developing habits of daily Bible reading and memorization as well as a prayer time in each student. (Psalm 119:97)
4. To direct each student in the process of developing Christ-like character and actions. (Romans 12:1-2)
5. To instill in each student love and honor for home and parents. (Ephesians 6:1, Proverbs 23:24-25)
6. To prepare each student to be successful as measured by God's standards, not the world's. (Joshua 1:8)
7. To prepare each student for spiritual leadership in school, home, church, community, state, nation, and the world. (I Timothy 4:12)
8. To provide a wholesome place where students can develop socially by making friendships that will bring them closer to the Lord. (Proverbs 13:20)
9. To develop each student's sense of responsibility as a Christian citizen within the United States of America.
10. To develop within each student a Christian worldview and a Christian philosophy of life. (Philippians 2:4)
11. To enhance each student's appreciation and understanding of God's world and to teach him or her how to live productively in it. (Ecclesiastes 12:1)
12. To provide each student opportunities for developing skills necessary to making a living. (I Timothy 5:8)
13. To develop within each student a moral, ethical, and spiritual sensitivity that will lead to an appreciation of his own personal worth to God and to others. (Psalm 139:14)
14. To teach each student to take responsibility for his actions, words, and choices. (Matthew 12:36)
15. To develop leadership skills by giving students responsibilities in classes and student body organizations. (Matthew 24:45-57)
16. To offer each student an instructional program that is centered on God's Word and which meets his academic needs. (Psalm 1:1-3)
17. To provide instruction so each student can be well grounded in the basics of each major area of study. (II Peter 1:5-7)

18. To offer a wide variety of alternative academic classes in order for each student to become a well rounded individual in order to better serve God.
(II Peter 1:5-7)
19. To stimulate each student to strive for excellence in all areas of involvement.
(Colossians 3:23, Ecclesiastes 9:10)
20. To teach each student the thinking skills that will enable him to meet intellectual challenges. (Proverbs 23:12)
21. To motivate each student to master the tools of learning and communication.
(Proverbs 13:3)
22. To provide each student opportunities to develop an understanding of and appreciation for the arts, as well as contributing to them.
23. To offer opportunities to participate in wholesome forms of both instructional class for physical skills, intramural and interscholastic athletic competition.
24. To encourage each student to plan on vocational Christian service unless God should lead otherwise.

Historical Perspective

Community Christian School is a new school with a long history. CCS was first formed in January of 2011 by the parents of the former Ridgewood Baptist Academy. Classes began in August of 2011. Ridgewood Baptist Academy was originally founded in 1974.

CCS was formed to fill the gap in Christian education in this area. CCS is a parent run, independent, non denominational Christian school. We now reside in New Lenox at Christ's Mission Church on South Cedar Road. We look forward to serving many of same students and parents, as well as many new families, for many years to come with quality Christian education plus sports and fine arts extracurricular activities.

Non-Discriminatory Policy

Community Christian School admits students of any race, color, national and ethnic origin to all the rights privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, or athletic and other school-administered programs. CCS does not tolerate discriminatory behavior or actions by the administration, staff, students or any CCS volunteers.

Doctrinal Statement

1. The Bible is the Divinely inspired Word of God and is the Christian's only inerrant, infallible, authoritative source of truth and supreme standard for conduct. (Matt. 4:4, II Tim. 3:16, II Peter 1:19-21,)

2. There is one, and only one, living and true God, creator of all things, who is eternally existent in three persons: Father, Son, and Holy Spirit. (Gen. 1:1, Ex. 20:2-3, Deut. 5:4, Matt. 28:19, I Cor. 8:6, II Cor. 13:14, I John 5:7, Rev. 4:11)
3. The Bible states the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His death, burial and bodily resurrection from the tomb, and His ascension to the right hand of the Father, and His future personal return in power and glory. (Matt. 1:18, Matt. 28:6, Luke 21:27, John 10:30-32, Rom. 3:25, Rom. 8:34, I Cor. 15:3-5, Heb. 4:15)
4. Regeneration by the Holy Spirit is absolutely necessary for the salvation of lost and sinful men. The blood of Christ, shed on Calvary, is the only atonement for man's sin. (John 3:3-8, Eph. 1:7, Titus 3:5, Heb. 9:22)
5. Salvation is by grace through faith alone. The sinner must be born again; it is instantaneous and not a process; that in the new birth, the one dead in trespass and sin is made a partaker of the divine nature and receives eternal life and the presence of the Holy Spirit. Evidence of the new life will show in the life of a believer and that faith without works is dead (John 3:5-21, Acts 15:11, Rom. 3:24-25, Romans, 8:11, Eph. 2:8-10, Jam. 2:8, II Pet. 1:3-4)
6. The present ministry of the Holy Spirit is to enable and empower the Christian to develop and live a godly life. (Rom. 8:13-14, Gal. 5:16)
7. There will be a resurrection of both the saved and the lost: they that are saved to the resurrection of life and they that are lost to the resurrection of condemnation. (Dan. 12:2, John 5:28-29, I Thes. 4:16-17, II Thes. 1:9)
8. We believe in the spiritual unity in the body of Christ of all believers. (John 17:20-23)
9. God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. Any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. The believers' objective, if faced with such, is to lead those involved to repentance, recovery, and restoration. (Gen. 2:24, Gen. 19:5, 13, Gen. 26:8-9, Lev. 18:1-30, Rom. 1:26-29, I Cor. 5:1, I Cor. 6:9-11, I Thes. 4:1-8, Heb. 13:4)

School Hours

School Office	8:00 a.m. – 4:00 p.m.
Before-School Supervision	7:45 a.m. – 8:10 a.m.
Preschool	8:15 a.m. – 11:30 a.m.
Kindergarten	8:15 a.m. – 11:30 a.m.
Activity School	11:30 p.m. – 3:00 p.m.
Elementary	8:15 a.m. – 3:00 p.m.
SH/JH	8:15 a.m. – 3:00 p.m.
After-School Supervision	3:00 p.m. – 3:20 p.m.

Associations

Community Christian School is a member of the **Association of Christian School's International (ACSI)** and registered by the Illinois State Board of Education.

Accreditation

National, regional, and state accreditation or registration is sometimes sought after by educational institutions but is not always desired. When a school voluntarily allows itself to this outside criticism and oversight, it subjects itself to the possibility of compromising its biblically based positions. We, at CCS, have chosen not to seek this oversight, but we strive to equal or surpass all state educational standards set by the ISBE. Our graduating high school students have been accepted at both state and private universities.

ADMISSION POLICIES

Admissions Information

Community Christian School is an independent Christian school serving New Lenox, Joliet, and the surrounding communities. CCS has a parent run school board and reserves the privilege of setting and maintaining its own standards of conduct, dress, cleanliness, and scholarship.

The school maintains the right to refuse admittance to anyone who fails to meet entrance requirements and to suspend or dismiss any student who violates the standards set down in the Statement of Cooperation, Student Handbook, or other rules and regulations as established by the school administration. CCS reserves the privilege of amending, changing, deleting, or adding to the rules, regulations, and policies throughout the year as necessary for maintaining order and for the accomplishing of the goals and objectives of the school. Parents and students are required to sign the Statement of Cooperation in order to be admitted or allowed to remain at CCS.

All students are admitted on a nine-week probationary period. During the probationary time if the child fails to make acceptable progress or does not adjust to the program of the school, the parents will be expected to give additional help at home. The school reserves the right to place the child in a lower grade or dismiss the student from school if it is deemed necessary. An additional probation period may be set for poor academic performance or behavioral problems. ***WE ARE A DISTINCTLY CHRISITAN SCHOOL.*** We are not strictly a private school and we have no desire to just be a good academic school with a Bible class. Our first and foremost desire is to

impart Godly principles and help instill habits in the lives of our students that are conducive to developing Christ-like behavior that they can use for life-long ministry.

