

# Student & Parent Handbook



CINCINNATI  
CHRISTIAN  
SCHOOLS

*Christ-Centered 21<sup>st</sup> Century Education*

Rev. 1218



## TABLE OF CONTENTS

OUR MISSION STATEMENT .....	6
OUR VISION STATEMENT .....	6
OUR STATEMENT OF FAITH .....	6
OUR CORE VALUES.....	6
EXPECTED STUDENT OUTCOMES .....	8
NON-DISCRIMINATION STATEMENT.....	8
ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES [7th-12th] .....	10
ACADEMIC INTEGRITY POLICY- JUNIOR HIGH .....	10
ACADEMIC INTEGRITY POLICY- SENIOR HIGH.....	13
ACADEMIC SUPPORT [7th-12th].....	16
ADMISSION STANDARDS.....	17
AFTER SCHOOL EVENTS [Preschool-6th] .....	19
AFTER SCHOOL CARE [Preschool-6th].....	20
AFTER SCHOOL SUPERVISION [7th-12th].....	20
ANTI-HARASSMENT POLICY.....	20
ARRIVAL & DEPARTURE PROCEDURES & TIMES.....	27
ATHLETIC DEPARTMENT [7th-12th] .....	27
ATTENDANCE .....	28
AUDITING A COURSE.....	32
BACKPACKS.....	33
BIBLICAL MORALITY LIFESTYLE STATEMENT .....	33
BIRTHDAY PARTIES [Preschool-6th] .....	35
BOARD GOVERNANCE.....	36
BULLETIN BOARDS .....	36
BUS TRANSPORTATION .....	36
CALENDAR OF EVENTS.....	36
CELL PHONES .....	37
CHANGES IN PERSONAL INFORMATION.....	37
CHAPELS .....	37
CLASS LISTS (ELEMENTARY).....	37

CLASSIFICATION [9th-12th] .....	37
CLASSROOM STANDARDS .....	37
CLASSROOM VISITATION .....	38
COLLEGE CREDIT PLUS PROGRAM .....	38
COMPUTER USE AGREEMENT .....	41
COURSES OF STUDY .....	44
CREDIT FOR NON-CCS COURSES [9th-12th] .....	45
DISCIPLINE & CONDUCT .....	46
DRESS CODE.....	52
DUE PROCESS .....	58
EARLY GRADUATION POLICY [10th-12th] .....	58
EMERGENCY / SCHOOL CLOSING .....	59
EXAMS & TESTS PROCEDURES [7th-12th].....	59
EXTRACURRICULAR ACTIVITIES.....	59
FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT.....	59
FIELD TRIPS.....	60
SAFETY DRILLS.....	61
FUNDRAISING .....	61
GRADING SYSTEM .....	61
GRADUATION REQUIREMENTS .....	62
GUIDANCE OFFICE [7th-12th].....	63
HOMEWORK.....	64
HONOR ROLL .....	65
HONORS DIPLOMA [9th-12th] .....	66
INDEPENDENT STUDENTS .....	66
INSURANCE .....	66
LIBRARY .....	66
LOCKS & LOCKERS [7th-12th] .....	67
LOSS & DAMAGE.....	67
LOST & FOUND AND PERSONAL PROPERTY.....	67
LUNCHROOM .....	68

MARRIED STUDENTS .....	68
MEDICAL INFORMATION & POLICIES.....	68
NATIONAL HONOR SOCIETY [10th-12th] NATIONAL JUNIOR HONOR SOCIETY [7th-8th].....	74
PARENTAL INVOLVEMENT .....	74
PARENT-TEACHER CONFERENCES .....	76
PARKING & TRAFFIC CONTROL .....	76
PDA .....	76
PHOTO RELEASE FORM.....	76
PHYSICAL EDUCATION.....	77
PHYSICAL EDUCATION ALTERNATIVE.....	77
PREGNANCY POLICY .....	77
REPORT CARDS & PROGRESS REPORTS .....	78
RETENTION POLICY [K-8th].....	78
SCHEDULING GUIDELINES [9th-12th].....	79
SCHOOL COLORS & MASCOT .....	79
SENIOR TRIP .....	80
SOCIAL ACTIVITIES .....	81
STANDARDIZED TESTING .....	81
STUDENT REQUIRED USE OF TECHNOLOGY.....	81
TELEPHONE USE .....	84
TEXTBOOKS .....	85
TRANSFER STUDENTS.....	85
VALEDICTORIAN & SALUTATORIAN HONORS [12th].....	85
VISITORS.....	86
VOLUNTEER HOURS .....	86
WITHDRAWAL.....	86

## OUR MISSION STATEMENT

Cincinnati Christian Schools, partnering with Christian families, provides a Bible-centered, 21<sup>st</sup>-century, quality educational program to equip, train, and disciple students to follow Christ and impact culture.

## OUR VISION STATEMENT

CCS will be a shining example of excellent Christian education in our region, defined by a commitment to authentic biblical truth, a thorough academic program, and students who are striving to be unashamed disciples of Christ.

## OUR STATEMENT OF FAITH

- We believe the Bible is the inspired, the only infallible, authoritative, inerrant Word of God.
- We believe there is one God, eternally existent in three persons - Father, Son, and Holy Spirit.
- We believe in the deity of Christ; His virgin birth; His sinless life; His miracles; His vicarious and atoning death; His resurrection; His ascension to the right hand of the Father; and His personal return in power and glory.
- We believe that lost and sinful man is saved by the grace of God, justified by faith in the shed blood of Christ, and regenerated by the Holy Spirit.
- We believe in the resurrection of the saved and the lost; they who are saved unto eternal life, and they who are lost unto eternal damnation.
- We believe in the unity of believers in our Lord Jesus Christ.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the creation of man by the direct act of God as recorded in the Book of Genesis.
- We believe in the sanctity of marriage between one man and one woman as established in Scripture.

## OUR CORE VALUES

### **Biblical Philosophy**

The fear of the Lord is the beginning of wisdom and knowledge." (Proverbs 9:10) The Word of God is true and is authoritative in all matters of life. It is essential that the teaching of Bible as a core subject is essential to the academic curriculum, so that our biblical philosophy of education is witnessed throughout every class and program. Our overall success as a Christian school hinges on the ability of our graduates to defend their Christian faith with accurate biblical arguments. "All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness." (2Timothy 3:15-17) Bible curriculum must be defined, consistent and coherent throughout the pre K-12th grades.

CCS students.....Believe. Belong. Become.

### **Balanced Education**

CCS will provide a superior level of education, and it is imperative that students learn and retain a core, foundational, body of knowledge in subject areas such as math, science, English, and history at each grade level. In addition, a well-rounded education addresses the needs of the whole person: spirit, heart, body and mind. An emphasis on excellence must be placed on the acquisition of this foundational learning in the core academic subjects, as well as Bible. There must also be related arts, athletics, and extracurricular programs for the purpose of developing the total student and providing non-academic options for personal growth, creativity, and development. Critical thinking, the result of intellectual, principal, and conceptual learning, must be evident in the educational process. Because of the educational standards aspired to, graduates from CCS will have developed a love for life-long learning and they will be welcomed at all universities and institutions of higher learning.

### **Christian Partnerships**

Parents have the primary and ultimate responsibility for the education of their children and their behavior. A positive, safe, and accepting environment is conducive to maximum learning. Students must learn self-control, respect for authority, and to take personal responsibility for their own actions and behavior. Therefore, the school's discipline policies and procedures must be consistent, fair, loving, and designed to mold hearts as we teach responsibility. A Christian education is best achieved when partnerships with the church, community, and, most importantly, the parents are united with educators. The teachers may stand in place of the parents in portions of the educational process but never usurp parental authority or responsibility.

### **Outstanding Leadership**

Effective leaders are the core element in the success of any organization. The school will hire and retain the best administrators, teachers, and staff members for the purpose of accomplishing its goals with excellence. Administration, teachers, staff, and volunteers must have a testimony of salvation. Administrators, teachers, and staff must be compensated near par with public educators. Professional development of the faculty and its leadership is vital for the development and growth of the educational process. Appropriate certification and a continuation of professional, personal, and spiritual growth are expected of all faculty members. All staff must be evaluated regularly commensurate with their responsibilities in order to enable each staff member to successfully and productively accomplish the goals of the school.

We must never be content with the status quo; rather, we must always seek to improve and grow for the purpose of being the very best we can be as an educational institution and an instrument of God in the development of young lives.

### **Disciple of Christ**

A true disciple of Christ is one who has acknowledged being a sinner, and has placed their faith in The Lord and Savior Jesus Christ for their salvation. They believe Christ died on a cross for our sins, was buried, rose on the third day, and ascended into heaven sitting at the right hand of God the Father. Each student will understand that a disciple is one who studies scripture, desiring a closer relationship with Christ. Sharing the plan of salvation is on purpose with a well-developed approach embedded in Bible class, chapel, and whenever CCS is involved in servant evangelism or has an opportunity. Each grade level has a written and purposeful Bible curriculum to engage students in knowing what they believe from a Christian worldview. Servant evangelism will allow students to

further develop the "body" complementing our commitment to the whole person: spirit, heart, body, and mind.

### **Institutional Accountability**

Christ will first hold us accountable for biblical accuracy in our teaching, leadership, and stewardship. The successful Christian school is a responsible non-profit corporation. The school is responsible fiscally and organizationally to the CCS School Board (school board). The school will be accountable to the accrediting organizations as well.

## **EXPECTED STUDENT OUTCOMES**

Our school identifies a set of expected outcomes for students. These outcomes are not guaranteed, since many factors are beyond the control of the school, but they represent the concepts the school most wants to emphasize.

The teachers and administration of the school will provide an environment which is conducive to students:

- Developing a personal relationship with Jesus Christ.
- Being proficient in all curricular subjects.
- Understanding the Christian worldview and being able to defend and articulate that view with an understanding of opposing views.
- Demonstrating effective oral and written communication skills.
- Considering others more important than themselves and pursuing a life of faith, goodness, self-control, perseverance, godliness, love, and kindness.
- Appreciating languages and cultures of other people.
- Being equipped to share the Gospel and disciple others.
- Making choices that are physically and morally healthy.
- Recognizing and fostering their God-given talents and abilities.
- Becoming active in social and civic activities.
- Questioning, solving problems, and making wise decisions.
- Being actively involved in a church community.
- Appreciating the natural environment and taking care of God's creation.
- Developing a strong work ethic.
- Effectively and safely using technology in order to find and evaluate information.
- Becoming life-long learners.

## **NON-DISCRIMINATION STATEMENT**

CCS recruits and admits students of any race, color, or ethnic origin to all the rights and privileges, programs and activities of the schools. CCS will not discriminate on the basis of race, color, or ethnic origin in administration of its educational policies, scholarships, tuition aid, educational programs, or extracurricular activities.

CCS was established to provide a quality Christian education and to assist parents in the spiritual

development of their students, and is not intended to be an alternative school for those wishing to avoid public school initiated, court, or agency ordered desegregation.

CCS does not discriminate on the basis of race, color, or ethnic origin in the hiring of any personnel.

## ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES [7th-12th]

All students in 7th - 12th grades must maintain a minimum 2.0 GPA with no f's, in order to participate in athletics or extracurricular activity. Grades will be checked at the end of each quarter to determine eligibility for the next quarter.

### Deadlines

Students who become eligible or ineligible during the course of an activity season become eligible or ineligible on the day report cards are issued. Students may try out for a sport before becoming eligible, but will make the team only at the discretion of the coach. Students who become eligible during the course of an activity season may join that activity if space is available in that activity. All work for a class must be completed by the last day of a quarter unless extenuating circumstances are approved by the principal.

### Withdraw, Pass/Fail, No Credit Grades

Students who withdraw from a class after a two-week period from the date of entry into the class will receive a quarter grade of W/P (withdrawn/passing) or W/F (withdrawn/failing). A grade of W/F shall have the same effect on a student's quarterly eligibility as a failing grade for that course. Similarly, an NC (no credit) grade for excessive absences in a course shall have the same effect on a student's eligibility as a failing grade. Fourth quarter grades will determine a student's eligibility for the 1st quarter of the following school year. Exception will be given to incoming 7th grade students.

### Definitions

Students who are academically ineligible may not participate in any extracurricular activity.

- Extracurricular activities include any athletic team or any other activity for which the students must tryout, be elected, or appointed.
- Participation includes practicing, playing, traveling with the group, attending meetings, or any active performance of duties associated with the activity.

## ACADEMIC INTEGRITY POLICY- JUNIOR HIGH

### School Philosophy

Pursuing Excellence with Integrity

In keeping with the mission of Cincinnati Christian Schools, we advocate and expect a high standard of ethical behavior, scholarship, academic honesty, and integrity.

We are convinced that neither pressure for grades, inadequate time for studying or completing an assignment justify students acting dishonestly. To that end, we will not tolerate any infractions that create or result in an unfair academic advantage for one student, or disadvantage for another. In short, any form or act of academic dishonesty will undermine our standards of excellence and violate the trust that bonds all members of the school community.

### Definition Of Academic Integrity

Academic integrity means that you are honest in your academic life and protect the honesty of

your academic work and the academic work of others. A lack of integrity in academia is defined as using another person's work, concepts, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz, or using or providing unauthorized materials during an assessment, such as the theft or falsification of records and files.

### **Forms Of Academic Dishonesty**

Academic integrity violations encompass any act that compromises or subverts the integrity of the educational or research process. These offenses include, but are not limited to: cheating, fabrication, plagiarism, and facilitation.

**Cheating:** The intent to, an attempted act, or an act by which a student deceives, acts dishonestly, or misrepresents work that he/she has or will produce on a school assignment or assists another student to misrepresent his/her work. The range of cheating extends from homework to exams, projects, papers, lab reports, etc. Examples of cheating include but are not limited to:

- Attempting to or copying from others;
- Communicating or attempting to communicate answers, hints, or suggestions during an examination;
- Using unauthorized materials or resources to complete an exam or assignment;
- Using an electronic device (calculator, cell phone, camera, or other gadgets) to give or receive or copy information before, during, or after an exam, test, or quiz;
- Collaboration on an exam, test, quiz, or assignment with any other person without prior approval from the teacher; and
- Using online problem-solvers or guides to complete assignments.

**Fabrication:** The use of invented information or the falsification of research or other findings. Examples of fabrication include but are not limited to:

- Submitting as one's own any academic exercises prepared totally or in part by another person (be that another student, friend, or parent);
- Citing information not taken from the source indicated. This may include incorrect documentation of secondary source materials; e.g., using the bibliographic information from a source instead of going to the original source;
- Listing sources in a bibliography not used in the academic exercise;
- Submitting fictitious information in a paper or other school assignment.

**Plagiarism:** The inclusion of another's words, ideas, or data as one's own work. This covers unpublished as well as published sources. Examples of plagiarism include but are not limited to:

- Quoting another person's words (written or spoken), sentences, paragraphs, or entire work without acknowledgment of the source;
- Utilizing another person's ideas, opinions, or theory without acknowledgement;
- Failing to cite the words, images, music, video, or other forms of communication in any assignment, project, or assessment;
- Copying and pasting from an online source and submitting it as one's own work;

- Paraphrasing source material without citations.

Facilitation: Knowingly or intentionally assisting any person in an academic integrity violation. Students who engage in facilitation are also subject to disciplinary action for integrity violations. Examples of facilitation include but are not limited to:

- Giving another student one's assignment or paper (or portion thereof);
- Giving another student answers to a test or assignment;
- Letting another student copy one's answers to any assignment;
- Creating unfair opportunities for students in other sections of a class by communicating or giving any test or assignment information, questions, or answers to students in another class, or other sections of the same class.

### **What Will Happen If I Accidentally Violate The Academic Integrity Policy?**

We understand that in junior high, students are still learning about the rules of plagiarism. We understand that students will make mistakes from time to time regarding some of plagiarism regulations, and will take that into account when handling individual violations. While we understand that students will make mistakes, we still believe that a high standard of academic integrity must be adhered to, and will guide students to this end. The teachers and administration will do their best to walk the fine line of grace while at the same time upholding the high standard of academic integrity.