Attendance at CCS is a privilege, not a right. Not everyone has the opportunity to attend an institution that emphasizes quality education and a Christian environment. Community Christian School is a place for families who desire a school with a challenging academic program, uplifting spiritual program, and a character-building discipline program. Attendance to our school will be based on administrative interview, church attendance, spiritual maturity, academic achievement, behavioral record, a desire of both parents and student to attend CCS, and an agreement and adherence of Biblical principles and school guidelines as laid out in the school handbook and other procedural addendums.

CCS does not openly enroll students facing discipline from a prior school. CCS will honor the discipline that a prior school has issued (i.e. a 2 semester suspension)

Enrollment Procedures

Parents may register students any day Monday through Friday during regular school hours. Enrollment into CCS is a process that we take seriously. Unfortunately not everyone that applies for admission will be accepted. Many things are taken into consideration including but not limited to: student's salvation, family's church attendance, pastor's recommendation, space available, previous academic aptitudes, achievement test scores, interview with, school administration, and consultation with counselor at previous school. Registration cannot be finalized until the following steps have been completed:

1. Complete application and submit with a copy of the student's birth certificate.
2. Submit payment of registration fee with each application.
3. Personal interview (bring previous academic records).
4. Complete, sign, and submit the following: Statement of Cooperation form, Health/emergency documents, physician exam, Transfer/release of records form, and the Media Release form.
5. Be sure the Church/Pastor's Address is completely filled out on the enrollment application. A Pastor's Recommendation Form will be sent, from the school office, for your Pastor to fill out (7-12 grades).
6. Take any necessary Grade Placement/Aptitude tests.
7. Submit payment of Curriculum Fee (if after July 1).
8. Fill out class registration form (7-12 grades).

Re-enrollment Procedures

All students who apply for re-enrollment in the spring for the next year will be evaluated on the basis of their academic, spiritual, and behavioral progress to determine if they qualify for readmission. Also, parental cooperation will be factored

when determining re-enrollment. In all cases, the decision of the School Administration and School Board is final. Forms needed include the following: Re-enrollment form, Emergency Treatment form, Statement of Cooperation form, Media Release form, and the Re-enrollment fee.

Withdrawing Students

Withdrawals from the school need to be made in person through the School Administration. The proper withdrawal form will have to be completed. It is understood that the tuition is due and payable until the school office has been given the completed withdrawal form. There is a \$100.00 withdrawal fee for those who withdraw during the school year.

Students transferring to another school and having attended one day or more of any month will owe the full month's tuition. No tuition or fee is refundable if the student is voluntarily withdrawing, and any school records will not be released until all bills are paid and textbooks and other materials are returned.

Financial Information

Community Christian School receives its income from tuition and fees, not from state or federal funds. Therefore, it is important that all tuition and fees be paid when due. Students are not allowed to start the school year if the school bill is not current. Also, if an account is not current, the student may not be allowed to return to class until the bill has been paid in full. All accounts must be current in order to participate in athletics, graduations, and banquets. There is a late charge for those accounts with overdue balances.

Registration Fee

A registration fee is charged each year to returning and to new students alike. New students should pay this with their application, and returning students should pay this by February 28 to avoid an increase in the registration fee.

Tuition Payments

All tuition bills are to be paid by the 1st of each month, beginning June 1 and ending May 1. Consult the *Monthly Tuition Schedule* in this handbook to determine the amount you will pay. A late charge of \$50.00 will be assessed on all accounts not received by the 10th of each month. If an account falls behind by the end of the month, your child will not be able to attend school until it is paid or a payment schedule is arranged with the School Board. If a situation arises which prohibits payment of an account, it is the responsibility of the parents to notify the school office to request a possible extension to make payment.

If tuition, fees, or fines are unpaid at the completion of the school term, report cards or other records will not be issued until the debt is paid. The participation in graduation ceremonies and any class trips would be in jeopardy if school bill were not paid in full.

Elementary and Secondary Fees

Fees are due by July 1 of each year. This includes books, Information Now, academic awards, curriculum aids, science supplies, computer fee, association fees, yearbook, fine art program expenses, lab fees, sports gate fees, athletic awards, graduation fees, and student accident insurance.

Other Fees

After-school care fee, Athletic participation fees, Fine Arts competitions costs, Home Economics fees, PE Uniform fee and Music lessons fees. There are also fees for late charges, withdrawal fees, and discipline fees. See school financial sheet.

Volunteers Requirements

Families of CCS students are required to fulfill volunteer hours. The requirement is set at 15 hours per student with a maximum of 40 hours per family. The buyout option is set at \$20 per hour. There are many ways to fulfill the volunteer requirements. Ask the office for a current list. One half the hours must be met by the end of first semester.

Fundraising Requirement.

Families of CCS students are required to reach mandatory fundraising levels. The requirements are set at \$300 for one student and is capped at \$500 per family. Ask the office for upcoming fundraisers. One half the fundraising must be met by the end of first semester.

Scholarships

Panther Scholarship

Limited availability and based on donations given and need represented

Advance Scholarship

4% tuition reduction if entire year paid

Ministry Scholarship

Tuition reduction when head of household gains their principle income from full-time vocational ministry (40+ hours of active work)

Health Program

We follow the mandated requirements of the Illinois School Health Code, which states students must meet certain medical, dental, and vision requirements during specific years of their schooling. Parents or guardians are expected to comply with the state guidelines. Forms are to be completed by the doctor, dentist, or ophthalmologist and returned to the school. Completed forms are to be returned on time, or a written explanation must be given for a delay in compliance.

Physical Examination Requirements

A **copy of the birth certificate** and all required **health records** are to be submitted to the school office prior to the first day of school.

All of the **physical examination forms** mentioned below (except sports) must include a copy of the updated immunization record.

All immunizations must be up-to-date. Students must be in compliance with immunizations requirements set forth by the state of Illinois. Physical examinations (except for sports) shall be conducted within one year prior to the date of entering **preschool, kindergarten, sixth grade and ninth grade.** The following students will need to have a **Physical Examination, Updated Immunizations, Dental Exam, and Eye Exam:**

PRESCHOOL

Every student enrolling in 4-year-old preschool must have a physical examination before the start of school.

KINDERGARTEN

Every kindergarten student must have a physical examination, dental exam and eye exam before the start of school.

2nd GRADE

Every 2nd grade student must have a dental exam before the start of school.

6TH GRADE

Every 6th grade student must have a physical examination and dental exam before the start of school.

9TH GRADE

Every 9th grade student must have a physical examination before the start of school.

Sports Examination Requirements

The sports physical exam is required to have been performed prior to their participation in that sport. A sports physical exam is valid for one calendar year from the date of the exam. The physical exam needs to be on file with the school office.

School Exclusion Policies

If your child shows signs of any communicable disease, please consult your physician. The state law requires that children with certain diseases be excluded from school for a prescribed period of time. CCS complies with current Illinois state law regarding exclusion from school in the event of illness or communicable disease.

The duration of the period of exclusion from school for these specific diseases is as follows:

1. Measles – 6 4 days from the appearance of the rash.
2. Whooping Cough – 5 days after the start of antibiotics.
3. Strep throat and scarlet fever – 24 hours after initiation of antibiotics.
4. Mumps – 9 days after onset of swelling.
5. Chicken Pox – not less than 5 days after eruption of last vesicle or until vesicles are dry.
6. Influenza - absence of fever
7. Bacterial or Viral Meningitis – absence of fever
8. Impetigo - 24 hours after treatment begins.
- 9 Ringworm - 24 hours after treatment begins unless the lesion can be covered then no exclusion.
10. Scabies - one day after first treatment.
11. Pinkeye - 24 hours after treatment begins OR physician approves readmission to school.
12. Head or body lice - day after first lice shampoo, lotion or cream applied.

Please notify the teacher if your child has had a communicable disease in order that we may keep accurate records and prevent transmission and ensure other students seek appropriate medical care when needed.

Immunization Uncertainty

If there is uncertainty about a previous vaccination, it is appropriate to re-immunize. If immunization is against your religious beliefs or if you have a strong moral or ethical conviction similar to a religious belief, you must sign the reverse side of the "Certificate of Immunization" stating your reason. If immunization is not

immediately advisable at this time, a physician must sign the medical exemption on the reverse side of the certificate. Failure to provide the needed information may delay or prevent your child's admission or attendance at school.

Dental Examinations

Students must adhere to the Illinois state law mandating periodic dental examinations for children in K, 2nd and 6th grade.

Hearing Testing

A hearing test by audiometer will be given to all children in grades preschool – 3rd grade and PK, K5, 2nd, and 8th will have a vision test. These are screening tests; if there is any reason for further examination by an optometrist or physician, a form will be sent home to be completed and returned.

Parental Wisdom

If your child has a fever, cold, upset stomach, or any undue physical distress, please keep him or her home. This is as much for your child's protection as it is for the protection of the other children at school. Working parents, please check your child before going to work. It is your responsibility when he or she is not feeling well, and not the responsibility of the school. The school office requires instructions for whom to contact if you cannot be reached. If an accident or illness occurs, first aid will be administered. School personnel may give no care beyond first aid, defined as immediate, temporary care of accident or sudden illness.

Administration of Medication Policies

1. Prescription medications are to be brought to school in an original pharmaceutical container, labeled with the student's name, name of medication, dosage, and time of dosage.
2. Prescriptions and nonprescription medicines are to be kept in the school office in a secure place.
3. Prescription medications are to be administered only by authorized personnel, as per instructions on the Medical Form.
4. A record of the administration shall be kept in the school office.
5. It shall be the responsibility of the student to report to the school office at the designated times medication is to be taken.
6. Prescription refills shall be the responsibility of the parents.
7. In the event of physician ordered changes in a pupil's medication, the administration shall receive such orders directly from the parents and/or attending physician, and shall note such changes on the Medication Form.

School personnel will administer no medications without clear written instructions by the parents and/or physician. The medicine container should be well labeled. All medications, including aspirin, should be brought directly to the school office as soon as the student arrives at school. Under no circumstance is a student authorized to give prescription or non-prescription medicine to another student.

SCHOOL PROCEDURES

Attendance Policies

Regular attendance at school is absolutely essential to the progress of a student. This is necessary to keep up with the daily work and to conform to state laws. We all know that absences and make-up work create a burden for students, parents, and teachers. Research clearly indicates that class attendance and participation are needed for success in school. In addition to the academic perspective, faithful attendance in school is practical Christian character training and a demonstration of proper stewardship. Therefore, every effort should be made to be in school every day on time.

It is true that school attendance policies may restrict the flexibility of family plans. Please be mindful that the only authority the school exercises over your family is what you have willingly given to us. In order to operate efficiently and to produce a high caliber student, CCS closely follows the prudence underlying the Illinois Compulsory Attendance Laws comprised in *The School Code of Illinois* (TSCI).

Definitions and Explanations

TARDINESS

A student who is tardy is any student who arrives late to the beginning of school or individual classes.

Students are expected to be on time to homeroom, for each class, for chapel, and for school functions every day. We recognize that some tardies may be unavoidable and because of that we allow each student to receive two (2) excused tardies without penalty each quarter. Being late disrupts the learning process for the late student, the teacher, and the other members of the class. In addition, it creates an added workload for the office staff. It has been said that punctuality is “showing high esteem for others and their time.” By requiring punctuality, we hope to instill habits in the lives of our students that will assist them in their jobs, church attendance, and future family activities.

Traffic, car problems, alarm clock malfunctions, and other unexpected things do occasionally come up and that is the reason we give the two (2) excused tardies per quarter. Elementary (K4-6th) parents should accompany their tardy student(s) to the office to sign them in for the day. Secondary students have to report to the office to sign in and obtain a pass to class upon their arrival. **Three (3) unexcused tardies will equal one half-day (1/2) of an unexcused absence on the student's attendance report.**

A \$10 fee will be issued at the 6th unexcused tardy to school for each quarter. A \$20 fee will be issued at the 10th unexcused tardy to school for that quarter. The number of tardies will reset to zero at the beginning of each quarter. These fines apply only to tardies to school, not tardies between classes.

For tardy students, they are not permitted to class without a pass from the office.

CHRONIC OR HABITUAL TRUANCY

According to The School Law Survey of Illinois any student who misses 10% of the total number of days of school would be considered a chronic truant. In our case, any student who misses eighteen (18) days of school per school year is a chronic truant.

Excessive absences hinder academic achievement. A student who has more than ten (10) absences (excused or unexcused) per semester may be required to make-up time missed, hour for hour, in Saturday School at \$10.00 per hour which would be from 8:00-10:00 a.m. If a student has twenty-five (25) or more absences (excused or unexcused) per year, the school reserves the right to retain the student, regardless of academic achievement.

LAWFUL OR EXCUSED ABSENCES

A common misconception is that excused absences are any day a student misses with a parent's permission and notification. An absence may be excused by the parents but not fall into a category excused by the school.

Any absence that falls into the following categories will be counted as excused by the school:

- a. The student has an illness or injury that prevents him/her from being physically able to attend school (**doctor's note needed after three (3) days**).
- b. The student is isolated from the general population because of a quarantine ordered by the local health officer or the State Board of Health.

- c. The student has a death occur in the immediate family (including, but not limited to, the grandparents, parents, and siblings).
- d. The student has a medical or dental appointment (note needed).
- e. The student is involved in a court proceeding (documentation needed).
- f. The student is involved in a valid educational or missions opportunity (this absence and the activity must have prior approval from the administration).

Please recognize that we have built into our school schedule sufficient opportunities for families to plan for extended times together. In addition to approximately eleven (11) weeks of summer vacation, our calendar includes almost thirty (30) days when school is not in session. We do understand that occasionally important family situations arise that may require missing school. We do expect that every effort be made to plan within the allowances in the school calendar; however, to accommodate those special family situations, our school allows students to “cut” up to five (5) school days per year within the following limitations: cuts cannot be taken the first or last week of a semester, during achievement testing week, or if a student has already missed school five (5) days for the first semester or fifteen (15) days for the year.

If it is absolutely necessary that you take your child out of school during the school year, please secure a “**cuts**” **permission form** from the school office at least one week in advance. Students are then to present this form to the teacher with administrative authorization. This will be necessary for an excused absence. Any absences that are initiated by the school are considered educational and will not count toward a student’s total absences.

UNLAWFUL OR UNEXCUSED ABSENCES

Remember, that just because a parent justifies an absence the school does not have to deem it excused. The school cannot prevent any absence authorized by the parents, but it can administrate homework requirements and grade reductions according to the school handbook or policy addendums.

The following are explanations of an unlawful absence:

- a. The student is willfully absent from school with or without the knowledge of the parent.
- b. The student is absent from school for any reason other than those listed under Lawful Absences located in the list above.

Examples:

- Parents keeping children out for personal reasons
- Student working at home or business, including babysitting
- Transportation (missed ride or car problems)

- Oversleeping, just staying in bed, or at home because of tiredness
- Non-educational trips (group outings, etc.)
- Going shopping, hair appointments, running errands, etc.
- Lack of clean clothes, missing due to dress code violations, etc.

Every non-school initiated absence, lawful or unlawful, will require written notification from the parent/guardian explaining the absence. Please send a note even if you have called the school office. Elementary students (K4-6th) will have to present their note to the morning attendance taker or to their teacher on the day they return from an absence. Secondary (7th-12th) students should submit their note to the morning attendance taker or to the school office and at that time will receive a pass to class.

Early Dismissal

In the case of an early dismissal, a parent needs to send a note to the school office indicating the time and an explanation. This note will be kept on file and act as an admittance slip back to school the following day or when the student returns to school. Those that leave after 1:45 p.m. will not be counted absent but will be required to make up the work. Please avoid the temptation for these early dismissals to become habitual.

When picking up your child for an early dismissal, please come to the school office and sign your child out, and the secretary will call his/her room indicating that it is time to go. Students are not allowed to just sign out at the office and leave without the office having obtained permission from a parent. No student may leave school without permission from a parent **and** approval from the administration.