### **What Will Happen If I Violate The Academic Integrity Policy?**

CCS considers violations of the *Academic Integrity Policy* to be serious offenses and all students will be held responsible and accountable for such violations. To that end, the consequences below represent a list of possible consequences to be instituted at the discretion of the teacher and administration. Violations will be handled on an individual basis and consequences will depend on the number of violations a student has had in the past as well as the specific type of violation that has occurred.

At a minimum, the following consequences will occur:

- The teacher will confer with the student to review the breach of academic integrity.
- The teacher or administrator will contact the parent/guardian by phone or email to review the breach of academic integrity.
- The teacher will submit a written referral, with appropriate documentation, to the principal who will meet with the student.

Additional disciplinary actions may be taken based on such factors as, but not limited to, repeat violations of this policy and whether a student assisted others in violating this policy. These further possible consequences include:

- A student will lose all credit (receive a zero) for an assignment/assessment when it has been determined that the student violated this policy. The student may be assigned detention(s) or Saturday School.
- The student's eligibility for any award, letters of recommendation, or honor representing CCS will be considered in light of the integrity issue.

- For a specified period of time, the student may be barred from participation or having a leadership role in a club, scholarship group, student government, athletic team, honor society, or other extracurricular activity as determined by the administrator.
- The student may be suspended or expelled at the discretion of the administration.

### **Student Responsibilities**

Having read and understood the seriousness with which CCS views academic integrity; I hereby strive to maintain a sense of honor and integrity in my schoolwork. In doing so, I am determined to:

- Observe the guidelines of the *Academic Integrity Policy*
- Learn how to attribute work properly by citation, footnote, and bibliography
- Set aside sufficient time to study
- Participate actively in class and attend regularly
- Protect my work by not lending it to others
- Observe test time limits
- Not look at another's test or allow my test to be seen
- Not talk about a test until all classes have had a chance to take it
- Not represent as my own the work of a parent, brother, sister, or anyone else
- Not change a test item in any way when the test is returned for review
- Not allow one member of a team to do the whole task

### **Parent Responsibilities**

Understanding that academic integrity is an integral part of the learning community at CCS, as a parent, I am determined to:

- Communicate to my student(s) values of moral and ethical behavior
- Be aware of my student's need for a quiet time and place to study
- Support my student's efforts, but not edit, type, or in any other way do the work
- Encourage wise use of time
- Facilitate open communication between school and home

<b>ACADEMIC INTEGRITY POLICY- SENIOR HIGH</b>
---

### **School Philosophy**

Pursuing Excellence with Integrity

In keeping with the mission of CCS, we advocate and expect a high standard of ethical behavior, scholarship, academic honesty, and integrity.

We are convinced that neither pressure for grades nor inadequate time for studying or completing an assignment justify students acting dishonestly. To that end, we will not tolerate any infractions that create or result in an unfair academic advantage for one student, or disadvantage for another. In short, any form or act of academic dishonesty will undermine our standards of excellence and violate the trust that bonds all members of the school community.

### **Definition Of Academic Integrity**

Academic integrity means that you are honest in your academic life and protect the honesty of your academic work and the academic work of others. A lack of integrity in academia is defined as using another person's work, concepts, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz, or using or providing unauthorized materials during an assessment, such as the theft or falsification of records and files.

### **Forms Of Academic Dishonesty**

Academic integrity violations encompass any act that compromises or subverts the integrity of the educational or research process. These offenses include, but are not limited to: cheating, fabrication, plagiarism, and facilitation.

**Cheating:** The intent to, an attempted act, or an act by which a student deceives, acts dishonestly, or misrepresents work that he/she has or will produce on a school assignment or assists another student to misrepresent his/her work. The range of cheating extends from homework to exams, projects, papers, lab reports, etc. Examples of cheating include but are not limited to:

- Attempting to or copying from others;
- Communicating or attempting to communicate answers, hints, or suggestions during an examination;
- Using unauthorized materials or resources to complete an exam or assignment;
- Using an electronic device (calculator, cell phone, camera, or other gadgets) to give or receive or copy information before, during, or after an exam, test, or quiz;
- Collaboration on an exam, test, quiz, or assignment with any other person without prior approval from the teacher; and
- Using online problem-solvers or guides to complete assignments.

**Fabrication:** The use of invented information or the falsification of research or other findings. Examples of fabrication include but are not limited to:

- Submitting as one's own any academic exercises prepared totally or in part by another person (be that another student, friend, or parent);
- Citing information not taken from the source indicated. This may include incorrect documentation of secondary source materials; e.g., using the bibliographic information from a source instead of going to the original source;
- Listing sources in a bibliography not used in the academic exercise;
- Submitting fictitious information in a paper or other school assignment.

**Plagiarism:** The inclusion of another's words, ideas, or data as one's own work. This covers unpublished as well as published sources. Examples of plagiarism include but are not limited to:

- Quoting another person's words (written or spoken), sentences, paragraphs, or entire work without acknowledgment of the source;
- Utilizing another person's ideas, opinions, or theory without acknowledgement;
- Failing to cite the words, images, music, video, or other forms of communication in any assignment, project, or assessment;

- Copying and pasting from an online source and submitting it as one's own work;
- Paraphrasing source material without citations.

Facilitation: Knowingly or intentionally assisting any person in an academic integrity violation. Students who engage in facilitation are also subject to disciplinary action for integrity violations.

Examples of facilitation include but are not limited to:

- Giving another student one's assignment or paper (or portion thereof);
- Giving another student answers to a test or assignment;
- Letting another student copy one's answers to any assignment;
- Creating unfair opportunities for students in other sections of a class by communicating or giving any test or assignment information, questions, or answers to students in another class, or other sections of the same class.

### **Consequences For Violations**

CCS considers violations of the *Academic Integrity Policy* to be serious offenses and all students will be held responsible and accountable for such violations. To that end, the consequences below represent a list of possible consequences to be instituted at the discretion of the teacher and administration. Note that violations of the Academic Integrity Policy are cumulative for all of the years a student is enrolled at Cincinnati Christian Schools (grades 9-12).

At a minimum, the following consequences will occur:

- A student will lose all credit (receive a zero) for an assignment/assessment when it has been determined that the student violated this policy. Additional disciplinary actions may be taken, up to and including suspension and expulsion. Disciplinary action will be determined based on such factors as, but not limited to, repeat violations of this policy and whether a student assisted others in violating this policy.
- The teacher will confer with the student to review the breach of academic integrity.
- The teacher or administrator will contact the parent/guardian by phone or email to review the breach of academic integrity.
- The teacher will submit a written referral, with appropriate documentation, to the principal who will meet with the student.

Further possible consequences include:

- The student may be assigned detention(s) or Saturday School.
- The student's eligibility for any award, letters of recommendation, or honor representing CCS will be considered in light of the integrity issue.
- For a specified period of time, the student may be barred from participation or having a leadership role in a club, scholarship group, student government, athletic team, honor society, or other extracurricular activity determined by the administrator.
- The student may be suspended or expelled at the discretion of the administration.

### **Student Responsibilities**

Having read and understood the seriousness with which CCS views Academic Integrity; I hereby

strive to maintain a sense of honor and integrity in my schoolwork. In doing so, I am determined to:

- Observe the guidelines of the *Academic Integrity Policy*
- Learn how to attribute work properly by citation, footnote, and bibliography
- Set aside sufficient time to study
- Participate actively in class and attend regularly
- Protect my work by not lending it to others
- Observe test time limits
- Not look at another's test or allow my test to be seen
- Not talk about a test until all classes have had a chance to take it
- Not represent as my own the work of a parent, brother, sister, or anyone else
- Not change a test item in any way when the test is returned for review
- Not allow one member of a team to do the whole task

### **Parent Responsibilities**

Understanding that Academic Integrity is an integral part of the learning community at CCS, as a parent, I am determined to:

- Communicate to my student(s) values of moral and ethical behavior
- Be aware of my student's need for a quiet time and place to study
- Support my student's efforts, but not edit, type, or in any other way do the work
- Encourage wise use of time
- Facilitate open communication between school and home

## ACADEMIC SUPPORT [7th-12th]

Students who need additional academic support should first see the teacher of the class in which they need help. Beyond that, a student or his or her parent may see the guidance counselor for alternative support.

### **Math Lab**

Students may be assigned to a CCS math tutor for mathematics by being scheduled into math lab. Being assigned to math lab is a class. Everyone assigned to math lab is there to work on math, and should come to class with math work to do. The math tutor will provide assistance with homework, test preparation, and/or review with students who have come ready to participate in a learning environment. Availability for an assignment to math lab is based on the student's accommodation plan (IEP, 504), and/or teacher recommendation. Students in honors math will rarely be assigned to math lab. No credit is received for math lab.

### **School Support**

Students who have been identified as having a learning disability may need some extra support to maintain passing grades, and would do well to be assigned to the Intervention Specialist (IS). The IS will meet with a student during a scheduled time within his/her schedule known as school support. During this time, the IS may help the student with homework assignments, organizational issues, or other intervention strategies. Qualification for school support would be met by the

following ways:

- The student has a current IEP or service plan.
- The student is experiencing difficulties related to academics, social-emotional areas, or has health concerns. If this occurs, an intervention assistance meeting will be used to determine the potential causes to the problem, to explore solutions, and to identify possible ways to help your child experience greater success. Intervention strategies may be put into place which may include assignment to school support.

### **Peer Tutoring**

Though there is no formal peer tutoring program, occasionally, a student may be willing to help another student on a limited basis. A request may be made through the guidance office, and a contact for this will be set up if available.

## **ADMISSION STANDARDS**

### **Academic Admission Standards**

- **Report Cards**
  - A student will not be accepted who had received a failing grade in a core subject in the previous school year. Elementary core subjects are reading and math. JR/SR High core subjects are math, science, language arts, and social studies.
  - CCS 6th grade students, who have failed a core subject must re-take and pass the subject in summer school prior to enrolling into 7th grade at CCS.
  - A failing grade in any subject in the previous school year will require a review by the principal and may disqualify a student for enrollment.
- **National Standardized Tests**
  - A score below the 50th percentile on a nationally standardized test will require a review by the principal and may disqualify a student for enrollment.
- **CCS Admissions Test**
  - A student may not be accepted who has scored two or more grade levels below current grade on a CCS admissions test. The principal may require the student to be placed back one grade level in order to enroll.
  - A score of one and a half grade levels below current grade on a CCS admission test will require a review by the principal and may disqualify a student for enrollment. The principal may require the student to be placed back one grade in order to enroll.

### **Spiritual Life Admission Standards**

- **Parent's Personal Testimony**

For a student to be accepted, at least one parent or guardian must profess a personal commitment to Jesus Christ as their Lord and Savior. In the case of a student in grades 7<sup>th</sup> through 12<sup>th</sup>, the personal commitment of the student him/herself to serving Christ and upholding God's inerrant Word, may be considered sufficient for enrollment.
- **Church Attendance**

For a student to be accepted, at least one parent or guardian must have a pastoral reference

on file in the school's admissions office. All new students must also have a pastoral reference on file. Current CCS families who are re-enrolling their child into the 7th grade must renew the student pastoral reference before the child is admitted into the 7th grade. Both the parent and student pastoral reference must clearly indicate that the person referenced attends a Christian church on a regular basis.

- **Student's Personal Testimony**

In grades 7<sup>th</sup> through 12<sup>th</sup>, a student must verbally confess a personal commitment to Jesus Christ as Lord and Savior or express a willingness to maintain an open heart and mind toward the school's spiritual life program.

## **Personal Conduct Admission Standards**

- **Suspensions and Expulsions**

A student will not be accepted who has been expelled from school in the previous school year.

- **Notification to parents**

In the event that a student or family does not disclose necessary information in the application regarding an expulsion, a student will be un-enrolled from CCS when credible information is made known to administration.

Any serious disciplinary action which a student has received in the previous school year will require review by the principal and may disqualify a student for enrollment.

- **Notification to parents:**

A student will not be accepted who has been convicted of any criminal behavior in the previous 12 months. Failure to disclose such behavior to CCS will result in an immediate un-enrollment from CCS upon knowing of a criminal conviction from proper authorities.

Any student who has been suspended within the past 12 months will be reviewed by the principal and may disqualify a student for enrollment.

- **Notification to parents:**

Failure to disclose this information during the admission process will result in an immediate un-enrollment from CCS upon confirming, from school authorities, a suspension in the previous 12 months.

- **Use of Controlled Substances**

A student who has been known, by testimony of competent authority, to have regularly used alcohol, tobacco, or illegal narcotics in the previous 12 months will not be accepted. Any use of these substances in the previous 12 months, even experimentally, or for a short period of time, may disqualify a student for enrollment.

- **Notification to parents and students:**

No student who is currently using these substances will be accepted for enrollment. Students who do not disclose this information to the principal will be un-enrolled when it becomes knowledge to CCS that this enrollment policy has been violated.

- **Student Attitude**

A student will not be accepted who demonstrates in the enrollment process interview an

attitude that would detract from the campus life of the school.

A student in grades 7<sup>th</sup> through 12<sup>th</sup> will not be accepted who has indicated consistently through the admission process interview that he or she does not personally wish to be accepted for enrollment.

- **Parent/Guardian Moral and Ethical Conduct**

Allegations with evidence of unethical or immoral conduct by one or more of the student's parents or guardians may be sufficient grounds for the denial of admission to CCS.(Titus 1:7-9, I Timothy 4:12)

- **Parent/Guardian Life Style Policy**

It is the fundamental belief of CCS that marriage is between one man and one woman. (Gen. 2:18, 21-24, Isaiah 62:5) Therefore, students wishing to enroll with family structures or "parent/guardian" lifestyles that vary from this standard may be sufficient grounds for the denial of admission to CCS.

### **Parental Consent Admission Standards**

- A student may be accepted or continue to remain enrolled at CCS only with the consent of the custodial parent(s) or guardian(s) with the "Statement of Cooperation" included in the enrollment/re-enrollment packet. The "Statement of Cooperation" must be reviewed and signed by at least one parent/guardian annually.
- The enrollment agreement exists only between the school and the parents/guardians. The age or "adult status" of a student does not displace or alter this agreement.

### **Payment Of Tuition Admission Standards**

A student may not be accepted until the following procedures have been verified by the finance office:

- All application fees have been paid.
- Initial tuition payments (semester or full year) have been made or FACTS agreements have been set up and signed.
- All previous outstanding tuition/fees have been paid.

## **AFTER SCHOOL EVENTS [Preschool-6th]**

Students in preschool through 6th grades may attend an after school event if accompanied by a parent or Junior/Senior High sibling.

Students must participate as spectators if they are to attend the event and not wander throughout the building or campus.

Students who remain on campus after school without parental supervision must go to After School Care (ASC). All students must be under direct supervision at the end of the regular school day.

### AFTER SCHOOL CARE [Preschool-6th]

All unsupervised students remaining on school grounds (inside or outside) at 3:10 p.m. Must report to the ASC room. Students participating in after school enrichment programs will be expected to report to the ASC immediately following their dismissal from the programs. Parents will be charged for this service. Applications for ASC along with complete policies and procedures can be found on the CCS website.

### AFTER SCHOOL SUPERVISION [7th-12th]

Any student remaining on school grounds (inside or outside) by the 3:15 bell must report to the diner for after school supervision. This includes any student waiting for a practice, game, rehearsal to begin, or any student waiting for a parent to arrive for pick-up. Parents will be charged for this service starting at 3:30 p.m. (except for those members of a team waiting for a practice or game). After school supervision ends at 6:00 p.m., and all students must be picked up promptly by then to avoid extraneous fees. Applications for after school supervision can be found on the CCS website.

### ANTI-HARASSMENT POLICY

The policy of CCS is to provide an environment free from harassment, whether based on sex (gender), race, color, national or ethnic origin, age, or disability. (As a nonprofit, religious entity, the school can and does discriminate on the basis of religion as permitted by Title VII of the Civil Rights Act, state law and/or the U.S. Constitution or state constitutions.) This policy applies to the actions of administration, teachers, staff, parents, outsiders, and any other individual who comes in contact with one of our employees while that employee is performing his/her job duties.

The Anti-Harassment, Anti-Intimidation, and Anti-Bullying Policy will be referred to as the "Anti-Harassment Policy".

Harassment based on an employee's sex (gender), race, color, national or ethnic origin, age, or disability is illegal under federal and state equal employment laws because it subjects employees to unfair treatment and is not related to an employee's work performance or qualifications. Administration, teachers, staff, and others who might engage in harassment should be aware that they might be sued and held personally responsible for harassment.

The school does not tolerate harassment of its employees, nor does it tolerate reprisals against any employee who makes a harassment complaint. Administration, teachers, staff, and others who violate this policy are subject to disciplinary action, including discharge from employment.

Any administrative person who receives a complaint of harassment and fails to appropriately report it or take corrective action pursuant to this policy is also subject to disciplinary action, up to and including discharge. A performance evaluation of an administrative person shall include consideration of the individual's compliance with and support for this anti-harassment policy.

#### Definitions and Prohibited Acts

- Sexual harassment. "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by

someone from or in the work or educational setting, under any of the following conditions:

- Submission to such conduct is explicitly or implicitly made a term or condition of an individual's continued employment or promotion, or other condition of employment, including benefits and services, honors, programs, or activities. This may occur by clearly stated acts or words or by implied acts or words.
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting an employee or a job applicant.
- Such conduct is intended to interfere with or results in interference with an employee's work performance or creates an intimidating, hostile, or offensive work environment.
- Unwelcome and Offensive. Under the law of harassment, an employee does not have to openly object to others' actions or words to prove that the actions or words are unwelcome. Harassment may occur even if the individual originally remains silent or fails to show disapproval at the time. Acts and statements that may not offend some people may be highly offensive to others. Therefore, all employees should be sensitive to the feelings of other employees whether they object or not.
- Verbal Harassment. Prohibited statements include, but are not necessarily limited to, the use of derogatory descriptions of an individual or a group of individuals based on race, color, ethnic or national origin, disability, or age. It is also a violation of this policy to state stereotypical classifications concerning race, color, national or ethnic origin, disability, or age of an employee or a group of employees, especially if they are repeatedly made. Although some individuals may enjoy discriminatory identifications and jokes, the school does not tolerate such on its premises or during working hours.
- Examples of prohibited statements include, but are not necessarily limited to, derogatory or vulgar comments regarding a person's gender, sexually vulgar language, remarks about a person's physical anatomy or characteristics, dirty jokes, sexual innuendo, or display of written or graphic materials. Also prohibited are suggestive pictures, magazines, posters, offensive cartoons, and other words or pictures of a suggestive nature. Also prohibited are statements that demean women.
- Physical Sexual Harassment. Prohibited actions include, but are not necessarily limited to, touching another person in a sexually suggestive way, or touching another so as to invade his/her personal privacy. This includes intentional touching or intentional movements made in order to observe another in a sexual manner. Also prohibited are physical acts such as hitting and pushing, and making physical gestures of a sexual nature. As a general rule, any act or touching of a person that most individuals refrain from doing with a stranger should not be done with an employee.
- Sexual Harasser. A harasser may be a male harassing a female, a female harassing a male, a male harassing a male, or a female harassing a female, just as long as the harassment is sexually based or based on the gender of the employee.
- Race, Color, National or Ethnic Origin, Age, and Disability Harassment. Unwelcome statements, name calling, or other verbal or physical conduct based on an employee's race, color, national or ethnic origin, age, or disability is prohibited if and when any of the following occurs:
  - Submission to such conduct is explicitly or implicitly made a term or condition of an individual's continued employment or promotion, or other condition of employment.

- Submission to or rejection of such conduct is used as a basis for employment decisions affecting an employee or a job applicant.
- Such conduct is intended to interfere with or results in interference with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.
- Physical Harassment. Prohibited actions include, but are not necessarily limited to, the following:
  - Display of signs, pictures, cartoons, written statements, or other material that denigrates or discriminates against any employee on the basis of one's race, color, national or ethnic origin, age, or disability.
  - General harassment, pushing, shoving, or other intentional acts perpetrated in whole or in part because of the employee's race, color, national or ethnic origin, age, or disability.

### **Understanding Sexual Harassment**

On occasion, there may be some misunderstandings about what constitutes sexual harassment. Sexual harassment does not refer to occasional compliments in a socially acceptable manner, nor does it refer to acts that are generally accepted by all elements of society. Sexual harassment is behavior that is not welcome and that is personally offensive to some people and, therefore, results in a lack of respect for the rights of others. Sexual harassment includes words and actions that may upset other employees and lower morale.

However, keep in mind that different people have different ideas about what constitutes sexual harassment. For example, some may consider the following actions sexual harassment, even if not considered harassment by others. Therefore, they are prohibited:

- A male administrative or supervisory person habitually puts his hand on the shoulder of a female employee while explaining something to her.
- An employee tells "dirty" jokes to coworkers.
- A supervisor or coworker repeatedly asks an employee for a date.
- A coworker constantly talks about his or her experiences or dreams in a suggestive manner.

Actions that may seem harmless or amusing to some employees may be offensive to others. Actions that may be common away from work may cause sexual harassment complaints if they occur on the job.

Prohibited sexual harassment may include, but is not necessarily limited to, sexual innuendos, propositions, suggestive jokes or cartoons, suggestive or insulting sounds, leers, or gestures. In addition, pinching, brushing against another person's body, and subtle suggestive pressure is considered harassment. Requiring, implying, or suggesting that employment assignments, pay, promotion, or other job benefits are based on granting sexual favors violate the law and this policy. Preferential treatment because of an actual or attempted sexual relationship between an employee and an administrative person or a supervisor is strictly prohibited.

Sexual harassment may be directed toward males or females. Administration, teachers, staff, parents, volunteers, or other outsiders may practice it.

To avoid sexually harassing others, you must be sensitive to others' feelings of harassment. As a rule of thumb, you might ask yourself, "If someone behaved this way toward my spouse, sweetheart, parent, or child, how would I feel?" or "Would I be embarrassed to see my remarks or behavior reported in the local newspaper or described to my family?"

The examples and principles upon which this discussion of sexual harassment is based may also be used in understanding prohibited harassment based on race, color, national or ethnic origin, age, and disability.

### **Understanding Harassment Based on Race, Color, National or Ethnic Origin, Disability, or Age**

As a general rule, employees should be referred to as individuals rather than in reference to the individual's membership in a group based on race, color, national or ethnic origin, age, or disability. Even complimentary statements that refer to these groups are demeaning because they fail to recognize the person as an individual. For example, stating that African Americans have rhythm may appear to be complimentary; however, it places an individual into a group, not recognizing the individual differences that are possessed by all people.

References to employees' race, color, national or ethnic origin, disability, or age are normally not job related; therefore, there is no valid reason to make such references in most business situations.

Although an individual may be proud of his or her race, color, national or ethnic origin, or even age or disability, and the individual may refer to his/her own membership in a group, others should refrain from making such references.

Even more effort should be made to avoid derogatory references, even if the individual or group members have made them about themselves. Group references and derogatory language employed against oneself or another member of the same group is usually not demeaning, but it may be demeaning or discriminatory if a member of another group uses the same terminology.

Each employee has the right to be considered an individual; thus, each employee has the duty to treat others as individuals.

### **Sanctions**

Appropriate penalties will be imposed on individuals found engaging in sexual harassment or harassment based on race, color, national or ethnic origin, age, or disability. Appropriate penalties will also be imposed on supervisors or managers who fail to take timely and proper action when an employee brings harassment to their attention. Examples of possible sanctions include, but are not necessarily limited to, warning letters placed in an employee's file, poor job performance evaluation, reduction in rank, suspension from work, or discharge. Typically, severe or continuing acts and statements constituting harassment can justify immediate discharge from employment.

In addition, harassment lawsuits are often filed against the harasser. This can result in a large monetary judgment against individuals found guilty of harassment.

### **Procedures for Reporting Harassment Charges**

Any employee who believes he or she is being sexually harassed, or harassed because of his or her race, color, national or ethnic origin, age or disability, by administrative personnel, a teacher, staff, a parent, or any other person connected with the workplace may follow the three steps given below. Although recommended as effective methods of dealing with harassment, steps 1 and 2 may be omitted.

Step 1: Politely but firmly confront the harasser and ask for him or her to stop. State how you feel about the harassment, and explain how you feel intimidated by the individual's words or actions, if this is true. Be specific about the exact behavior you want stopped. If it is practical, have a witness (such as a coworker) present to hear your complaint and the harasser's response. After the face-to-face meeting, write a memo or note outlining what you said and the response of the harasser. Date the memo and keep it. Written evidence of your complaint is helpful if the meeting with the harasser does not stop the harassment.

Although a face-to-face meeting with the harasser is desirable, if you feel uncomfortable with a face-to-face meeting, write the harasser a memo or letter detailing the acts or statements you find to be harassment and demand that it be stopped. Sign and date the memo or letter, and keep a copy for possible future use if the harasser does not stop.

If you feel uncomfortable with a face-to-face meeting or a written letter, omit step 1 and make your first complaint using the procedures listed in step 3.

Step 2: Document your complaint. Keep a diary or log detailing the incidents of harassment. Write down what was said and done, who might have witnessed it, and the date. Keep any related letters, memos, or written complaints.

Step 3: If you're uncomfortable with step 1, or if the harassment continues after you confront the harasser, or if you feel the harassment is likely to cause you a direct employment problem such as demotion, pay-raise denial, or discharge, immediately contact the principal, the superintendent or the chairperson. You may be asked to complete a complaint form at this time. You should also submit a written summary and/or a copy of any written documentation of what has occurred.

If the harasser is the principal or administrator, direct the complaint in step 3 directly to the chairperson.

### **Procedures for Handling Harassment Complaints**

All complaints will be handled in a timely and confidential manner. In no event should the complaint or information related to the complaint be disclosed by the school to any people or organizations not involved in the investigation.

However, administrative personnel needed for participation in the investigation of the complaint, the alleged harasser, and possible witnesses may be contacted and will learn of the complaint. No person is permitted to discuss the complaint, the identity of the person complaining, or any other facts, except when necessary for investigating the complaint or deciding a dispute. All administrative personnel, teachers, and staff are subject to disciplinary action if they unnecessarily

disclose information about the complaint, investigation, allegations, or facts concerning the harassment complaint and investigation.

In order to encourage the filing of valid complaints, confidentiality is preserved to the degree possible to protect the privacy of the complaining employee as well as to protect the reputation of any employee who might wrongfully be accused of harassment.

If a complaint of harassment is made to the principal or the administrator, he /she shall be responsible for conducting the investigation. If the complaint is made to the chairperson, the chairperson shall promptly and fully investigate all allegations of harassment.

Upon the filing of a complaint, and throughout the investigation process, the complaining employee should be assured that school policy and the law prohibits any reprisal for making a good faith complaint of harassment, even if it is later determined that harassment did not occur.

The investigation of the complaint shall include (1) confidentially informing the alleged harasser of the nature and substance of the complaint and obtaining the alleged harasser's side of the story or explanation; (2) obtaining additional evidence or facts by interviewing any possible witnesses or other alleged victims and coworkers, while disclosing as little about the case as is feasible in order to preserve confidentiality; (3) determining the validity of the complaint within ten working days of receiving the complaint. Exceptions to the ten-working-day requirement shall apply only if the complainant, alleged harasser, or witnesses are unavailable for interview, and then only to the extent absolutely necessary to make a fair determination of the facts.

If there is a lack of harassment, all parties shall be promptly notified of that fact. The parties to be notified include the complainant, the alleged harasser, and each person known to have learned of the identity of the alleged harasser during the investigation of the complaint.

If it is found that the complaint appears to be true, the principal/administrator and/or school board shall determine the penalty to be imposed on the harasser and any remedies to be given to the victim in order to cure the discrimination that occurred. All parties shall be promptly notified, including witnesses, of the decision, penalty, and remedy.

### **Appeal**

Either the complaining employee or the alleged harasser has the right to appeal the decision to the CCS School Board by filing an appeal with the chairperson within five days of receiving the decision. The chairperson shall inform the appealing party of the decision within ten working days unless circumstances require a longer period (such as absence of the chairperson or other significant factors requiring any longer time).

### **Harassment by Parents, Suppliers, and Other Outsiders**

It is the policy of the school to protect employees from harassment based on sex (gender), race, color, national or ethnic origin, age, or disability, regardless of the source. If a non-employee harasses an employee, the employee should take the same steps outlined in the preceding sections of this policy.

Upon validation of the complaint of harassment, the administration shall promptly take steps to stop the harassment. However, the administration can delegate this duty when it may be more effective. For example, if the harassment of a receptionist by a company's sales person is the problem, then the employee in charge of purchasing may be the most effective person to deal with the sales person or the sales person's employer.

Possible remedial action shall be promptly taken and can include, but is not necessarily limited to, a written warning to the outsider or the outsider's employer, prohibiting the outsider from returning to the school's premises, or refusal to continue doing business with the harasser or the harasser's employer.

### **Policy Against Retaliation**

It is the school's policy not to discriminate or retaliate against any person who has filed a complaint involving harassment or has testified, or who has assisted or participated in any manner in any investigation, formal proceeding, or hearing concerning harassment. However, if in the course of an investigation or subsequently the school learns that an employee or others have made a complaint that was not in good faith or it was known to be false at the time of the complaint, the school reserves the right to take appropriate action. Making false complaints or complaints not made in good faith can jeopardize someone's reputation.

### **General Provisions**

All administrative personnel are responsible for the implementation of this policy and for ensuring that all employees, agents, contractors, parents, and others have knowledge and understanding of this policy.

All administrative personnel shall take immediate and appropriate corrective action to ensure compliance with the intent of this policy. Upon observing words or actions that may violate this policy, administration shall immediately take corrective action, even if no complaint has been made. Because the school board holds administrative personnel responsible for the implementation of this policy, they should be especially careful to avoid sexual harassment or harassment based on race, color, sex (gender), national or ethnic origin, age, or disability. Supervisors and managers should also avoid words and acts that may give the appearance of such harassment.

The school recognizes that harassment may occur through a number of mediums or means, including by way of electronic communications. This policy shall also apply to harassment occurring by or through any type of electronic communication. This includes, but is not necessarily limited to, Internet, email, cell phones (including picture phone or text messaging as well as voice), PDAs or other communication devices, and facsimile (fax) communications of any type. This list of electronic devices is not inclusive, and the policy is intended to cover all types of electronic communication.

The school recognizes that the question of whether a particular action, incident, or general course of action is harassment, particularly sexual harassment, sometimes involves a difficult factual determination. The school recognizes, therefore, that such a sensitive matter demands a complete, unbiased investigation that protects the rights of the complaining employee and the alleged

harasser.

Given the nature of harassment in the workplace, especially sexual harassment, the school recognizes two important concepts: (1) sexual harassment or other harassment is a serious violation of the employee's rights; and (2) a false accusation of harassment can cause serious problems to the alleged harasser.

The school believes that both problems can be minimized by quick, confidential, and complete investigations. The school will continue to act responsibly to establish and maintain a pleasant, Christian working environment that is free from discriminatory and unfair acts.

## ARRIVAL & DEPARTURE PROCEDURES & TIMES

### Arrival

School begins at the Junior/Senior High Campus (7th – 12th grades) at 8:00 a.m. And at the Elementary Campus (Kindergarten – 6th grades) at 8:15 a.m. Students may arrive on the school campus 30 minutes before school begins. Students are not permitted in the building at either campus prior to 7:30 a.m. Those students arriving between 7:30 a.m. And 7:50 a.m. At the Junior/Senior High Campus must report to the cafeteria.

Students arriving after the times listed above are tardy and must report to the office before being admitted to class (see "Attendance" section). All Elementary Campus students must first report to the gymnasium or recess, not the classroom prior to the beginning of the day.

### Departure

Elementary Campus students will be dismissed at 3:15 p.m. And Junior/Senior High Campus students at 2:55 p.m. Parents are urged to abide by the traffic flow patterns and to stay out of bus lanes. For everyone's safety, please drive at 10 MPH or less and follow the instructions given by CCS staff assigned to monitor traffic. Parents are to park in parking spaces, not along the drives if leaving their car.

### Unauthorized Leaving Of Campus Or School-Sponsored Events

Students may not leave the school grounds during regular school hours, without a written request signed by a parent and submitted to and approved by the principal. Students may not leave school sponsored events such as field trips and class outings before scheduled dismissal without a written request by a parent submitted to and approved by event sponsor, teacher, or principal.