Make-up Work

It is the responsibility of the administration to determine whether the absence is excused or not. It is the **student's responsibility** to check with the classroom teachers either before they leave for an absence (if possible) or immediately upon their return to get all missed assignments. For any excused absence, the student may make up academic work for full credit if made up by the amended due date, but unexcused absences will result in academic grade-deductions based on when the work is completed.

Work missed because of an UNEXCUSED absence must be made up to the teacher's satisfaction by the amended due date but will lose 20% points off the final grade. This policy applies to regular homework, tests, quizzes, exams, or projects. If there is any question, please check with the administration before the willful absence. Work not made up by the amended due date will have an additional 10% off for each day late. Students with unlawful absences from school have the same time frame to make up the assigned homework, tests, quizzes, and projects

but will receive 20% points off of all final grades. If this work is not made up by the amended due date, there will be an additional 10% off.

Work missed because of an EXCUSED absence or an absence due to a school activity, students will receive one (1) day for every day missed to make up the work that was assigned while that student was absent. Any homework, tests, quizzes, or projects that was assigned prior to the absence is due on the due date or the day the student returns to school. Any work, tests, quizzes, or projects not made up on the amended due date will have ***10% points taken off the final grade*** for each day late. There will be no penalty, point loss, or academic deduction for any excused absence or school-initiated absence.

Before-School Supervision

Students who arrive from 7:45 a.m. to 8:10 a.m. should proceed immediately to the gymnasium where a faculty member will supervise them until the proper dismissal to their classrooms. ***Be aware that students dropped off before 7:45 a.m. will not be supervised and, therefore, possibly in harm's way.***

After-School Supervision

Safety is a major priority at CCS. We want our students to be supervised at all times while on school grounds. Every student not involved in extracurricular activities has to leave school by 3:20 p.m. There are NO EXCEPTIONS to this policy. Charging for supervision begins at 3:20 p.m. at a rate of \$1 per minute per child. Fee will need to be paid immediately to the office upon pickup. If you are in need of afterschool care, we recommend Living Waters Early Learning Center.

Emergency School Closing

A severe storm or other emergency may require school to be closed. A decision to close school is generally made by 6:00 a.m. Radio stations who announce school closings because of inclement weather or emergencies are: WGN (720 AM), WMBI (90.1 FM), WONU (89.7 FM), WJOL (1340 AM), and WBBM (780 AM), and television stations: CBS (Ch. 2), NBC (Ch. 5), ABC (Ch. 7), WGN (Ch. 9), FOX (Ch. 32), and CLTV. ***Please do not call teachers or administration to obtain information.*** Parents can call 1 (900) 407-SNOW for information, visit our school's Facebook page, our website at www.ccspanthers.org, or visit www.emergencyclosings.com.

Spiritual Enrichment

Morning Assembly

Each morning will begin with a challenge from God's Word and a time of prayer. Teachers will take attendance during this time.

Daily Bible Classes

Every student, no matter the grade, will be attending a Bible class. Each grade's curriculum varies in order to give the student a well-rounded Bible knowledge and the ability to apply the concepts to their lives. Students should expect to memorize Bible verses.

Weekly Chapel

Chapel is held once a week for the entire student body. Area pastors, staff members, special speakers, and Christian films are used to offer a variety to the chapel program. Special meetings are held from time to time with missionaries, evangelists, or other speakers. Chapel is provided for the spiritual growth of students. All are required to enter chapel with a reverent attitude and in an orderly fashion. Each student is responsible to have a Bible for chapel. Coats and books, other than the Bible, are to be left in lockers.

Student Prayer Meetings

Each year students volunteer to lead prayer groups or Bible studies before or after school.

Dating Relationships

Community Christian School is co-educational, operating on the premise that is wholesome for boys and girls to develop many friendships during school years. Dating among students is neither encouraged nor discouraged by the school, but if students are going to date another person, we believe they ought to only date other Christians and ought to follow the biblical principles of not practicing a promiscuous lifestyle or practicing a homosexual relationship. Both of these actions would result in immediate expulsion. We believe that parents should play a large role in monitoring their children's dating life. However, the following guidelines should be followed:

1. No couples may be alone on any part of the school grounds, inside or outside of buildings.
2. There is to be no physical contact between any male and female student on the school grounds or at any school related activity. This is not limited to "dating couples." No student is allowed to physically touch another student, even "as friends."

Home-School Communication

The Community Connection

The Community Connection is the school newsletter at CCS. This is designed to be helpful for both parents and students alike. It gives information regarding future school activities, updates on sporting events, and results of past competitions and other activities.

Parent-Teacher Conferences

The involvement of the parents and guardians is very important in the educational process as they work together with the school to see growth in the student. Specific times are set aside for parent-teacher conferences throughout the year. Parents may participate in these helpful meetings, as they feel necessary.

Legal Reminders

No student may represent the name of the school on any radio or television program, internet or social network, or in any publication without prior authorization from the school Administrator. The school is not responsible for any party or social function that is not officially approved or sponsored by the school.

Lost and Found

Lost and found articles are taken to the school office for a period of one month. Items not claimed within that time will be donated to appropriate causes. Students can redeem lost items by paying a fine of \$.50 for each item claimed. Please place the student's name on belongings brought to school to help return lost items to proper owners.

Lunch Program

Each student may bring his or her own lunch from home. Hot lunches are available most every day. Water, juice, and candy may be purchased daily. Our county-certified food preparer oversees the student worker's preparation of the daily menu. Please check ***The Community Connection***, which is sent out every Friday and/or the school's website, for the menu and pricing for each week's hot lunches.

Phone Usage

Students can use the office phones before and after school or during lunch by permission from the office. All phone calls are \$.50. Cell phones cannot be visible and must remain off during the school day.

School Safety

Bullying

CCS takes a stand against bullying in all its forms. Through the combined efforts of school staff, students, parents and the community, we hope to eliminate bullying and harassment from the lives of students and adults.

Bullying is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, that places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or creates or is certain to create a hostile

environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits.

Car Pooling Safety

If someone other than a parent will be picking up a child, please inform the school office in written form. We want to take every precaution in the protection of your child. CCS is in no way responsible for the health and safety of the students on the way to or home from school.

Cell Phones / Electronics / Cameras / Gaming Systems

In order to maintain a safe, quiet and orderly learning environment, students are not allowed to use or to have turned on any electronic or cellular communication devices while at Community Christian School between the start of the school day and the end of the school day. Cell phones and other electronic devices shall not be visible and must be turned off during the school day. CCS is not responsible for lost or stolen cell phones.

Students are not allowed to possess radios, iPods, MP3 players, cameras, hand-held portable gaming systems or other similar electronic equipment during the school day. These items shall not be visible and must remain off during the school day.

Any of the above electronic devices may be confiscated and appropriate demerits will be given. Device will be held in the office until picked up by a parent or for a period of three days.

Closed Campus

Community Christian School has a "closed campus" policy. This simply means that attendance at school is required from the start of classes to the regular dismissal time, regardless of the free periods a student may have without first receiving special permission and then signing out at the school office. Violations of this rule will result in discipline. At the same time all people wishing to visit the school will have to first come to the school office. If necessary, school personnel will accompany visitors around the school.

Insurance

The school requires the purchase of student accident insurance, which is included in the school fee charged to each student. This will cover a variety of accidents that take place during school hours, on the school property, and to and from any school-sponsored activity. CCS does not have insurance coverage for students before or after school, or in transit to and from school. Student property is not covered from loss, theft, or damage while at school.

Loitering

Loitering in corridors, washrooms, and parking lots is prohibited. A student is expected to be in assigned areas during the student's scheduled school day. Any student in the hall must produce a hall pass. Never should any student be studying, talking, sitting, etc. in the hall during class periods.

Safety Drills

Safety drills for the possibility of tornadoes and building fires are periodically done throughout the school year to ensure the safety of your child. Procedures for these drills will be thoroughly explained at the beginning of the school year.