Violation will result in immediate suspension plus possible expulsion. In the event of an emergency, the student shall notify the principal. Parents will be contacted by phone before the student is released from campus or an event.

## ATHLETIC DEPARTMENT [7th-12th]

Please see separate *Student Athlete Handbook*.

## ATTENDANCE

### School Philosophy

CCS has a high regard for academic excellence, biblical truth, and scholarly achievement. CCS also believes that as Christians, we set the example for being diligent, having personal biblical integrity, and demonstrating a high level of commitment to our work and education. Regular school attendance and punctuality has a significant direct relationship to academic success. Most students are dependent on parents for arriving at school on time. Parents are asked to be punctual. Doing so sets a good example for students and demonstrates the importance of education. CCS will notify parents when a student has an attendance problem and/or when his or her attendance violates Ohio law.

### Reporting An Absence

- **Elementary Campus**

Parents and guardians are asked to notify the main office (513-874-8500) no later than 8:15 a.m. On the day of the absence. When possible, advance notice is preferred. In addition to the notification by phone, a note, or email (pre6attendance@cincinnatiachristian.org) from the parent or guardian, explaining the reason for the absence, is required within three days from when the student returns to school.

- **Junior/Senior High Campus**

Parents and guardians must notify the school by either emailing absent@cincinnatiachristian.org (preferred) or calling (513-892-8500) no later than 8:00 a.m. On the day of the absence. An email or phone call must be received on the day of absence or on the day of return to school in order to be considered excused. Without a dated statement (email or phone call) from the parent, doctor, or court officer, the absence will be treated as unexcused.

### Absences

According to Ohio law, it is the responsibility of the parents to assure the regular attendance of their child.

- **Excused Absences:**

- Illness (verified by email, call, or note from parent or physician)
- Death of a relative (verified by email, call, note from parent, or obituary)
- Medical or dental appointment (verified by note from doctor or dentist)
- Court appearance (verified by court documentation)
- Emergency circumstance (at administrative discretion)
- College visits (verified by documentation from the college visited)

- **Unexcused Absences:**

Absences for any reason other than those cited above are unexcused and therefore constitute truancy. Teachers will not be responsible to re-teach subject matter missed by a student who has an unexcused absence. In accordance with state law, schools must have a system for responding to unexcused absences. Excessive unexcused absences (truancy), as determined by the administration, may result in:

**Elementary Campus**

- Parent and student to schedule a meeting with principal to develop an attendance improvement plan.
- Parent and student to schedule a meeting with superintendent to discuss attendance and the current attendance improvement plan.
- Parent and student to schedule a meeting with principal and superintendent to discuss other educational options for the student.

#### **Junior/Senior High Campus**

- Forfeiting the privilege of participating in school-sponsored events/trips.
- Forfeiting the privilege of making up missed work from classes missed.
- Saturday school (\$25 fee)
- Meeting with the assistant to the principal to develop an attendance improvement plan.
- Meeting with the assistant to the principal, principal, and superintendent to discuss attendance, current attendance improvement plan, and other educational options for the student.
- Outside intervention of a truant officer.

### **Retention Of Students**

- **Truancy**

Under Section 3313.609 of the Ohio Revised Code the school board is required to adopt a policy on the retention of truant students. CCS students will not be promoted to the next grade level if he/she has been truant (absent without excuse) for more than 20 school days a school year.

- **Excessive Absenteeism**

- **Elementary Campus**

A student absent more than 20 days of school, whether excused or unexcused, will not be promoted to the next grade level. Exceptions exist for medical situations. Please read policy titled "Attendance Medical Waivers".

- **Junior/Senior High Campus**

A student will not earn CCS course credit when the total number of absences, whether excused or unexcused, exceeds the following: 10 days (or 10 periods of the same class) per semester in any course. These courses will be treated as "attempted but failed" for the purpose of computing the student's GPA and class rank. Exceptions exist for medical situations. Please read policy titled "Attendance Medical Waivers". Warning letters will be sent out when students are in danger of failing a course due to attendance issues.

### **College Visitation Days**

Students (10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grades) are permitted four college visitation days during their senior high career. College visitation forms are available in the guidance office. They must be completed, signed by both a parent and the guidance counselor, and submitted to the main office for approval at least two full days prior to the date of the visit. Confirmation from the college admissions office (signature on the CCS college visitation form) must be presented to the main office upon the student's return to school. Students are urged to make college visits after school and on weekends. College visits are not counted as absences unless verification of the visit is not presented upon the

student's return as stated on the college visit form and as stated above.

### **Early Dismissal**

Every effort should be made to arrange doctor, dental, and or other appointments (haircuts, driving examinations, etc.) During after school hours. When this is not possible, the following procedure must be followed:

- **Elementary Campus**

Parent/guardian must come to the main office to sign out the student. A student can be released to an authorized person only if the school is provided written permission from their parent. The child will then be called to the office. If the child returns to school later that day, they must be signed in at the front desk before returning to class.

- **Junior/Senior High Campus**

Parents and guardians must notify the main office by emailing [absent@cincinnatichristian.org](mailto:absent@cincinnatichristian.org) before school on the day of early dismissal.

The email must include:

- Student name and grade
- Reason for leaving early
- Time of departure
- Parent name

### **Family Vacation/Family Trips**

The school board and administration of CCS believe that a student's success with their education is directly related to the number of days in attendance during the school year. Therefore, days missed for family vacations/trips or other non-emergency reasons for traveling are unexcused absences.

All "family trips" in excess of three days during the school year require prior written notice to the principal at least one week in advance of the trip. Students are encouraged to acquire all related schoolwork for the days missed from their teachers in advance to the family trip so that student work can be turned in upon the student's return to school. Teachers will not be responsible to re-teach subject matter missed by the student as a result of "family trips" absences.

### **Field Trips**

Students on field trips are responsible for their work in the classes that they miss on the day of the field trip. It is the student's responsibility to contact the teachers of those classes before the student leaves on the field trip. Class work must be completed by the next day.

### **In School Illness**

A student who becomes ill or is hurt during normal school hours must not leave the campus without first seeing the campus nurse or campus nurse assistant. A student needing to report to the nurse during class time must first obtain permission/hall pass from their teacher.

### **Make-Up Work**

Missed schoolwork due to tardiness and absences, whether excused or un-excused, can be (in most

cases) completed by the student and turned into his or her teacher. It is the responsibility of the parent/guardian or student to secure this work from his or her teacher(s). All make-up work, if completed and submitted in a timely manner, will be accepted as all other assignments or assessments. Scheduling of make-up work and assessments will be at the teacher's discretion. The student will have the same number of days to make up work as the number of school days missed. It is the responsibility of the parent/guardian and/or student (grades 4<sup>th</sup>-12<sup>th</sup> grade) to check *Power School* for daily and or missed classroom assignments. Make-up work not completed as scheduled will result in a grade of zero for the work.

Exception: Students who deliberately or intentionally do not attend a class as assigned or leave school grounds without permission will not be permitted to make-up missed schoolwork. This includes all student-organized activities including, but not limited to, senior skip day.

### **Medical Waiver Allowance**

An attendance medical waiver requires a written request from a parent to the principal setting forth the reason for each day of student absence. Documentation from medical doctor or other medical professional must be attached to the request. In the event the medical waiver is approved, absences related to the medical reason will not count toward the maximum allowable absences permitted by school policy and Ohio law.

A student who experiences a long-term illness or hospitalization (five or more consecutive school days) or who has a physical impairment and/or a medically substantiated problem which entails repeated absences can be granted an attendance medical waiver on a case by case evaluation.

### **Participation In School Events**

- A student must be in attendance by 11:00 a.m. To be eligible to participate in a scheduled after school activity, practice, or athletic event.
- Frequent late arrivals to school may result in removal from the extracurricular activity.
- If a student is suspended or expelled, the student will not be permitted to participate in school events.

### **School Suspensions**

- **Elementary Campus**  
Out of school suspensions are counted as unexcused absences. In-school suspensions, are situations where a student is out of the classroom with the principal or assigned staff member. All schoolwork is graded without deductions. Suspensions are generally imposed by the principal of the school and can last up to 10 school days.
- **Junior/Senior High Campus**  
School suspensions (in-school and out-of-school) are counted as unexcused absences. All missed work while a student is suspended is required to be made up and is subject to a 50% deduction in credit. A suspension is the temporary removal of a child from school for a violation of school policies or rules. Suspensions are generally imposed by the principal of the school and can last up to 10 school days.



## BACKPACKS

Junior/senior high students are not permitted to carry backpacks to class. Backpacks, along with other bags and purses the size of a standard backpack must be stored in the student's locker during the school day. Modest-sized purses and cinch bags that are carried to class must be small enough to be stored under the student's desk or chair.

## BIBLICAL MORALITY LIFESTYLE STATEMENT

CCS stands firmly upon the historical truth claims and moral foundations of Christianity. This includes, but is not limited to, the biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear biblical teaching that gender is both sacred and established by God's design. Parents or the legal guardians who choose to enroll their children at CCS agree to support these and other basic biblical values derived from historical Christianity. Parents understand and agree that CCS will teach these principles and biblical values. CCS will accept families who embrace the school's stated positions currently in their lives, and that mercy, forgiveness, and redemption are freely afforded to applying families.

In addition, the school board urges parents to recognize their scriptural responsibility (Deuteronomy 6:1-9, Psalm 78:5, 6, Proverbs 22:6) to provide their children with a Christian education and to understand that the primary responsibility for this task rests with the parents (Ephesians 6:4). CCS was founded and continues to operate upon biblical values and the desire and commitment for Bible-believing Christian parents to enroll their children in an intentionally Christian environment. CCS will accept students who are willing to support the school's philosophy of Christian education, student conduct requirements, and the school's stated positions and whose parents are willing to allow their children to be educated and influenced in an intentionally Christian environment. Continued enrollment at CCS is contingent upon this same understanding and support by both the student and parents.

CCS is a religious institution providing an education in a distinct Christian environment, believing its biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasions in which the atmosphere or conduct within a particular home or the activities of the student are counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or discontinue enrollment of a current student. This includes, but is not necessarily limited to:

- Living in, practicing, condoning, or supporting sexual immorality, including but not limited to, sex outside of marriage, homosexual acts, bi-sexual acts
- Gender identity different than the birth sex chromosomal level
- Promoting such practices
- Otherwise the inability to support the moral principles of the school

(Leviticus 20:13a, Romans 1:27, Matthew 19:4-6).

CCS believes that every person is created in the image of God, that human sexuality reflects that image in terms of intimate love, communication, fellowship, subordination of the self to the larger whole, and fulfillment. God's Word makes use of the marriage relationship as the supreme

metaphor for His relationship with His covenant people and for revealing the truth that that relationship is of one God with one people. Therefore God's plan for human sexuality is that it is to be expressed only in a monogamous relationship between one man and one woman within the framework of marriage. This is the only relationship that is divinely designed for the birth and rearing of children and is a union made in the sight of God, taking priority over every other human relationship. This is validated by Gen. 1:27-28; 2:18, 20, 23-24; Isa. 54:4-8; 62:5b; Jer. 3:14; Ezek. 16; Hosea 2; Mal. 2:14; Matt. 19:4-6; Mark 10:9; John 2:1-2, 11; 1 Cor. 9:5; Eph. 5:23-32; 1 Tim. 5:14; Heb. 13:4; and Rev. 19:7-8.

CCS believes to follow the teachings of the Scriptures regarding marriage and divorce we must affirm that sexual relationships outside of marriage and sexual relationships between persons of the same sex are immoral and sinful. We further affirm that heterosexual monogamy is God's plan for marriage. CCS abhors the trend to ignore God's laws of chastity and purity, and vigorously opposes public acceptance of sexual promiscuity and all factors and practices that promote it. The school maintains a biblical view of human sexuality that makes the sexual experience, within the framework of marriage, a gift of God to be enjoyed as communion of a man and woman, as well as for the purpose of procreation. Sexual relationships outside of marriage and sexual relationships between persons of the same sex are immoral and sinful. The depth of the sinfulness of homosexual practice is recognized, and yet we believe the grace of God sufficient to overcome both the practice of such activity and the perversion leading to its practice. This is validated by Ex. 20:14, 17; 22:19; Lev. 20:10-16; Matt. 5:32; 19:19; Mark 10:11-12; Luke 16:18; and I Cor. 7:15.

Gender differentiation and male/female uniqueness are part of a divine design that God indelibly engraved upon creation. God gives our bodies to us for spiritual and relational purposes, as well as physical ones. It is His desire that the most fundamental distinctions we experience as human beings should remind us that our completeness is ultimately found in communion with Himself and others. For this reason, "The Lord God said, 'It is not good for the man to be alone. I will make a helper suitable for him'" (Genesis 2:18). Personal fulfillment involves intimate fellowship and union with God, as exemplified by the ideal of Christ as the bridegroom and the Church as His bride (Ephesians 5:22-32; Revelation 19:7-9). Based on our biblical and theological study, there is no argument for a "third gender" among humans. Gender confusion and dysphoria are ultimately the biological, psychological, social, and spiritual consequences of the human race's fallen condition. This state of depravity affects all persons individually and collectively. While society is at liberty to legitimize any behavior it chooses simply by reclassifying and renaming it, Christ-followers adhere to biblical boundaries. It is our Christian conviction that renaming them cannot normalize sin and its expressions. We call upon biblical Christians to continue to accept their role as witnesses who speak prophetically about the need for repentance and sanctification in every culture.

### **Marriage, Gender, and Sexuality**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25). We believe that God intends sexual

intimacy to occur only between a man and a woman who are married to each other (1 Cor 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt 15:18-20; 1 Cor 6:9-10). We believe that in order to preserve the function and integrity of CCS as a Christian ministry, and to provide a biblical role model to the CCS families, it is imperative that all persons employed by CCS in any capacity, who serve as volunteers, or who are parent or students admitted to CCS, agree to and abide by this "Biblical Morality and Lifestyle Statement" (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22). We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor. 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.

### **Final Authority In Matters Of Belief And Conduct**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of CCS's faith, doctrine, practice, policy, and discipline, our school board is CCS's final interpretive authority on the Bible's meaning and application.

### **Sanctity Of Human Life**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps 139).

### **Marriage Policy**

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, CCS will only recognize marriages between a biological man and a biological woman. Further, the school board, superintendent, faculty and staff of CCS shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of CCS shall only host weddings and wedding receptions between one man and one woman.

## **BIRTHDAY PARTIES [Preschool-6th]**

Birthday celebrations are encouraged at CCS. We want students to know they are special.

### **On-Campus Parties**

The teacher approves the date, time, length, food, and activities. A parent's assistance is required.

### **Off-Campus Parties**

No one likes to be excluded from a party. To be sensitive in this matter, no invitations are to be

distributed on campus for off campus socials or parties unless the entire class or all of one gender are invited. We encourage parents to invite whole classes if they desire to have large group parties where the attendees are solely from one classroom.

### **BOARD GOVERNANCE**

The CCS school board is responsible for protecting and furthering the mission of CCS, establishing the vision, and insuring the long-term viability, growth, and stability of our school.

The school board governs CCS as servant leaders of our Lord Jesus Christ, through a cooperative, collegial relationship with the superintendent, based on mutual trust and respect, ensuring accountability and unity. The superintendent, under the governing direction of the school board and within policy guidelines established by the school board, leads and manages the CCS staff and faculty on a daily basis to achieve excellence in every endeavor.

### **BULLETIN BOARDS**

Bulletin boards are reserved for school matters. A church news bulletin board is provided for families to post church related activities.

### **BUS TRANSPORTATION**

The State of Ohio provides for the transportation of students attending a private school. This program is administered through the public school district in which each family resides. Accordingly most school districts within a 20-30 minute drive from CCS offer free bus transportation to students attending our schools. Because every district administers this program differently, parents should contact their local school district bus transportation department for further information.

As a service to parents with both elementary and junior/senior high students enrolled at CCS who desire only one drop-off and pick-up point, a bus shuttle is available between the Elementary and Junior/Senior High Campuses. The shuttle departs from the Elementary Campus at 7:35 a.m. And from JH/SH Campus at 7:55 a.m. A small fee is charged for this service. Contact either office for more details.

Students are expected to maintain behavior that does not distract the driver or infringe on others in any way. Inappropriate actions, including volume, language, or physical actions will not be tolerated and are grounds for loss of bus privileges.

### **CALENDAR OF EVENTS**

The school calendar is approved annually by the superintendent and distributed to the school family. Questions concerning the scheduling of events should be directed to the administration. All calendar requests must be submitted to the administration two weeks in advance.

## CELL PHONES

Cell phones (and other similar devices such as smart watches used for communication, pictures, or video) cannot be used during the school day. This includes time between classes, during lunch, and in the restroom. This also includes after-school detention. The only exception would be if an instructor allows a student to use the device in the classroom for a specific assignment or project. If students are found to be using their cell phone during the school day, it will be confiscated and turned into the office to be retrieved by the student at the end of the day. If this occurs more than once, the office will notify a parent and they must come to the office to pick it up.

## CHANGES IN PERSONAL INFORMATION

Students or parents are to report to the admissions office any change in their home address, telephone numbers, e-mail address, place of employment of either the mother or father, and the current emergency contact information. All changes in the information recorded on the enrollment forms are to be reported to the admissions office before the day that the change is to be effective.

## CHAPELS

Chapel services will be held weekly. During chapel, students are expected to be quiet, attentive, courteous, and reverent.

## CLASS LISTS (ELEMENTARY)

CCS reserves the right to determine class placement. Class placement is not subject to change.

## CLASSIFICATION [9th-12th]

To meet graduation requirements, the student must meet the following criteria:

<u>CREDITS</u>	<u>CLASSIFICATION</u>
0.00 - 6.25	Freshman
6.30 - 13.0	Sophomore
13.10 - 19.25	Junior
19.30 +	Senior

## CLASSROOM STANDARDS

- Each student should be in his or her seat when the bell rings.
- Each teacher will establish a method of taking roll, opening, and closing the class. Students are to respect the teacher's wishes.
- It is the responsibility of the student to show respect to the teacher at all times as the authority in the class, regardless if the student agrees or not with the teacher's decision or procedure.
- Each teacher will establish a policy regarding homework and tests. Students should give careful attention as to whether group collaboration is permissible regarding homework assignments.

- Students are required to take all material to class (i.e. Laptops, pencils, paper, books, etc.). Junior/senior high students are required to bring their computers to class each day. All computers should be charged and in their protective cases.
- Junior/senior high students are not to be out of class during a period without permission and/or a hall pass from any staff member.
- Hall passes are issued by the junior/senior high office only when a student is being detained by the office. The junior/senior high nurse may also give passes to students who have been in the nurse's office.
- Students are not to disturb another class while in halls or walking past windows.
- Students will not be allowed to disturb a teacher for any reason while he or she is conducting a class without the teacher's permission or in case of an emergency.
- Students are to be dismissed by the teacher when the class has ended.

### CLASSROOM VISITATION

Parents are welcome to visit classes with prior notice. On the Elementary Campus, please make your request to the principal who in turn will notify you and the teacher of the time. On the Junior/Senior High Campus please make your request to the guidance office.

### COLLEGE CREDIT PLUS PROGRAM

#### What is College Credit Plus?

Ohio's new College Credit Plus can help students earn college and high school credits at the same time by taking college courses from colleges and/or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Taking a College Credit Plus course from a public college or university or a participating private college or university is free, which means no cost for tuition, books, or fees. A select number of courses will be available to take at CCS with our own CCS teachers that are also approved adjunct college faculty. Other courses can be also taken on the college campus or online.

#### Can I Participate?

Students who are enrolled either on a full-time basis (or as a part of the Home 2 School satellite program) in grades 7-12 at CCS are eligible to apply for College Credit Plus admission to a public or participating private college. Students interested in taking courses on the CCS campus must be accepted by the college and approved by the appropriate CCS academic department.

#### How Do College Courses Earn Me High School Credit?

College Credit Plus allows high school students to earn college credit and apply that credit toward their high school graduation requirements. Successful completion of a three or more credit-hour college course will result in 1.0 unit of credit earned at CCS. A two credit-hour college course will earn students 2/3 of a high school credit and a one credit-hour college course will convert to 1/3 of a CCS credit. Students cannot take more than 30 college credits in one year. A high school year-long course is equivalent to 3 college credits in this system.

#### How Are High School Graduation Requirements Affected?

CCS graduation requirements will not be waived as a result of participation in College Credit Plus. You will not receive a diploma until after the course is successfully completed and the graduation requirement is met. Any course that is being taken for graduation credit must be approved by the guidance office to ensure that it meets appropriate curriculum and credit requirements.

### **Where Can I Take College Courses?**

CCS will be partnering with Cincinnati State Technical and Community College, Sinclair College, and Cedarville University for courses to be taught on our campus. You may apply for admission to any public or participating private college in Ohio for on-campus or online courses. Responsibility for transportation to on-campus courses rests with the student.

### **How Do I Receive Credit on Both a High School and a College Transcript?**

Courses successfully completed under College Credit Plus will be listed by course title on your CCS transcript and will satisfy the graduation requirements and subject area requirements of CCS. Courses completed will also be part of a college transcript. College transcripts can be requested by students for their own records or requested by students to be sent to colleges they are applying to attend after graduation from CCS.

### **What are the Differences Between AP and CCP courses?**

AP courses are high school courses taken for high school credit. Students can take an exam at the end of an AP course to attempt to earn college credit. The amount of college credit earned will depend on the test score and the college. CCP courses are college courses. College credit is earned by completing the course with a grade above an F.

### **How Am I Graded for a College Credit Plus Course?**

Since College Credit Plus courses are college courses, assignments will look different than for a typical high school class. Most College Credit Plus courses will weigh grades heavily on tests, quizzes, and formal writing assignments, like any other college class. Even though each College Credit Plus course will be slightly different, small assignments and homework assignments will not factor heavily into the grades. Students will receive the same grade on their high school transcript and their college transcript, with the exception of colleges that do not use the +/- scale used at CCS. All College Credit Plus courses will be computed into your GPA using the same scale as Advanced Placement courses.

### **What if I Fail a Class?**

Classes failed or withdrawn with an "F" will receive an "F" on the high school and college transcripts and will be computed into the high school and college GPA. Families will also need to reimburse the state for any funding that was allocated for a failed course. If a student drops or withdraws from a College Credit Plus course after the 14<sup>th</sup> day of class, families will need to reimburse the state for funding allocation for that course.

### **How Does College Credit Plus Impact Athletic Eligibility?**

If you are a student athlete, you must remain eligible in accordance with the rules outlined in the CCS Student-Athlete Handbook. College Credit Plus courses count toward athletic eligibility in the same way as high school courses. Because CCS will not have access to college course records

for courses taken off campus or online, students may be asked to prove eligibility to the athletic department at the end of each quarter.

### **What Are My Academic and Social Responsibilities?**

You will be expected to follow the rules and regulations set by the college/university. You will also be expected to follow the rules and regulations set for high school students detailed in the student handbook. Once enrolled, you are eligible to receive advising from campus-based support services of that institution. Additionally, you will continue to have access to the CCS guidance office and all other resources available to CCS students. Participation in College Credit Plus does not guarantee your admission to college after high school. You should follow the regular undergraduate application process for whatever college you plan to attend after high school.

### **What Courses Are Available Through College Credit Plus?**

The courses offered on our CCS campus can be found in the "Courses of Study" section of this handbook. In addition to the courses offered on our CCS campus, once you are admitted to a college for College Credit Plus, you may take any course in the college's course catalogue that is not remedial or religious, and that applies toward a degree or professional certificate, in a subject area in which you are college-ready.

### **Who Pays for College Application Fees, Tuition, Books, and Fees?**

There is no application fee for students to apply to colleges to participate in College Credit Plus. Students attending a public college will not be charged for tuition, books, or fees, dependent on funding allocation from the state for nonpublic students. Students attending a private college may be charged based on the particular private college and where the course is delivered, in accordance with the law.

### **How Many Credit Hours Can My Student Take using College Credit Plus?**

CCS families have to apply to the Ohio Department of Education to receive funding to underwrite their costs. The Ohio legislature has allocated separate limited funds for nonpublic school students (such as CCS students) to participate in CCP that will be awarded with priority to seniors and then to underclassmen in descending order. Should all of the funds be depleted, it is possible that students may not be awarded funding. Any funding allocation awarded may not be split between two courses.

### **What if My Student Wants to Take More Classes Than the State is Funding?**

Students can self-pay for College Credit Plus Courses at the College Credit Plus tuition rates published by each college. Rates for local colleges are expected to range from \$42.50-\$166 per credit hour. Parents will be billed directly from the college for credit hours taken above the funding allocation.

### **Parent Guidance Meeting**

A meeting will be held every January to educate students and parents about the CCP program at CCS. This meeting is very important to attend, as we will cover all deadlines and processes required for students to participate in the CCP program the following year.

## COMPUTER USE AGREEMENT

### **Purpose**

This document is intended to provide a clear understanding of the duties and responsibilities of all parties engaged in the digital conversion initiative of CCS wherein each student is assigned an individual laptop computer as a supplement to his or her educational program. The success of this program is contingent upon the full cooperation and collaboration of school officials, students, and parents.

### **Terms Of Agreement**

The term of this Agreement shall commence on the Effective Date and shall continue for the duration of the Student's enrollment in the 2018-2019 academic year.

### **Financial Responsibility & Payments**

The Parent named above is responsible for the payment of a digital conversion fee of \$420.00 per student. This fee is assessed as a program participation and equipment usage fee and in no way constitutes a lease agreement between CCS and parent. Parent may elect to pay either as a part of their current tuition agreement with FACTS, in one lump sum, or semi-annually in conjunction with tuition payments.

### **Equipment**

The equipment governed hereunder consists of one 11" Apple MacBook Air laptop (hereinafter, 'laptop'); all appropriate power adapters and chargers; the licensed software, and always-on case, and any additional adapters provided (collectively hereafter, 'equipment').

### **Installation And Use Off-Campus**

Parent shall be responsible, at parent's expense, for any home networking or connectivity adjustments necessary in making laptop compatible with home equipment or networking configurations. Limited support is available from CCS in troubleshooting connectivity issues off-campus.

### **Licensed Software**

At the discretion of CCS, certain licensed software shall be preinstalled on the laptop. Parent and student are authorized to use the licensed software only on the laptop delivered pursuant to this agreement. Parent and student shall not allow or cause a copy of any licensed software to be installed on any device other than the laptop. No title to or ownership of the licensed software or any part thereof is transferred to parent or student.

### **Title And Ownership**

All Equipment listed herein is and shall remain the property of CCS and parent has no property interest whatsoever therein. The school shall affix tags to the equipment indicating CCS' ownership and neither parent nor student shall permit their removal. The school administration has free access to the equipment at all reasonable times for the purpose of inspection and for any other purpose contemplated in this agreement.

### **Maintenance And Repairs**

The school does not provide AppleCare warranty on equipment. However, CCS covers repairs that would ordinarily be covered under the most recent terms of such warranty at the time of the damage. In the event that the equipment requires repair, student or parent shall bring the equipment to the school for repair. The school, in its sole discretion, shall either repair the equipment or contact a contracted vendor under the terms of the maintenance agreement between the school and said vendor. Parent is responsible for any expenses incurred in maintaining and/or repairing the equipment; to the extent that such maintenance and/or repairs would not ordinarily be covered by the terms of AppleCare warranty.

### **Responsibility To Insure**

Parent is responsible for any damages to the equipment that are not covered by warranty. Accidental damage, theft or loss of computer, any type of liquid damage, and cracked screens are examples of repairs that are not covered. Parent will be responsible for the lesser of a \$500 deductible or the cost incurred for each repair not covered. The school recommends that parent add the equipment as a listed item in their homeowner's or renter's policy.

### **Cincinnati Christian Schools' Responsibilities**

In accordance with the conditions herein, CCS will provide the specified equipment and support listed. Specifically, CCS shall provide the following to each eligible student in grades 7-12:

- Access to a MacBook Air laptop computer and always-on protective case
- Insurance for the Laptop less the \$500 deductible for loss or accidental damage, which will be parent's responsibility
- Help Desk support during days when school is in session
- Repair of the equipment under its normal warranty and incidents of accidental damage
- All software required by the school for classroom success
- Internet filter for safer/restrictive web browsing

### **Parent Responsibilities**

Your son/daughter has been issued a laptop computer to enhance and personalize his/her education this school year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer. As the responsible parent of my son/daughter,

- I will supervise my child's use of the laptop at home.
- I will discuss our family's values and expectations regarding the safe use of the Internet and email at home and will supervise my child's use of the Internet and online social media.
- I will not attempt to repair the equipment, nor attempt to clean it with anything other than a product specifically designed for such purposes.
- I will report to the school Help Desk any problems with the equipment.
- I will not download to or delete any software from any school owned device.
- I agree to make sure that the equipment is returned to CCS when requested and upon my child's withdrawal from the school.
- I understand that during the summer months, my child's laptop will be refreshed and all stored information may be erased on the hard drive. CCS will not be responsible for any lost data files or downloaded music.

## Student Responsibilities

Your laptop is an important learning tool and is for educational purposes only. In order to take your MacBook home with you each day, you must be willing to accept and abide by the following responsibilities:

- It is the student's responsibility to regularly (daily) backup his/her files onto a removable device or another backup solution. It is the student's responsibility to provide the storage device for their backups or utilize the Google Drive account provided by the school. CCS will not be responsible for the loss of student's data in any circumstances.
- The student acknowledges and agrees to the terms hereof, the student acknowledges the student's responsibility to protect and safeguard the school's property and to return the same in good condition and repair upon request by CCS.

## Student Commitment

While enrolled at CCS, when using the Laptop at home, at school, and anywhere else I may take it, I will follow the policies of *Required Use of Technology* and *Internet Safety Policy* and abide by all local, state, and federal laws pertaining thereto.

I also understand that liquids, theft, and dropping the laptop are some of the greatest detriments to keeping my laptop in good operating condition and free from additional costly repairs that will add additional cost for my parents.

As a student at CCS:

- I will take care of the laptop by not dropping it, getting it wet, leaving it outdoors, leaving it in a car or vehicle unattended, or using it with food, drink, pets or small children nearby.
- I will not lend the laptop to anyone, especially my friends and siblings; it will stay in my possession at all times.
- I will not load any software onto the laptop.
- I will not remove programs or files from the laptop.
- I will bring my Laptop to school every day with a fully charged battery.
- I will keep all passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to repair the equipment.
- I will return the equipment when requested and upon my withdrawal from CCS.
- I will store my laptop in its protective always-on case at all times and transport the computer in a closed position.
- I understand that I will lose privileges and possible use of the laptop if I do not follow the rules and policies at CCS.
- I understand that administration will monitor my use of the laptop while I am on school property and that misuse of the laptop while at school will cause my MacBook to be taken away from me for a specific period of time.
- I understand that during the summer months, my laptop's hard drive will be erased and refreshed.
- All important data and music will be my responsibility to back up somewhere else.

<b>COURSES OF STUDY</b>
-------------------------

**Elementary Campus**

CCS offers an instructional program in a self-contained, heterogeneous classroom setting taught by regular licensed teachers. These subjects are taught by specialists: computers, art, library science, music, physical education, and Spanish.

**Junior High**

- **7th Grade**

General Math or Pre-Algebra	English
Social Studies	Bible
Science	Health
Physical Education	

Electives: Art, Spanish, Chapel Leadership, Study Hall, Band, Choir, Computer Science Principles, and Introduction to Technology and Problem Solving

- **8th Grade**

Pre-Algebra or Algebra I	English
Social Studies	Bible
Science	

Electives: Art, Spanish, Chapel Leadership, Study Hall, Band, Choir, Computer Science Principles, and Introduction to Technology and Problem Solving

A full list of offered courses can be found in the *Junior High Course Offerings* booklet, published annually.

**Senior High**

- **9th Grade**

All students must complete at least one computer course before graduation.