Search and Seizures

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, desks, storage areas or student automobiles if the administration believes the student to be involved in unlawful behavior. The school may seize any illegal, unauthorized, or contraband materials discovered in the search. As used in this policy, the term "unauthorized" means any item dangerous to the health and safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. If properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate dispositions.

Solicitation

Soliciting is forbidden at Community Christian School without the permission of the administration. This includes the selling of tickets, candy, etc. and the distribution of political materials or the circulation of petitions.

Prohibited Articles

The school has a "**no tolerance**" policy on bringing weapons to school and on threatening both students and teachers. Prohibited articles that are considered weapons include but not limited to the following: knives, guns, water pistols, fire crackers, matches, explosives, lighters, or any other dangerous item. Also, the following articles are not permitted at school: tobacco products, alcoholic beverages, illegal drugs, magazines, obscene or questionable literature, or laser pointers. **Prohibited articles are not limited by the above list and may include any item the administration feels is a threat to student safety and well being.** Any prohibited items that have been brought to any class will be confiscated and brought to the school office

Visitors

In order to provide uninterrupted instruction, we ask that such classroom visits be scheduled in advance through the school office. Office staff would be happy to escort visitors around the school. Students wishing to bring an out-of-town visitor to school should submit a written request, signed by their parents two days in advance of the visit. Please call the school office to set up an appointment if you are interested. No visitor may speak or perform in any program or class unless permission is secured in advance from the administration.

Shadowing

CCS encourages shadowing for prospective students. Proper paperwork must be filled in the school office 24 hours prior to the shadowing day. A parent signed form is required before shadowing can take place.

Student Driving Policies

Students need to fill out a driver registration form, pay a \$10 driving fee, and affix the parking permit to their vehicle's lower right side of the windshield in order to drive to school. ***The parking lot speed limit is 15 mph.*** Any student who demonstrates carelessness will have his/her permission to drive to school taken away. As soon as students arrive at school in a car driven by a student driver, they must leave and go into the building. Students without school office permission should not be in the student parking areas during school hours. For safety and protection, please lock your car anytime you park on school grounds. CCS is not liable for anything on the commute to or away from school. Students cannot leave the school property any time without parental permission. Also, no student can ride with another student or that student's parents without permission from his/her parents.

1st offense 5 demerits

2nd offense 10 demerits and 1 week loss of driving privilege

3rd offense 15 demerits and loss of driving privilege for semester

Internet / Social Networking Policies

Internet usage can be incredibly helpful but also extremely dangerous. To follow biblical principles and to try to prevent on-line predator abuse, the following rules have been set up for CCS students using on-line blogging sites, social networking, and other similar internet sites. The content, profiles, pictures, and correspondence on student's personal sites can and will be used against them when it comes to their enrollment at CCS. The following list is a few things that should ***NOT*** be on a site: swearing or inappropriate slang of any kind, any references to secular rock, rap, etc. music or the playing of secular rock, rap, etc. background music, immodest or sexually suggestive pictures or pictures of inappropriate physical contact between people, any disrespectful wording about parents, home, siblings, church, or school, and unwise answering of profile questionnaires. There could be other inappropriate items as well. Students are

representing their families, CCS, and, most importantly, God, and we in no way want to allow our students to do or say anything that would hurt the testimony of any of those three entities. **DON'T FORGET** – God sees all that is on those sites and so can the administration. Even the mainstream media has reported on the dangers of internet and social networking sites, which include an incredible danger from sexual predators, thieves, and violent physical offenders.

ACADEMIC INFORMATION

Preschool

The Preschool is an excellent early childhood learning program teaching children through creative projects in a variety of areas.

Kindergarten

The CCS kindergarten is established to lay a proper foundation for elementary school. The main spiritual objective is imparting a love for God and His Word, and the main educational objective is to teach the children how to read by means of a solid phonics program. The children will also be taught Bible, music, numbers, science, art, history, and manuscript cursive writing.

Elementary School

The elementary program is designed to teach the basic learning skills in all subject areas. These include: Bible, reading, using phonics, writing, English, history, science, spelling and vocabulary, math, art, music, and physical education.

Junior High School

The course of study for students entering junior high provides for the development of self-confidence and stability in this transitional time along with a continuous building on the foundations taught in previous years in all subject matter. Participation is encouraged in the broadening array of activities provided for them at this level.

Senior High School

The high school student at Community Christian School can select a program of study to receive one of two diplomas: General or College Preparatory. The major subjects are Bible, math, social studies, science, and English. The minimum semester requirements:

Some courses on the high school and junior high levels are given on an alternate year basis so the sequence may vary. A wide variety of electives are offered that include from the following list: Algebra II, Advanced Computers, Analytical Geometry,

Business and Personal Finance, Business Math, Chemistry, Choir, Speech, Geometry, Home Economics, Keyboarding, Physics, Pre-Calculus, Spanish I & II, Tone Chimes, Trigonometry, Yearbook, and Student Aide.

*Not all classes are available each year.

<u>Subject</u>	<u>College Prep</u>	<u>General</u>
Bible	8	8
Language Arts	8	8
Math	8	6
Social Studies	6	6
Science	6	6
Phys. Ed./Health	3	3
Foreign Language	4	0
Computer	2	0
Electives	7	7
Total Semester Hours	52	44

Students in grades 9-12 are classified according to the number of semester credits earned:

<u>Grade</u>	<u>Class</u>	<u>Credits Earned</u>
9	Freshman	0
10	Sophomore	12-24
11	Junior	25-36
12	Senior	37-56

Academic Grading Scale

A+	100	4.3
A	99-95	4.0
A-	94-93	3.7
B+	92-90	3.3
B	89-86	3.0
B-	85-84	2.7
C+	83-81	2.3
C	80-77	2.0
C-	76-75	1.7
D+	74-73	1.3
D	72-70	1.0
D-	69-68	0.7
F	67-0	0.0

Awards

Academic Awards

High Honor Roll Certificate
“A” Average Honor Roll Certificate
“B” Average Honor Roll Certificate
Grade “Highest Average” Plaque
Subject “Highest Average” Certificate
Subject “2nd Highest Average” Certificate
Salutatorian
Valedictorian

Behavioral Awards

Senior Christian Character Award
Administration Award for No Demerits
Perfect Attendance
Diligence Award
Character Award

Athletic Awards

Female CCS Athlete of the Year
Male CCS Athlete of the Year
Team Most Valuable Player
Team Most Improved Player
Team Coach’s Appreciation Award

Fine Arts Award

Fine Arts Achievement Award

Course Change

No course may be dropped or added unless the student secures permission to do so. Any course dropped after the first week of school will be recorded as an “F” unless such a change is recommended by the administration. No course may be dropped or added after the second week of the school year.

Homework Philosophy

Homework is a necessary part of each child’s education. Homework is assigned on a regular basis to reinforce and practice classroom learning. Additional assignments are made over longer periods of time to give experience in research, writing, reading, and reporting. Homework amount may vary from time to time, but effort is made to give assignments in moderation to allow for proper family time, social activity, and physical development. Parents should oversee these assignments nightly.

Report Cards and Grades

Our reporting system is designed to give parents and students an indication of the progress that is being made. Students are graded on their academic subjects and on their conduct. Progress report evaluations will be sent home every 4 ½ weeks to keep parents informed of the progress between evaluations. Report card evaluations will be issued four times during the school year following each nine-week quarter. If a student has failed to make up daily work or tests, he will receive an “incomplete” (I) on the evaluation card. The **student is responsible** to contact the teacher, finish the work that must be made up and/or make special arrangements with one week after receiving the “I” to prevent it from becoming an “F.” The actual grade is based upon the actual work done on homework, quizzes, tests, and exams

Promotion/Retention Policy

Elementary Students

Any student receiving three “D’s” for the second semester in academic subjects will be promoted, but on probation. He/she would possibly have to complete school-approved summer school. Any student who receives two “F’s” will be promoted if one is passed in summer school. Students receiving an “F” in three academic subjects, including math and either reading or English, are automatically retained.

Junior High Students

Seventh and eighth graders who failed either semester of math or English will be required to attend summer school.

Senior High Students

At the high school level the number of semester credits earned determines a student’s grade level. Any student who fails a class will either have to make up the credits by taking the class again or by attending summer school.

Textbooks

Each textbook assigned by the school to a student is his or her responsibility throughout the year, and it is expected that each textbook loaned will be returned in the same condition as it was loaned, with allowance for normal wear. Fines will be assessed for bindings that are broken, torn pages, unerasable writing, and damaged covers.

EXTRACURRICULAR ACTIVITIES

Eligibility Requirements

The following are standards for those wishing to participate in the CCS extracurricular programs:

1. **Physical Standard**
Must pass a required physical exam (for sports)
2. **Behavioral Standard**
Must not exceed 45 demerits per semester.
3. **Academic Standard**
Must maintain at least a "C-" average with NO "F's."
4. **Ability Standard**
Must pass scrutiny of team tryout. Students can be cut on basis of lack of talent, poor attitude, or anything detrimental to success.
5. **Parental Approval Standard**
Must have approval form stating his/her parent's consent for participation and team standards.
6. **Attendance Standard**
Must attend at least a half-day (four of the eight hours) of school in order to participate.

All students will have their grades checked at the midterms (4 ½ weeks) and at end of each quarter. Ineligible students will have their grades checked again every 2 weeks. Three consecutive checks with ineligible status will result in being declared ineligible for the remainder of that sport's season. All new students in our Junior High and High School will have one semester for academic adjustment, thus will not be ineligible their first semester of attendance at CCS if they are truly making an effort with homework and studying. The teachers evaluate the effort put forth by a student and have final authority in this determination. Summer school grades have no effect on the determination of eligibility.

Fine Arts

Many students in elementary, junior high, and high school at CCS participate in the school choir, and in various music lessons. Both the choir and individuals are able to represent Community Christian School in various programs and activities.

Sports Program

Community Christian School plays an active inter-scholastic sports program. The Panthers compete in boy's soccer, girl's volleyball, boy's basketball, girl's basketball, boy's baseball, girl's soccer, and cheerleading. Coaches, student athletes, and parents are expected to demonstrate a good Christian testimony at all times and maintain the required grade point average in order to participate.

All students participating in CCS sports are required to have a satisfactory physical examination **before** beginning practice. Athletes are encouraged to take the examination after June 1 so that they will be covered for all athletic seasons.

Coaches may drop athletes from the squads for irregular attendance at practice, a lack of ability to perform at the set standards, or for displaying an improper attitude.

Academic Competition

Students may participate in a statewide competition in the various academic subjects. They include academic testing in English, World History, Math, U.S. History, Art, Government, Home Economics, and Bible Memory. There is also competition in various preaching categories, various instrumental and vocal music areas, as well as competition in a number of speech and drama categories

Drama Club

In the fall, tryouts are announced for the spring school drama production. Anyone in grades 7th-12th is eligible to try out. The play's directors and assistants will award parts in the play to deserving students.

Driver's Education

When the appropriate age is reached, students may take driver education. This can be at another private institution or a public school. Parents are responsible for handling details involving this program on their own. The required Driver's Education Eligibility forms are available in the school office.

Field Trips

Field trips are taken at various times during the school year to places of educational interest. The Joliet and Chicago areas have many places of special interest and benefit for students. Students are required to maintain the same level of discipline away from school as is required at the school. Drivers will abide by CCS guidelines.

Class Activities

Classes can participate in different class activities during the school year including fundraisers, class parties, and other outings. These need to be approved by the administration. Each class has a class trip in the spring of their senior year. Classes will need to work together in unity in order to plan and fund the trip. Throughout their high school years, there will be various fundraising activities to earn the money to finance this trip.

Student Activities

Students who participate in choirs, athletic teams, cheerleading squads, plays, or any other special program groups at Community Christian School are required to attend all functions in which these groups participate. Students and parents should plan their individual schedules to minimize conflicts.

Class Government

Every high school class has four officers that handle a variety of class related activities. They organize meetings, parties, etc. Each class votes on their own officers for one year. No one may hold the same position two years in a row. The qualifications for these include the following: at least a "C-" average, no more than 30 demerits, and agrees to the Class Officer Cooperation Form. The junior high classes will elect two class representatives, and the high school classes will elect a president, vice president, secretary/treasurer, and spirit leader.

Senior Class Activities

Graduation Policies

Those students graduating will not be permitted to march in the commencement exercises if they have not paid their school bill in full. Seniors will not be able to march if they lack more than one credit for graduation. Arrangements must also have been made to earn this credit in an approved credit restoration program before the student may march. Community Christian School cannot be responsible for the inconvenience caused by failing courses during the last days of school.

The selection of valedictorian and salutatorian will be based solely on the National Association of Secondary School Principal's weighing scale for non-academic and academic subjects. Grades will be considered through the first semester of the senior year, and at the discretion of the administration, the third quarter grades will be evaluated in cases of similar GPA's. Students need to have attended CCS for a minimum of two years in order to be considered for a valedictorian or salutatorian.

Senior Exam Exemption

Every Senior will take 1st semester exams. All seniors are exempt from 2nd semester exams, but may participate in exams if they desire to improve grades.

Senior Trip

All the secondary classes are to raise money throughout their secondary school years to help pay for their class trip. Raising money can be done through various fundraisers and lunch sales, with most of the work being done as juniors and seniors. A class dues system may be set up where each class member must bring in a small amount per month in order to help raise funds.

Senior Working Privileges

A senior desiring to leave campus early to go to a regular, full-time or part-time job may do so with permission from the administration. To qualify for this privilege, the student must bring a letter from the employer with hours to be worked and a note from the parents, which gives permission to leave for work. Students must be in attendance at least four periods a day, and all grades must be a "C-" or above. Anytime the grades go down or the student quits working, he/she must remain at school all day. Leaving during the day for work does not discount the tuition in any way.

Fundraising

CCS does one or two large fundraisers per year along with other smaller ones. The large fundraisers could include candy sales, magazine sales, catalog orders, walk-a-thons, or community work days. Prizes and cash are given for individual and/or class involvement depending on the fundraiser. The smaller fundraisers could include the collections of box tops, toner cartridges, etc.

COLLEGE/CAREER INFORMATION

College/Career Counseling

Our faculty and staff are happy to assist in any way possible in order to answer any questions a student may have and give sound counseling and advice in regards to college and / or career choice.

College Application Check List

- **9th-10th Grade**

Discuss your thoughts about college and career plans with friends, parents, teachers, pastors, and school administration.

- **Fall of 10th Grade**

Begin thinking about possible colleges and talking to people who attend those colleges; pick up information from college representatives.

- **Fall of 11th Grade**

Take the ACT or SAT; analyze results to see if you can get into the college(s) and/or enter the major you're thinking about; talk to college reps and visit colleges.

- **Fall of 12th Grade**

Possibly take the ACT or SAT test over again if you feel you need to; take additional college trips; begin to apply to colleges.

- **Spring of 12th Grade**

Apply to colleges; make decisions about majors; fill out Financial Aid Forms; finalize decisions.

College Financial Aid Information

Every college or university has a financial aid office, and they will have the best information on what loans, grants, and/or scholarships for you. Contact the financial aid office immediately after you are accepted. If you expect to be able to receive federal or state loans, you should fill out a Financial Aid Form early in the year.

College Representatives

Periodically representatives, groups, and recruiters from Christian colleges will visit our school to inform students about the opportunities of their particular college. This will give our young people information to help them find God's will for their future.

Working Permit

Working permits and accompanying forms can be obtained from the school office.

STUDENT CONDUCT/DRESS CODE

Discipline Philosophy

Although we have many guidelines for our students, the rules are designed to help in the achievement of our ultimate purpose: to give a quality education in a Christian environment so that our children will become Christ-like and productive citizens. Parents and teachers need to work together to achieve this purpose that has been mandated in God's Word.