Bible	English
Math	Science
World History /Research (1 sem each)	Foreign Language
Physical Ed / Health (1 sem each)	Elective

- **10th Grade**

Bible	English
Math	Science
US History (10th or 11th)	Foreign Language
Physical Education	Elective

- **11th Grade**

Bible	English
Math	Science
Social Studies Elective (1 sem)	US History (10th or 11th)
2 Electives	

- **12th Grade**

Bible	English
-------	---------



- The student has an unresolvable schedule conflict that impacts his or her graduation requirements. (To be determined by a CCS administrator.)
- The student is a senior and cannot schedule a class that is necessary for graduation or the receipt of an honors diploma. (To be determined by a CCS administrator.)

If a student chooses to repeat a previously failed course by taking an online course through *Seven Star Academy*, then he/she will be charged the course fee.

Once a student signs up for a course within the *Seven Star Academy*, he or she is responsible to complete the work involved in the course. The student will report to their assigned area during their scheduled time for the *Seven Star Academy* course, and work during that time. CCS may monitor the student's behavior during the time that he/she is taking the course, but will not be responsible for providing a teacher to train the student on areas of difficulty within the course work. The grade received for the course will be added to the student's transcript. A student may not opt to have the grade excluded from his or her transcript. Should the student choose not to complete the class, the student and his or her parent will be responsible for paying for the course.

CCS also recognizes the Flex Credit program designed by the State of Ohio.

## DISCIPLINE & CONDUCT

### Policy Boundaries

The discipline policy applies to students while they are on campus, on CCS operated school buses, or at school sponsored functions. Their behavior at other times or places is the parents' responsibility and not the school's. Behavior that impairs the testimony of the schools, however, cannot be ignored. Therefore, offenses that occur outside the limits established in this policy will be considered as to their severity and impact on the school's reputation. See *Required Use of Technology Policy*.

### Minor Discipline Infractions

- **Behavior Management**

- **Elementary Campus**

The primary teachers use a color system to track student behavior; there are consequences attached to each color. The intermediate teachers use a point system to track student behavior; consequences occur based on the number of points accrued. Based on the developmental stage of the child, the principal will use discretion when deciding the consequences for students violating the behavior guidelines.

- **Junior/Senior High Campus**

All disciplinary consequences will be assigned at the discretion of the principal. The principal will strive to adapt individual discipline procedures and processes to the needs of the student and communicate expectations and findings to parents in a timely manner. Students will be treated fairly, and discipline will be based on a careful assessment of the circumstances of each case. Failure of parents or students to cooperate fully in related investigative or disciplinary proceedings by the school may result in

further disciplinary action.

- **Disciplinary Action Guidelines:**

Discipline is designed to be simple, immediate, and consistent in order to aid the student in taking personal responsibility for his or her actions. It is the hope of the CCS administration that every student functions within the school community without the need of disciplinary intervention. However, to assume so would be unrealistic and to not make preparations would be negligent.

Disciplinary actions include:

### **Discipline Card**

Each student is given a discipline card, which serves to address minor infractions. Discipline cards are to be kept inside the student's laptop case or on his/her person at all times.

- **Card Marks**

An accumulation of 4 card marks results in an after-school detention. Students may earn card marks for the following discipline issues:

- Dress code violations
- Disruptive behavior
- Not prepared for class
- Electronic devices
- Food/drink
- Locker/lock
- Tardy to class
- Computer (case, charge)
- Lost/misplaced discipline card
- Other (e.g. Not fulfilling lunch cleaning duty, leaving belongings in locker room overnight, chapel misconduct, etc.)

- **Lost/Misplaced Card**

A lost card will result in 2 card marks on the replacement card. The cost of a replacement card is \$2.00

### **Early Morning Detention**

- 7:00 a.m. - 7:45 a.m.
- Fee: \$10.00
- Students will be assigned an early-morning detention for the following reason:
  - 6 unexcused tardies to school in one semester

### **After School Detention**

- From 3:00 p.m.- 4:00 p.m. On the designated day
- Fee: \$10.00
- At 4:05, students leaving detention must either leave campus, go to an extracurricular activity, or to after-school supervision
- Students may be assigned after-school detention for the following reasons:

- 4 card marks
- Discourteous behavior or any other serious infraction
- The following results in an additional detention being earned:
  - Missing detention (being late or absent)
  - Misbehavior during detention
- A student accumulating three after school detentions in a semester will earn a Saturday school, with next infraction.
- Detentions are not rescheduled to avoid missing games, practices, or extracurricular activities.
- Earning a detention carries additional consequences for CCS Athletes- see *Student-Athlete Handbook* for specifics.

### Saturday School

- From 8:00 a.m. To 12:00 p.m.
- Fee: \$25.00
- School dress code is required unless otherwise directed
- Students may be assigned to Saturday school for the following reasons:
  - Accumulation of three after school detentions in one semester
  - Seven or more tardies to school
  - Excessive unexcused absences
  - Any major infraction (assigned at the discretion of the principal)
  - Accumulation of continuously repeated minor infractions (assigned at the discretion of the principal)
- Students will not be allowed to participate in any extracurricular activity on the day of the Saturday school.

### Parent/Student Conference

Administration may request a conference with a student and his/her parents, or the student and his parents may request a conference with the administration concerning the student's conduct. The goal of the conference will be to develop a behavior contract with defined, measurable goals for improved conduct.

### Suspension

Serious discipline problems may result in students being assigned suspension. School suspensions (in-school and out-of-school) are counted as unexcused absences. All missed work while a student is suspended is required to be made up, and is subject to a 50% deduction. A suspension is the temporary removal of a child from peers and/or campus for a violation of school policies or rules. Suspensions are generally imposed by the principal, and can last up to 10 school days.

- **In-School**
  - Student must complete classroom assignments in the principal's office or designated room from 8:00 a.m. To 3:00 p.m.
  - All class work missed must be made up, and 50% will be deducted from the grade on all assignments, quizzes, or tests missed because of suspension.

- Additional reflective assignments or work detail may be assigned by the principal, depending on the nature of the infraction that led to the suspension.
- No contact with other students during the school day.
- Students will not be allowed to participate in any extracurricular activity on the day of the suspension.
- **Out-of School**
  - Students are not allowed to be on campus for any reason unless granted permission by administration.
  - All class work missed must be made up, and 50% will be deducted from the grade on all assignments, quizzes, or tests missed because of suspension.
  - Additional reflective assignments or work detail may be assigned by the principal, depending on the nature of the infraction that led to the suspension.
  - Students will not be allowed to attend or participate in any extracurricular activity on the day of the suspension.

### **Behavioral Probation**

Behavioral probation is a means of warning students of their seriously inappropriate actions. It is intended to convey to students that unless significant improvement occurs, they will be unable to continue at CCS. A student will be placed on behavioral probation when the administration feels that the behavioral pattern and record indicate that the student is not abiding by the behavioral expectations of CCS. The conditions and length of the probation are determined by the administration, and agreed upon by the student and his/her parents. Students who are on behavioral probation may not be permitted to participate in any CCS extracurricular activities, including sports. At the end of the probationary period, the student is released from probation if he or she has not earned additional disciplinary consequences (other than card marks), has clearly demonstrated a desire to change, and receives a good report from his/her teachers. If the above are not met, the probation is extended, and remains in effect until the conditions are met. Students on probation face suspension or expulsion for additional infractions or incidences. Decisions about future enrollment may be made only upon the student successfully working himself/herself off of behavioral probation. Possible future enrollment of a student who ends the year on behavioral probation is made after the conclusion of the school year and takes into account the student's and parents' ability and motivation to correct the problematic behavior.

### **Expulsion**

A student may be expelled or required to withdraw from school at any time he is found to be out of harmony with the rules, policies, and expectations of the school. A student expelled is prohibited from school grounds and functions (ballgames, competitions, school plays, banquets, etc.). Decisions in these matters are at the full discretion of the administration. An expulsion from CCS is for two consecutive semesters.

### **Extreme Behavior Violations**

The following violations apply to students in grades K-12, and are considered extreme by the CCS administration. Discipline for extreme behavior violations shall be based on a student's age and careful assessment of the circumstances of each individual case. In most cases, these violations carry

with them consequences greater than minor infractions, including (but not limited to) disciplinary probation, suspension, and/or expulsion. Violations pertaining to use of technology may result in revocation of laptop privileges. Please note that it is impractical and impossible to list every type of offense. The school leadership reserves the right to address and discipline any behavior or attitude that is inconsistent with the mission, philosophy, and conduct standard of the school.

### **Academic Integrity Violations**

(see *Academic Integrity Policy* for detailed examples)

- **Cheating**  
The intent to, an attempted act, or an act by which a student deceives, acts dishonestly, or misrepresents work that he/she has or will produce on an academic exercise or assists another student to misrepresent his/her work. The range of cheating extends from homework to exams, projects, papers, lab reports, etc.
- **Fabrication**  
The use of invented information or the falsification of research or other findings.
- **Plagiarism**  
The inclusion of another's words, ideas, or data as one's own work. This covers unpublished as well as published sources.
- **Facilitation**  
Facilitation refers to knowingly or intentionally assisting any person in the commission of an academic integrity violation. Students who engage in facilitation are also subject to disciplinary action for integrity violations.

### **Fighting**

Fighting is not an acceptable means of settling differences. Administration may take into consideration such factors as bullying, excessive provocation, and any student who, in the course of defending himself/herself, inflicts intentional physical harm.

### **Gross Disrespect**

Includes either open defiance or active resistance toward a teacher, staff member, or other adult volunteer which is either belligerent or vulgar in nature. Any student who is proven to have treated a CCS faculty or staff member in such a manner may forfeit the privilege to attend CCS.

### **Harassment, Intimidation, Or Bullying**

Harassment, intimidation, or bullying behavior by any student enrolled at CCS is strictly prohibited.

"Harassment, intimidation, or bullying, in accordance with House Bill 276:

- Any intentional written, verbal, graphic or physical acts including electronically transmitted acts,
- Either overt or covert
- By a student or group of students toward other students/school personnel
- With intent to harass, intimidate, injure, threaten, ridicule or humiliate.

Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or any official school bus stop that a reasonable person under the circumstances should know will have the effect of: causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel."

### **Pornography**

The accessing of, possession of, or dissemination of any pornographic material, including material accessed electronically, is strictly forbidden.

### **Profane Language**

Includes curse words, gross sacrilege, vulgar language (such as use of sexually-oriented profanity), and obscene gestures.

### **Racial Slurs**

Making and/or using racial slurs for the purpose of insulting any person at school or school activity.

### **Sexual Harassment**

A student who is proven to have harassed other students or staff members by means of overt sexual comments or advances will forfeit the right to attend CCS.

### **Substance Abuse**

Possessing, distributing, using, or being under the influence of any narcotic substance, alcoholic beverage, controlled drug, or intoxicant of any kind automatically results in a recommendation for expulsion and notification of local authorities.

### **Theft**

Taking anything that does not belong to you without prior permission from the owner is considered theft and strictly prohibited.

### **Threatening Behavior**

Making threats (verbal, nonverbal, physical, or implied) to others (including students and adults).

### **Tobacco Use**

Possession and/or use of any tobacco product, including E-cigarettes, is prohibited.

### **Unacceptable Use Of Technology**

- Any violation of the required use of technology and internet safety policy or other policies by means of inappropriate use of technology.
- Using telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property.
- Circumventing safeguards i.e. Bypassing web filters

## Weapons

Possessing a weapon or object that could cause or attempt to cause physical injury to a school employee or student is strictly prohibited. Even toy weapons and fireworks may be treated as a serious offense and are strictly prohibited.

## DRESS CODE

### Dress Code Philosophy

The purpose of the dress code is to teach lasting principles of appropriate dress and behavior, not simply to regulate appearance. Recognizing the diversity in individual students and variety in classroom settings, this dress code provides guidelines for dressing modestly and appropriately under all circumstances.

Appearance can impact our witness in the world as Christ-followers, express attitude and personality, and influence behavior. The CCS dress code *places particular emphasis* on:

- A positive attitude
- Seriousness
- Neatness
- Appropriateness
- Modesty
- Safety

### General Guidelines

- All clothing must be in good repair (including but not limited to: no frays, fading, rips, or tears)
- Appropriate undergarments must be worn and out of sight at all times (i.e. Clothes should not be worn tight enough to see undergarment lines)
- Clothing must not:
  - Be see-through/sheer
  - Be inappropriately tight
  - Contain words or images other than credit card sized labels or logos
  - Promote non-Christian values or lifestyles, including, but not limited to:
    - Profanity or obscenity
    - The use of drugs, alcohol, or other illegal products
  - Cause or be likely to cause a substantial or material disruption to the orderly operation of the school
- CCS retains the right, in its sole discretion, to prohibit personal appearance choices that it deems immodest, inappropriate, or distracting to the educational process

### Elementary Campus

The CCS dress code must be adhered to or disciplinary steps will be taken.

- **Long Pants**
  - Docker style/cargo pants in good repair
  - Navy blue, black, brown, or khaki tan

- Cotton/Cotton blend/corduroy; no denim
- Proper Length
- Cannot be knit or any other stretch material
- No form fitting pants (no skinny pants)
- No frayed bottoms or intentional bunching
- Must fit properly at the waist (no "low riding" pants)
- Must be loose fitting as opposed to form fitting, (no material such as spandex, lycra or polyester style stretch pants). Modesty is the guiding principle.
- **Shorts And Skorts**
  - Same requirements as pants except length
  - Must be no more than 2 inches above the knee
  - For boys shorts may not exceed 2 inches below the knee
- **Capri Pants**
  - Same requirement as pants, except length
- **Skirts**
  - Same colors and materials as pants
  - Modest fit
  - No slits above knees
  - Length – no higher than 2 inches above the knee
  - Elementary students may wear tights or leggings under skirts
- **Jumpers**
  - Same colors and materials as pants
  - Length – no higher than 2 inches above the knee
  - Definition of jumper – 1 piece, sleeveless with top straps being about 1-2 inches wide
  - Must be worn with a collared or turtleneck shirt
  - Elementary students may wear tights or leggings under jumpers
- **Belts**
  - 5th and 6th graders required to wear a belt
- **Shirts**
  - Any solid colored polo, no writing, long or short sleeved
  - A credit card sized logo is acceptable
  - A long sleeved solid t-shirt may be worn under a polo
  - Oxford style shirts must have a collar
  - Must be tucked in
- **SWEATERS AND SWEATSHIRTS**
  - Red, white, blue, black, or gray sweatshirts or sweaters – any style
  - Students must wear a collared shirt or turtleneck underneath sweatshirt or sweater
- **Shoes**
  - Athletic shoes allowed
  - No flip-flops, Crocs, or athletic sandals are permitted
  - No rolled shoes permitted
  - No sandals (shoes must have enclosed toe and heel)
- **Spirit Wear Policy**
  - Official CCS approved spirit wear and/or chapel shirts

- **Friday Drss Code/Spirit Days**
  - Jeans may be worn on Friday
  - Jeans must be have a neat appearance (no holes, frayed on the bottom, or writing) and follow modesty guidelines (see long pants section)
  - Form fitting jeans (such as jeggings or skinny jeans) are not permitted
- **Elementary Campus Only**
  - Kindergarten through 3rd grade is permitted to wear jeans or navy/gray, sweat pants on the day of physical education
  - Students in 4th grade through 6th grades will change into modest and appropriate shorts prior to their physical education class.
  - Shorts cannot be form fitting and must be to mid-thigh

### Grooming

- **Girls**
  - No make-up or body glitter
  - Hair – No mohawk styles
  - Jewelry – Jewelry must be moderate. Earrings are permitted for girls only. For safety reasons the administration reserves the right to determine the appropriate length of earrings
  - No writing on body parts (arms, legs, face, hands, etc.) With markers, ink pens, paint, or any other items is permitted.
  - No hats permitted
- **Boys**
  - No make-up (including body glitter, nail polish, etc.)
  - Hair – Conventional style, normal solid colors, no pronounced 2-tones (highlights permitted). Hair must be neatly trimmed so as not to fall across the student's eyes, fall below the bottom of the ear, or bottom of the collar. Mohawk styles are not permitted
  - No earrings
  - No writing on body parts (arms, legs, face, hands, etc.) With markers, ink pens, paint, or any other item is permitted.
  - No hats permitted

### School Events Or Field Trips

On all school outings, we must remember that we represent the school and Christ to the world; therefore, participants are expected to be in dress code. This applies to any CCS organization, athletic team, clubs, etc. That represents CCS. The teacher/coach decided appropriate wear for the outing as follows:

- Must wear approved Monday – Thursday attire of outing is to a place such as a play or museum
- Can wear approved spirit wear apparel if outing is to a park, service work, picnics, or other outdoor activity
- Athletic teams are expected to be in dress code to and from sporting events unless in uniform

- On special event days the classes or groups may wear their t-shirts made especially for that day.