A good handbook **does not** produce a good school. We know that, and we do not expect these regulations to do what they cannot do – guarantee a right heart. Therefore, we ask all those associated with Community Christian School to renew their own commitment to God and His Word. That **does** produce a good school.

Student Behavior and Parental Response

Community Christian School must provide an environment in accordance with the academic and spiritual development of young people. Students are expected to abide by these standards throughout their enrollment. Community Christian School expects that a student be above reproach, showing respect to God, country, family, faculty, and fellow students. Students found to be out of harmony with the CCS ideals of work and life may be asked to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

CCS students and their parents are expected to abide by a certain code of conduct to maintain their relationship with the school. The staff expects each student to use language that is morally proper and constructive. All conduct in situations related to CCS is expected to be of such character as to bring no unworthy reflections on the school. Community Christian School is a Christian school and such seeks to maintain a Christian testimony in the community. The behavior and life style of its student body will determine this testimony. Therefore, the student's activities off-campus are important in developing and maintaining this testimony. Every student is expected to avoid involving himself in activities that are not in harmony with the philosophy and standards maintained by the School, and, more importantly, the Bible. Offenses in these areas will be dealt with at the discretion of the administration through the use of a warning, conference with parents, suspension from school, and expulsion.

Because we are all human, problems and disagreements will arise from time to time. We believe that there is a Biblical way to deal with these issues. We feel that Christian education is a cooperative effort and that anything said or done which tears down respect for either the parent or a teacher hurts the child. We believe that proper handling of problems is one way to show respect to all parties involved. Some

parental attitudes that would be helpful to students in regard to the dress code: (1) Avoid questionable attire; err on the side of modesty, (2) Do not take it personally if a violation occurs, (3) Explain to your child the importance of a dress code and living within limits, and (4) Do not let the inconvenience of an incident cause you to lose control of your emotions.

All students are to do their best to maintain a Christ-like attitude at all times. Constant or repeated complaining, griping, or negative demeanor will not be tolerated. No student will be permitted to ridicule or mock school rules or personnel. Making light of Bible classes, Chapel, or guest speakers is always unacceptable. If improper attitudes persist, probation, suspension, or expulsion could result.

Orderliness Procedures

Basic Classroom Rules

In Community Christian School, these fundamental rules must be followed: (1) Students will not speak out in class without permission, (2) Students will not be out of their seat without permission, (3) Students will always be respectful and obedient to authority, and (4) Students will follow instructions carefully.

Ball Game Behavior

Panther fans are vocal but positive. Please maintain a Christ-like attitude in your actions and reactions. Refrain from negative comments and gestures to players, officials, and other fans while attending CCS athletic contests.

Library Policy

The rules generally accepted in public libraries will apply to our library. Quiet shall be maintained at all times. Reference books must not be removed from the library. Students will pay for all damaged or lost books before he or she can check out additional books and his or her report card will be withheld. The librarian has the same authority as a teacher in the classroom and the same disciplinary procedures apply. The materials in the library will contain the following statement: "The beliefs, teachings, or doctrines found in this book may not necessarily be in accordance with that of Community Christian School."

Locker and Personal Property

Each student in grades 4-12 will be assigned a locker, which is the property of CCS. Therefore, the items that are placed in the lockers are under the control of the school. Announced or unannounced locker checks may be performed at any time. Students are asked to keep their lockers neat at all times. No objectionable

pictures (including any entertainers), photos, logos, or posters may be hung in the lockers. Pictures of physical contact with someone of the opposite gender are not allowed. The decision of appropriateness is left to the administration. Students may not switch lockers once assigned by office. Students may put a padlock on their locker as long as the combination is given to the office.

All personal property of value to you, which is brought to school, should be identifiable in some manner. If you lose something, notify the office; if you find something, turn it in to the office. CCS is not responsible for any lost, stolen, or damaged personal property.

Lunchroom Behavior

It is very important that orderliness and manners be observed during the lunch period. Students may not leave the lunchroom without a pass. All students are to stay seated unless they are buying food at the counter or throwing away their trash. Excessive noise or rowdiness will not be accepted. Throwing of any food or drink will be dealt with harshly.

Music Policy

Music has a profound effect on each of our lives. It influences our thoughts, attitudes, emotions, and actions. Much of today's music does not honor God and is directly opposed to our school's policy on music. We ask our students to use Christian discernment when listening to music at or away from school. It is our desire that our students listen to music that would have a positive influence on them, that glorifies the Lord Jesus Christ and not the flesh, and that encourages them to do right. The volume of the music coming from your car should not be heard by others who are outside your car.

Playground Rules

The following rules have been implemented for the safety and general welfare of our students:

1. Students are responsible to stay within the sight of the teacher on playground duty at all times.
2. Students must refrain from throwing any objects.
3. Students must stay out of the shrubbery and flowerbeds.
4. Students in 7th-12th grades need to **stay off** the playground.
5. Bullying / Fighting will not be tolerated on school property and will be dealt with harshly.

Inappropriate Language/Vulgarity

The use of foul or vulgar language, either in jest, anger, or absent-mindedness and the use of suggestive remarks or actions will be dealt with firmly. Suspensions and expulsion will result with repeated offenses.

Gum, Candy, Food, and Beverage

Because of the problems gum chewing can cause, students are not to chew gum at any time in the school buildings. Candy, food, and drink should not be consumed at any time outside the lunch room. This includes in the halls, classrooms, or bathrooms. Water bottles are encouraged for students to carry with them throughout the day.

Student Appearance and Dress

The Community Christian School dress guidelines are based on three simple but important principles.

1. Modesty. The significance of modesty is a thread woven throughout the entire Bible. It is a foundational principle for any Christian who desires to be pure in body, heart, and mind.
2. Life Message. Part of a Christian's reputation or testimony is what they wear and how they look. Christ and the apostle Paul emphasized this concept repeatedly in the New Testament. If a Christian wants to make a difference in this world for God's glory, they have to be different.
3. Future Success. Learning how to look and dress in a sharp manner will prepare students to "dress for success" in future career and ministry opportunities. Most real life jobs will require some kind of dress guidelines for the workplace.

Students who wear unacceptable clothes to school or school events will receive appropriate demerits. Students will be sent to the school office to change into designated CCS clothing or wait for a parent to bring them an outfit acceptable for class or to take them home for the day. Students are to stay in school dress until they leave to go home except for those staying for athletics practice.

Repeated dress code infractions will result in a monetary fine. Accumulation of more than 3 dress code infractions in a semester will result in a \$10 fine for each infraction after 3. Appropriate demerits for jr. high and high school students, or appropriate grade level discipline for elementary students, will also be assigned.

Girl's Hair Standards

Traditional hairstyles are required. No extreme styles or colors are allowed. Determination will be left to the office. Hair should not hang in front of the face.

Boy's Hair Standards

Traditional haircuts are required. Hair must be neat, above the eyebrows in the front, not touching the ears, and not over the collar in the back. Extreme styles, such as tipped, bleached, braided, or corn-rowed are not allowed. Determination will be left to the office. Sideburns may be no longer than the bottom of the earlobes. Boys must be clean shaven at all times.

General Dress Guidelines

1. Clothes should be modest, fit comfortably – **not tight** and **form fitting** and not excessively baggy. (No “Skinny” pants, yoga pants, jersey knit, jeggings, etc.)
2. Clothing should be neat and clean with no rips, tears, holes, or have a worn look.
3. Tops must be either a solid color, striped, or plaid. No other designs or pictures are acceptable. Logos, including writing as part of the logo, must be smaller than a 3 x 5 index card.
4. Coats, hats, gloves or other outerwear should be properly stored in lockers and are not to be worn in classes, the lunchroom, or chapel.