### **JH/SH Campus**

All dress must follow the general guidelines stated in the dress code philosophy. In addition, the following conditions apply.

- **Pants & Shorts**
  - Must be:
    - In compliance with the dress code philosophy and general guidelines
    - Slacks, cargo, or Docker-style
    - Solid, conservative colors
    - Worn at the waist
  - Must not be:
    - White or any color light enough to see through
    - Denim
    - Jersey knit or any other stretchy material
  - Shorts must not be:
    - More than 2 inches above knee
- **Shirts**
  - Must be:
    - In compliance with the dress code philosophy and general guidelines
    - Collared
    - Fastened to the point of modesty
  - Must not be:
    - Sleeveless
- **Shoes**
  - Must be:
    - In compliance with the dress code philosophy and general guidelines
    - Worn at all times
    - Have a back
  - Must not:
    - Have heels or wedges higher than two inches
    - Have wheels
    - Be athletic sandals or flip-flops
- **Outerwear**
  - Must be:
    - In compliance with the dress code philosophy and general guidelines
    - Worn over a dress code shirt
  - Must not:
    - Be a coat
- **Skirts/Dresses (Ladies Only)**
  - Must be in compliance with the dress code philosophy and general guidelines
  - Skirts and dresses must be two inches above the top of the knee or longer at the shortest point (even if worn with leggings or tights underneath)

- Skirts must be solid colored
- Dresses must have a collar
- Dresses must not be sleeveless
- **Grooming and Accessories**
  - Appearance must reflect a conservative, traditional style
  - Only naturally-occurring hair colors are permitted
  - Hair must be clean and well maintained
  - No visible tattoos
  - No gauges
  - No hats/head coverings
- **Ladies**
  - Only ear piercings permitted
  - Makeup must be conservative in color and application
- **Gentlemen**
  - No piercings
  - No makeup
  - Must be clean-shaven or neatly trimmed and appropriately shaped
  - Hair may not fall across the student's eyes, below the bottom of the ear, or below the bottom of the collar
- **Friday Dress Code/Spirit days**

Jeans may be worn on Friday if accompanied by official spirit wear.

  - Jeans must have a neat appearance (no holes, frays, or writing) and follow modesty guidelines (see long pants section)
  - Sports team uniform tops are not permitted as spirit wear without special permission from the principal.
  - Students may not wear jeans on Fridays unless they wear approved CCS spirit wear

Note: The Administration reserves the right to disallow any spirit wear should it be determined to be inappropriate for school wear.
- **Field Trips**
  - Monday - Thursday dress code is the default expectation unless otherwise determined and communicated by the teacher in collaboration with the principal.

## Special Events

- **Voluntary School Events and Activities**

Appearance can impact our witness in the world as Christ followers, express attitude and personality, and influence behavior. Therefore, students are expected to represent CCS by dressing modestly and appropriately at all voluntary events. Voluntary events are defined as those taking place outside of school hours; including but not limited to athletic events and outreach activities. The following guidelines apply:

  - Appropriate undergarments must be worn and out of sight at all times (i.e. Clothes should not be worn tight enough to see undergarment lines).
  - Clothing must not:
    - Be see-through/sheer
    - Be inappropriately tight

- Promote non-Christian values or lifestyles, including, but not limited to:
  - Profanity or obscenity
  - The use of drugs, alcohol, or other illegal products
- CCS retains the right, in its sole discretion, to prohibit personal appearance choices that it deems immodest, inappropriate or a hindrance to the school's witness and testimony to the outside community.
- **Senior Graduation**
  - Students' attire must be in compliance with the dress code philosophy and general guidelines
  - Shoes must be dress shoes that comply with the school dress code.
  - Jewelry, hairstyles, fit, hem lengths, necklines, and other issues of appearance must comply with the school dress code
  - The school designated cap and gown must be worn as directed by school officials during the graduation ceremony
  - No visible tattoos are permitted
- Ladies**
  - Must wear a dress or pant suit in solid white, cream, or pale color or with minimal light colored patterns that will not show through the white gown
- Gentlemen**
  - Solid or pinstripe dress shirt with an appropriate tie (either a bow tie or a necktie) is required
  - Dark color dress pants required. (Casual pants such as cargo pants or jeans are not permitted.)
  - Piercings are not permitted
  - Must be clean-shaven or neatly trimmed and appropriately shaped
- **Formal/semiformal events**  
(including but not limited to: homecoming and homecoming court, prom, concert performances, National Honor Society inductions, academic award night, etc.)
  - Please visit the CCS website for the official guidelines
  - All ladies, *including guests*, must have their dresses pre-approved before attending prom or homecoming
  - Students bringing a date from outside CCS are responsible for making sure their date understands the requirements
  - CCS retains the right, in its sole discretion, to prohibit personal appearance choices that it deems immodest, inappropriate, or a hindrance to the school's witness and testimony to the outside community

## Dress Code Enforcement

- **Junior/Senior High Campus**
  - If possible, students will be required to immediately correct the dress code violation and will earn a mark on the discipline card
  - Students who are in violation of the dress code and cannot address the violation without a change of clothing may have one or more of the following consequences:
    - Contact parents to bring a change of clothing

- Discipline card marked (first offense)
- After-school detention assigned (if this is not the first offense)

## DUE PROCESS

The CCS community is urged to apply the Matthew 18 principle for resolving conflict. First go directly to the individual to try and resolve the conflict in a Christ-like spirit. If it is necessary to involve school officials, please respect the school's organizational chain of command (when appropriate speak first with the teacher, coach, or staff; then to a supervisor or principal; then the superintendent; and lastly the school board).

## EARLY GRADUATION POLICY [10th-12th]

CCS requires a four-year senior high program. We believe that students need to be exposed to much more than minimum graduation requirements, particularly if a student does not plan to pursue some form of higher education. Realistically, we recognize that some students may be an exception to the majority because of their accumulation of sufficient credits, majors, and minors, as well as a valid need. They may benefit from obtaining their high school diplomas early.

Students who plan to graduate in three years should keep in mind that their choice to complete their senior high education early dictates some necessary ineligibility. Since the three-year graduate does not have the adequate number of credits to be considered a senior, the student will be classified as a junior the entire year. Thus an early graduate shall not be ranked with his graduating class. In addition, all activities and programs that the student is involved in shall be participated in as a junior. With the exception of graduation itself, an early graduate shall not be allowed to take part in senior activities and programs.

### Eligibility

Eligibility for early graduation will depend upon compliance with the following regulations and final approval by the principal:

- A written request for early graduation is required stating why the student desires to graduate early. It must be signed by the student and his or her parents.
- A student must meet with the guidance counselor and identify his or her desire for an early graduation by the end of the freshman year.
- At the time of the student's meeting with the guidance counselor he or she must work out a long range plan for the completion of all regular graduation requirements. No exceptions to required credits will be made.
- The student may not graduate prior to the completion of six semesters of senior high.
- The student must maintain a minimum grade point average of 2.3. Students with a grade point average below 3.0 and have no failing grades are discouraged from graduating early.
- The student must meet graduation requirements without attending summer school or night school during the graduating year. A student may attend summer school prior to the actual beginning of the graduation year. If a student fails a class which is required for his or her graduation, he or she will need to make it up the next year.
- Students may not earn more than eight credits during the graduating year.

- Upon completion of the long range plan, a realistic appraisal of the plan will be made with the guidance counselor, student, and parent.

### EMERGENCY / SCHOOL CLOSING

School closings due to inclement weather will be announced as "Cincinnati Christian Schools - Fairfield" on most local radio and television stations. If you ride a public school bus, listen for announcements concerning your local school district as well. If school is closed, all after school activities are canceled unless you are notified otherwise. If for any reason it becomes necessary to close school on short notice, the *OneCallNow* system will be implemented and an announcement will be posted on the school website and CCS *Facebook* page. Please plan ahead for all weather related problems.

### EXAMS & TESTS PROCEDURES [7th-12th]

All semester exams and class tests will be held during the regular school schedule. On any given regular school day students are to be limited to two tests and one quiz. The definition of a test will be determined by the teacher and the guidance counselor. In the event that a student is assigned more than two tests and one quiz he/she should contact the guidance counselor at least one day before the tests are scheduled.

Semester exams are administered in core classes during exam week at the end of each semester. The exams will be comprehensive covering material for the entire semester and will count 20 percent of the total semester grade. Exams for 7th grade students will not be comprehensive, but will be a unit exam based on the final unit of study for that semester. Seniors will be exempt from the last exams if they completed the 2nd semester with an average of 70% or above in the class. In the event of emergency, the exam schedule will be delayed in direct proportion to the number of days missed. All final exams must be completed within two weeks of the end of the semester, and may not be administered early.

### EXTRACURRICULAR ACTIVITIES

Extracurricular activities (athletics, student council, class trips, etc.) Are a privilege extended to meet the needs and interests of students. A student's participation is earned by the maintenance of acceptable scholastic standards and praiseworthy conduct (i.e., attitude, witness, courtesy) within the confines of the school, classroom, and playing field. This is most important since all students are viewed as ambassadors of CCS by other students, parents, and outsiders. Students involved in extracurricular activities and class trips must be especially aware of their representation of Christian schools in general, and the Christian life specifically.

### FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g, 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest
  - Other schools to which a student is transferring
  - Specified officials for audit or evaluation purposes
  - Appropriate parties in connection with financial aid to a student
  - Organizations conducting certain studies for or on behalf of the school
  - Accrediting organizations
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies
  - State and local authorities, within a juvenile justice system, pursuant to specific state law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date, and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## FIELD TRIPS

Field trips are planned learning experiences that extend beyond the classroom. If your child has a disability which prohibits him or her from such an activity, it should be noted on the health record card. All trips will be properly supervised and all measures will be taken for your child's safety. Parents will be informed of all activities their child will participate in outside the school locale.

During the school day, transportation for most field trips will be via school buses. No CCS employee will transport students in their private vehicles. Occasionally, in-school and after-school trips will be organized and students and/or parents will provide their own transportation. On those

occasions, the school accepts no transportation liability.

The Ohio Department of Transportation prohibits transportation of students by staff/coaches.

Medication, both prescription and non-prescription, cannot be given to a student on a field trip without a signed medication form on file. The form must be signed by both the parent and the physician. All medication being sent on a field trip must be in the original labeled container.

### SAFETY DRILLS

Fire, tornado, lock down, and evacuation drills will be held at various times during the school year. Directions for conducting fire and tornado drills are posted in each classroom and special attention should be given to these instructions. When the fire alarm sounds, students are to exit according to the designated route, quickly and in an orderly manner. Talking is prohibited. Each campus conducts tornado drills during tornado season.

### FUNDRAISING

All fundraising by CCS (student and parent run organizations) should be submitted to the administration for approval. Students, parents, and employees of the school are not permitted to bring outside organization's fundraisers to sell at school.

### GRADING SYSTEM

CCS has adopted the following grading scale (number grades are not rounded-up):

Letter Grade	Grade Point Average	Honors Grade Point Average	Numerical Average
A+	4.0	5.0	98-100
A	4.0	4.5	94-97
A-	4.0	4.3	90-93
B+	3.3	4.0	87-89
B	3.1	3.5	83-86
B-	3.0	3.3	80-82
C+	2.3	3.0	77-79
C	2.1	2.5	73-76
C-	2.0	2.3	70-72
D+	1.3	2.0	68-69
D	1.1	1.5	66-67
D-	1.0	1.3	65
F	0.0	0.0	0-64

E – Excellent  
 G – Good  
 S – Satisfactory  
 L – Low  
 U – Unsatisfactory

A = Excellent  
 B = Above average  
 C = Average  
 D = Below average  
 F = Failing

Teachers determine the goals of instruction and evaluate pupils' achievement accordingly. The percent grade a teacher assigns a pupil represents that teacher's estimate of how well the pupil met the course standards.

**Junior/Senior High Campus**

- Credit will be awarded on a semester basis. The semester average is derived from the two quarter grades and the semester exam. Each of the quarter grades are weighted 40% in the determination of the semester grade, with the semester exam comprising the remaining 20% of the total semester average
- Subjects that do not have an exam, the semester average will be determined by averaging the quarter grades only
- All incomplete grades must be made up within the first two weeks of the following quarter. Students receiving an "I" during the 4th Quarter must complete the necessary course work within two weeks of the last day of school. If a student does not complete the class in the allotted amount of time, he or she will receive an F for the class

<b>GRADUATION REQUIREMENTS</b>
--------------------------------

The minimum credit requirements for graduation from CCS are as follows and must include the following courses for a standard diploma:

<u>SUBJECT</u>	<u>2018-19</u>
Biblical Studies*	4
Math including Algebra II	4
English	4
Health	½
PE	½
Total of two semester or PE waiver	
Social Studies	3
Including U. S. History, American Government & Economics, and World History (beginning class of 2017)	
Electives	5½
Computer**	½
Science	3
Including Biology and a Physical Science	
Fine Arts	1
Research	½
Speech Communications	½

## Total Credits

27

- \* Biblical Studies credit: One per semester in attendance
- \*\* Computer credit requirement beginning with class of 2015
- \*\*\* Research credit requirement beginning with class of 2017 ½ credit

The student must also pass the Ohio Graduation Test or State required test.

## GUIDANCE OFFICE [7th-12th]

The guidance department is available to give assistance to students. It is also a source of much information related to colleges, testing, and scholarships. In addition, certain school procedures need to be addressed in the guidance department: scheduling or class changes, teacher aide/ office aide positions, grade changes, transcript requests, college visitation days, and copies of report cards.

### Online Scheduling

Online scheduling meetings will be held in the spring to give the students the necessary steps and procedures and a list of the available classes to be requested through *RenWeb*, the CCS data management system. Students should discuss the available classes with parents and select classes within the 10 day selection process. When student class selections are complete, the CCS master schedule will be created and then we will begin to create a schedule for your student. Many factors are taken in consideration with the master creation process, such as teacher and class availability, room size, available equipment, and class size.

Seniors and then juniors and so on will be given scheduling priority. Graduation requirements for each student will be taken into consideration. Student schedules will be available in August shortly before school starts.

Students are required to select at least seven class periods per semester to keep on track to meet graduation requirements, unless doing an internship.

Once a new student is accepted, they should call the guidance office and make a scheduling appointment with the guidance counselor. Please bring your report card, transcripts, teacher recommendations, and standardized test scores to the scheduling appointment.

Some courses have special fees and are listed on the CCS website.

Students must fill-out an online "Schedule Request Form" and submit to the guidance office for approval within the first two weeks of class if they wish to request a schedule change. Schedules are not changed for teacher preferences or social reasons. Any exceptions will have to be approved by the teacher, parent, principal and guidance counselor. Students must continue attending classes until the schedule change request has been processed and the student and teacher is notified by email.

### Student Aide

Students can sign-up to be a teacher's aide or an office aide for one period a day during the school year. The position must be documented, and proper forms must be filled out before the position becomes a part of the student's schedule. The aide position must be agreed to by the aide and the teacher or staff member being aided, as well as the guidance office. If a student does not maintain a responsible work ethic and attitude in his/her aide position, he/she may be dismissed as an aide, and assigned a new course of study. No credit is given for teacher's or office aides.

### **Transcript Request Forms**

Forms should be filled out when a transcript is needed by a student and can be located on the CCS Guidance Department website and then dropped off or emailed to the guidance office administrative assistant. These forms should be complete when turned in and include the address of the institution where the transcript is to be sent. Students who need a personal copy of a transcript should make requests at least 48 hours before the transcript is needed. Transcripts that will be mailed for students will be within five business days of the request. Note: Mailed transcripts take several days to be received and processed by the accepting institution.