Girl's Dress Code

1. Skirts/dresses and their slits must come to the top of the knee. Leggings are acceptable of one solid color and may only be allowed under a skirt or dress of proper length. Leggings are not to be worn in place of dress pants. (Modesty)
2. Dress pants should be loose fitting, a single conservative color, neat, not torn or ripped and made of a non denim, non athletic type material. (no “Skinny” pants, yoga pants, jersey knit, jeggings, etc.) (Modesty, Life Message)
3. Tops should follow the general dress guidelines. Tops should have a modest neckline with some type of sleeve. Top should show no cleavage or midriff. Any layer seen must follow general guidelines, for example translucent or sheer tops are not allowed. Sweaters and quarter zip non-athletic outer layers may be worn over appropriate top underneath. (Modesty, Life Message)
4. Dress, casual dress shoes, athletic shoes, dress or winter boots, dress or non-athletic sandals, clogs and sling backs are the only footwear. Heels can be no more than 2”. No combat or work boots. (Future Success)
5. Jewelry in good taste and in moderation is acceptable. Make-up should be used in moderation to create a natural look. No tattoos or body piercings (except earrings for the girls) are allowed for a CCS student.
6. CCS shirts and sweatshirts are always allowed!

Boy's Dress Code

1. Dress pants should be loose fitting, a single conservative color, neat, not torn or ripped and made of non athletic and non denim material. Pants should be worn with belts and at the waist. "Skinny" pants are not allowed. (Modesty, Life Message)
2. Dress shirts should follow general dress guidelines, have a collar, some type of sleeve and be tucked in. Pullover sweaters and quarter zip non-athletic outer layers may be worn with non-collared shirt underneath. (Modesty, Life Message)
3. Dress, casual dress shoes, athletic shoes, dress or winter boots, and moccasins are the only acceptable footwear. No combat or work boots. (Future Success)
4. Jewelry in good taste and in moderation is acceptable. Watches, class rings, bracelets and necklaces in good taste are allowed.
5. No tattoos or body piercings are acceptable for male students at CCS.
6. CCS shirts and sweatshirts are always allowed!

"Whether therefore you eat or drink or whatsoever you do, do all to the glory of God." I Corinthians 10:31

Physical Education Dress Code

Both boys and girls are required to wear a CCS P.E. uniform. These can be purchased from the school office at the beginning of the year. Blue sweatpants can be worn in lieu of the uniform shorts during cold months.

Formal Dress Code

Girls – dresses must be within 2 inches of the knee. Dresses must have straps and have modest front (no cleavage) and back sides (not lower than bra line).

Guys – must wear dress shirt with tie, dress pants, dress socks and dress shoes.

Casual Fridays

Every Friday is casual Friday. These days act as a fundraiser for the School. The "fee" to participate in casual Friday is \$1. The \$1 will be collected by classroom or homeroom teachers at the beginning of the school day. Not paying the \$1 will result in an additional dollar fine (total of \$2).

Exceptions made for Casual Friday's is that students may wear jeans. Girls may also wear Capri's and gauchos.

Elementary Discipline System

Each elementary class must maintain the basic classroom rules, which are spelled out in this handbook. Each teacher has developed a certain disciplinary system with possible results of lost recess, writing assignments, extra homework, etc. However, there are extreme occasions when a teacher needs to send a student to the school office. These offenses could include fighting, disrespect, uncontrollable classroom behavior, or repeated offensive actions. This system will be used on a semester basis.

Junior and Senior High Discipline System

The secondary students have a disciplinary system made up of a combination of detentions and demerits.

Detentions

Detentions are also given at certain demerit levels or are given in lieu of demerits for some infractions. Normally, detentions are served on Saturdays between 8:00 a.m. and 10 a.m.

Demerits

The demerit system is a guide for discipline at CCS. Students are expected to maintain the highest standards of behavior at all times. Failure to comply with the standards of conduct will result in the issuing of demerits. These offenses and demerits assigned are guidelines, not absolutes. In general, they will be followed; however, the administration may assign more demerits at his discretion. Students who receive 1-5 demerits in a semester will have no record of this on their permanent file. Students who receive more than five demerits in a semester will have these recorded but will start the next semester with no demerits. Students who accumulate 75 demerits in a semester will lose the privilege to attend Community Christian School for at least one full semester. A student who reapplies for admission after being expelled or after being asked to withdraw (should be accepted), would return on probation and a lower demerit total.

Students who are suspended from school are able to make up all their work while they are gone, but will be subject to a 3% grade reduction per day suspended off their final quarter grade. This also applies to students who have been dismissed for the day due to direct disobedience or arguing with a teacher.

Merits

Students who have received no demerits for one week (at least 3 days) will receive one merit on their record. Each merit lowers the student's demerit total by one. Students may not accumulate merits the entire year. The lowest a demerit total can go is "-5."

Process of Discipline

- ***Accumulation of 10 Demerits***
Letter to Parents
- ***Accumulation of 20 Demerits***
Letter to Parents
- ***Accumulation of 25 Demerits***
2-hour detention in Saturday School (\$20 fine)
- ***Accumulation of 35 Demerits***
Suspension Warning Letter to Parents
- ***Accumulation of 45 Demerits***
1-Day In-school Suspension/Ineligible for Extracurricular Activities/3% points deducted off all quarter grades
- ***Accumulation of 50 Demerits***
Suspension Warning Letter to Parents
- ***Accumulation of 60 Demerits***
3-Day Suspension/9% points deducted off all quarter grades
- ***Accumulation of 65 Demerits***
Expulsion Warning Letter to Parents
- ***Accumulation of 75 Demerits***
Expelled from School

Expulsion Offenses

Students may forfeit their opportunity to attend Community Christian School who are arrested, drinks alcoholic beverages, uses illegal drugs, possess pornographic material, or are involved in homosexual or immoral behavior. Associating with other students who are involved in these activities may also be grounds for expulsion. This applies to conduct at and away from school.

Students who have been expelled or have been asked to withdraw are not allowed to attend any extracurricular activities for the remainder of the year. This includes all athletic contests, concerts, plays, and graduation.

A student cannot earn over 45 demerits in consecutive semesters. Any student that has earned over 45 demerits may be expelled if he exceeds over 45 demerits the next semester.

Demerit System

Our demerit system addresses, but is not limited to, the following offenses and demerit amounts.

DEMERIT CHART

Cat.	Offense	1	2	3	4	5	
	Tardy to Class	1	2	3	4	5	Thereafter
	Littering	1	2	3	4	5	Thereafter
	Hall Violation	1	2	3	4	5	Thereafter
1	Failure to Follow Directions	1	2	3	4	5	Thereafter
	Unprepared For Class	1	2	3	4	5	Thereafter
	Candy, Food, Gum	1	2	3	4	5	Thereafter
	Disorderly Conduct (talking, notes)	1	2	3	4	5	Thereafter
	Dress Code Infractions	5	5	5	5	5	
	Horseplay	5	10	15	20	25	
2	Driving Infraction	5	10	15	20	25	
	Music Infraction	5	10	15	20	25	
	Prohibited Article	5	10	15	20	25	
	Disrespect/Arguing with teacher	10	15	20	30		
	Direct Disobedience**	10	15	20	30		
	Physical Contact	10	15	20	30		
3	Cheating #1 (homework)	10	15	20	30		
	Skipping Class (stay on campus)	10	15	20	30		
	Improper Internet Usage #1	10	15	20	30		
	Vulgarity/Improper Language	10	15	20	30		
	Defacing/Tampering w/property	10	15	20	30	+ cost of repair	
	Lying	10	15	20	30		
	Bullying/Fighting #1	10	15	20	30		
	Cheating #2 (quiz, test, exam, etc.)	25	25	25			
4	Bullying/Fighting #2	25	25	25			
	Skipping Class (leaving campus)	25	25	25			
	Stealing*	25	25	25	+ restitution		
	Tobacco Infraction*	50-75					
	Improper Internet Usage #2	50-75					
	Lewd material/Pornography*	50-75					
5	Drugs/Alcohol Infraction*	50-75					
	Immoral Behavior*	50-75					
	Weapon on school grounds	50-75					
	Arrested*	50-75					

* **At or away from school**

** **Possibility of being sent home for the day**