### **College Visitation Days**

One to two days prior to a college visit, a student should pick up and fill out a college visitation form. This form needs a parent signature, as well as the guidance counselor's signature. The form will then be given to the student to take with him or her to the college where a representative of that school should also sign it. Upon return to CCS, the student should return the signed document to the campus office. If this procedure is followed, a student's college visit will not count against absences for up to four college visits throughout the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades.

### **Report Cards**

Report cards will be emailed a week after the end of the quarter. Copies of report cards are available upon request.

## **HOMEWORK**

### **Definition**

Any work planned or approved by the teacher to be completed by the student outside of the regular classroom without the immediate and direct supervision of the teacher is homework.

### **Purpose**

The role of homework as a link between home and school is a vital one. Homework assignments can serve to unite parent, child, and teacher in the educational process provided that administrators and teachers have developed guidelines that form the basis for homework and assignments. Appropriate and clearly explained assignments encourage parental participation and promote a productive relationship between home and school. Homework assignments should also be evaluated regularly so that students assume there is merit to completing assignments.

Essentially there are three common types of homework assignments:

- Practice

Following classroom explanation, illustration and drill on new work, practice exercises are given so that material can be mastered.

- **Preparation**

Homework assignments usually relate to the reading of an assignment the night before it is discussed in class so that the student receives specific direction in completing this assignment. A definite purpose for this pre-reading activity must be made clear by the teacher.

- **Extension**

Extension assignments encourage the student to go beyond the work done in class. Frequently, projects and problem solving assignments (with application of learned skills and research) are used as extension options. This is probably the most beneficial to students since it is the most individualized.

### Student Expectations

- **Time**

The following amount of homework time can be expected per night:

- 1st -3rd grades: average of 10-30 minutes
- 4th -6th grades: average of 40-50 minutes
- 7th -12th grades: minimum of 60 minutes

- **Reading**

Parents should encourage students to read or participate in reading activities.

- **Planner**

In order to establish a consistent procedure for students to record homework assignments, each elementary student is to carry an agenda planner. We require the daily signature of the parent in the elementary grades.

## HONOR ROLL

### Elementary Campus

Honor students in 1st – 6th grades are designated by a list issued at the end of each grading quarter. Those making all A's and/or B's in all subjects are named on the honor roll. A student cannot obtain an "L" in a specials class and be placed on honor roll.

### JH/SH Campus

The honor roll is posted approximately two weeks after the end of the quarter. Number grades are not rounded up. There are two "Honor Rolls" which are as follows:

- **Junior High**

High Honors	90 +	(all a's)
A/B Honors	84 +	(no B-, C's or d's)

- **Senior High**

High Honors	4.0	
A/B Honors	3.1-3.9	(no C's or d's)

## HONORS DIPLOMA [9th-12th]

To receive an honors diploma the student must meet the requirements for the regular diploma plus criteria for honors listed below. This diploma is separate from the honor roll, or the National Honor Society. Students who graduate with an Honors Diploma will have it recorded on their transcript.

Requirements for a CCS Honors Diploma, Credit total = 27 or more:

### Class of 2020 and Beyond – aligning with the State of Ohio requirements

- The student must meet the requirements for the standard diploma.
- Honors criteria  
Students need to fulfill all but one of the following criteria:
  - Mathematics – 4 credits, including Algebra 1, Geometry, Algebra II or the equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
  - Science – 4 credits, including Biology, a Physical Science, and two units of an advanced science (including Chemistry)
  - Social Studies – 4 credits, including World History (½ credit), American History, Government (½ credit), and Economics (½ credit)
  - Foreign Language - 3 credits (must include no less than 2 units for which credit is sought), i.e., 3 units of one language or 2 units each of two languages
  - 3.5 on a 4.0 scale
  - Students must have an ACT score of 27 or higher **OR** a combined test score on SAT Verbal and Math of 1280

## INDEPENDENT STUDENTS

Students living on their own cannot attend CCS.

## INSURANCE

An accident insurance policy covers all pupils. Students are covered by the school's policy for injuries received from accidents which occur while engaging in activities under the direction of the school and while participating in athletics sponsored by the school. Claim forms must be submitted within 90 days from the date of the injury. This policy covers eligible medical expenses not paid for by the parent's medical insurance.

## LIBRARY

The library is a learning center intended for quiet research and study. Those making use of its resources must be considerate of fellow students and the library staff. The library is not considered an overflow center for students who want an escape. A student may not come to the library just to get out of study hall or to meet friends and talk.

Internet searching is available with teacher or librarian supervision in the library; access to an

online library catalog (Destiny) as well as an extensive page of vetted resources via the library's *Power School* page is available. Students are required to bring their personal public library cards with them in order to access the educational search engines provided to patrons at these sites. Chat room usage is not permitted. Inappropriate searches to questionable sites will result in discipline. See *Required Use of Technology Policy*. Students will be financially responsible for damage to software or hardware.

Books will be checked out for three weeks (one week for Elementary Campus). Reference books are limited to library usage only. There are no overdue fines; if the book is lost, the replacement cost of the book will be charged.

### LOCKS & LOCKERS [7th-12th]

Lockers are provided to junior/senior high students for the safekeeping of books and supplies. Students are provided with combination locks. Students are to use the lockers assigned to them. Students are to keep their lockers locked at all times. No writing on the inside or outside of locker is permitted. Lockers are subject to periodic, unannounced checks by the administration and law enforcement for unauthorized or illegal substances.

At the end of the school year, each student is responsible for cleaning out his or her locker and returning the lock. It is the responsibility of the student to pay for the lock if it is lost. Periodic locker "checks" are made to promote cleanliness and security.

Only blue painters' tape may be used to decorate lockers for a special occasion (birthdays, etc.). Abuse of lockers resulting in damage may result in an extra fee for repair.

### LOSS & DAMAGE

Students will be assessed the replacement cost of lost books. Charges will also be made for damaged books. Damage to personal and school property resulting from unsatisfactory conduct on the part of a student(s) must be paid for by the student(s). The principal will decide who has financial responsibility for damaged school property.

### LOST & FOUND AND PERSONAL PROPERTY

Each campus maintains a lost and found area which parents and students should check regularly. Every four to five weeks all remaining items are donated to charity. Please label all personal belongings including clothes, book bags, and lunch boxes.

Here are helpful tips for students to follow:

- Do not leave money or valuables in clothing which you hang up
- If it is necessary for you to bring a large amount of money to the building, turn it into your campus office for safekeeping. The receptionist will place your money in an envelope, write your name on the envelope and keep it for you. We suggest that you do not bring large sums of money to school
- Packages may be turned in to your campus office for safekeeping
- Please report losses to the administration promptly

- Please turn in found articles at your campus office immediately
- Lost articles will be kept in the lost and found. Small articles such as jewelry, glasses, and watches will be kept by the receptionist and may be claimed upon identification. Articles left on desktops, floors, coat racks, and locker tops as well as locker rooms will be placed in the lost and found

## LUNCHROOM

### Elementary Campus

- Parents of an elementary student who does not have a lunch and one is provided by CCS, will be billed \$3.00 per lunch.

### Junior/Senior High Campus

- Students may receive a pass only to go to the restroom or use the office phone
- No food or beverages leave lunch areas
- No one may leave the cafeteria during the last five minutes of lunch.
- All tables must be clear of trash before students leave area
- All spills in microwaves are to be cleaned up
- Students are to be dismissed no earlier than two minutes before bell
- Students are not to travel between cafeteria and diner
- Students (7<sup>th</sup> -12<sup>th</sup>) who are assigned weekly cleaning duty must stay after dismissal from lunch to avoid disciplinary action. Students must secure a replacement if they are not available to stay to fulfill their cleaning duty (on a field trip, attending a club meeting, etc.)

## MARRIED STUDENTS

Students who are married are not allowed to attend CCS.

## MEDICAL INFORMATION & POLICIES

### Philosophy Of Health Program

The philosophy of CCS states that the school's primary function is to assist parents in training each child. The policy concerning the nurse has been developed with this same fundamental guideline. Therefore, the nurse's chief function should be to re-enforce good health practices which must begin in the home. As an example, throughout the school year screening of students for various health problems will be completed. These are not meant to relieve the parents of their responsibility, but to assist them in this area.

### Limitations Of Nurse

The nurse is limited to provision of first-aid to injuries or illnesses that occur while the student is in school or en route. The providing of medical care is the responsibility of the parents and cannot be assumed by the school. Nurses are not permitted to diagnose. Parents should not send students to school with conditions that the child has had and expect the nurse to give advice. This is especially true of rashes or contagious illnesses.

All health policies are approved by the administration. The nurse is responsible to the school administrators.

### **Emergencies**

In an emergency, students will be transported to the nearest hospital by the life squad and accompanied by the nurse or other school representative. Parents will be notified by office personnel. The emergency medical form will be taken along by the school representative when students leave campus.

### **Sending Students Home**

Students will be sent home if administration or nurse deems it necessary. As a rule, when a student has a fever of 100 degrees F or above, or exhibits symptoms severe enough to prevent being in the classroom, the student will be sent home. If we are unable to reach the parents, names on the emergency medical authorization will be contacted.

All junior/senior high students must go through the nurse's office if feeling too ill to remain in school. If a student leaves without proper clearance, it will result in an unexcused absence. If the ill student is driving home, parental permission must be obtained before the student can leave.

### **Dispensing Of Non-Prescription Drugs**

Students sometimes have minor ailments and complaints insufficient to merit sending the student home, but of sufficient discomfort to prohibit the student's maximum effort. A limited supply of physician-approved non-prescription drugs such as Tylenol, ointment for cuts and burns, cough drops, etc., are stocked in the Nurse's Office. The parent and a physician must grant permission in writing every school year for the nurse to dispense these medications as the need arises (Ohio law). Forms are available from the nurse and the school website.

### **Allergy Policy**

In accordance with state law, CCS has developed an allergy policy. For details contact the nurse's office at either campus.

### **Immunization Policy**

The parent must submit proof of immunizations from their physician. It is an Ohio law that a record of the exact dates (month/day/year) of immunizations of each student is on file in the school health folder. Pupils in kindergarten through 12th grades must have documented proof on file at the school verifying that they have been immunized against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, rubella, hepB, varicella, and meningococcal. Any student initially entering CCS from a foreign country must show evidence of a TB screening test given within 90 days of starting school. Failure to comply will result in suspension from school until requirements are met.

Exemptions include pupils who present a written statement that immunization is objectionable for religious or other reasons of "good cause". When a student has an immunization exempt form on file, and an outbreak or suspected outbreak occurs of any disease for which that student was not vaccinated, that student will be excluded from school for the duration of the outbreak. A new written statement must be submitted each year; stating what immunizations the student is exempt

from and why. The statement must be signed by a parent.

### **Immunization Requirements**

The following are the minimum immunization requirements for all students who entering preschool and transitional kindergarten by the fall of 2018:

- **Dtap/DTP/DT/Td (Diphtheria, Tetanus, Pertussis)** Four doses of dtap, DTP, or DT or any combination of those
- **POLIO:** Three doses of OPV or IPV or any combination of OPV or IPV.
- **MMR - (Measles, Mumps, Rubella):** One dose of administered on or after the first birthday.
- **Hib - (Haemophilus Influenzae Type b):** Three or four doses depending on the vaccine type and the age when the child began the first dose and the last dose is after 12 months. **OR** one dose if given on or after 15 months of age.
- **HEP B - (Hepatitis B):** Three doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least eight weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
- **VARICELLA - (Chickenpox):** One dose of Varicella administered on or after the first birthday.

The following are the minimum immunization requirements for all students who entered kindergarten through 12th Grade by the fall of 2018:

#### **Dtap/DT (Diphtheria, Tetanus, and Pertussis)**

- **Kindergarten:** Four or more of dtap or DT, or any combination. If all four doses were given before the fourth birthday, a fifth dose a fifth dose is required. If the fourth dose was administered at least six months after the third dose and on/or after the fourth birthday, a fifth dose is not required.
- **1st – 12th grade:** Four or more dtap or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven and up.
- **Tdap:**
- **7th - 12th grade:** One dose of Tdap vaccine must be administered prior to entry.

#### **Polio (OPV, IPV)**

- **Kindergarten – 8th grade:** Three or more doses of IPV; the FINAL dose must be administered on or after the fourth birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four doses of either vaccine are required.
- **9th – 12th grade:** Three or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth dose is required; if a combination of OPV and IPV was received, four doses of either vaccine are required.
- **MCV4 (Meningococcal):**
- **7th -- 9th Grade:** One dose of meningococcal vaccine must be administered prior to entry.
- **12th Grade:** Two doses of meningococcal vaccine must be administered prior to entry. If

the first dose of MCV4 was administered on or after the 16th birthday, a second dose is not required.

**MMR - (Measles, Mumps, and Rubella):**

- **Kindergarten – 12th grade:** Two doses of MMR. Dose one must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose one.
- **Hib - (Haemophilus Influenzae Type b):** None.
- **HEP B - (Hepatitis B):**
- **Kindergarten -12th Grades:** Three doses of Hepatitis B.

**Varicella - (Chickenpox):**

- **Kindergarten – 8th grades:** Two doses of varicella vaccine must be administered prior to entry. Dose one must be administered on or after the first birthday. The second dose should be administered at least three months after dose one; however, if the second dose is administered at least 28 days after the first dose, it is considered valid.
- **9th – 12th grade:** One dose of varicella vaccine must be administered on or after the first birthday.

**Health Screening Programs**

Students will have the benefit of vision, hearing, scoliosis, and other screenings whenever these can be scheduled. These tests are not diagnostic. When results are not within normal limits, students will be referred to their private physicians. Parents not wishing their students to participate in these programs should advise the nurse in writing.

**Control Of Communicable Diseases**

Please report all contagious diseases to the school. This is of great help when other students in the class develop symptoms. These would include:

Chickenpox	Mono	Impetigo
Measles	Ringworm	Mumps
Meningitis	Hepatitis	lice
Scabies	Scarlet Fever	Strep Throat
German Measles	Whooping Cough	H1N1 (swine Flu)
Intestinal parasites	upper-respiratory infections	
Gastroenteritis: (vomiting and/or severe diarrhea)		

Students must miss school for the number of days indicated if they have:

- Measles - Four days from onset of rash.
- Chickenpox – Six days after rash or until all vesicles are scabbed over.
- Mumps - Five days from onset of swelling.
- German Measles (Rubella) - Seven days from onset of rash.
- Whooping Cough (Pertussis) - Three weeks from onset or five days from start of antimicrobial therapy.

- Respiratory Streptococcal infections including Scarlet Fever - until 24 hours of appropriate antibiotic therapy completed.
- Head lice – exclude until after first treatment with an effective pediculicide.

### **Definition Of Outbreak**

A single case of measles constitutes an outbreak. A mumps outbreak is based upon the number of mumps cases and the epidemiological link of the cases. An outbreak of rubella is based upon laboratory evidence, related cases, and clinical illness. Whether it is a measles, mumps, or rubella outbreak, any child who cannot show proof of immunization must be excluded from the school until such proof is provided or until the outbreak has been declared over.

### **Procedure For Re-Admission**

Those students who have been excluded from school or absent from school for the following conditions will be re-admitted after 24 hours of adequate therapy and with a note from the family physician stating that the student is under adequate and effective therapy, or judged non-infective:

- Conjunctivitis (Pink Eye) - needs prescription
- Impetigo Contagiosa - needs prescription
- Scabies - needs prescription
- Tinea Capitis (Ringworm of scalp) - needs prescription
- Pediculosis Corporis (Lice of body) - needs prescription
- Enterobius Vermicularis (Seatworms or Pinworms) - needs prescription

### **When To Keep A Child At Home**

Deciding whether to send a sick child to school or retain the child at home is sometimes a difficult choice for a parent. As a rule, parents should not send a child to school that has one or more of the following:

- A fever of at least 100° F
- Who has a "loose, or running cold" that makes the child uncomfortable and/or may infect other children
- Who has thrown up in the past six hours
- A fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, and fatigue
- When your child has been ill over the weekend, in the evening, or has been sent home from school due to illness or fever, please do not return the student to school until symptom-free and no fever for 24 hours without the use of Ibuprofen or Tylenol.

### **Cough Drops & Water**

Junior & senior high students may use cough drops at their own discretion. Cough drops for elementary students must be under the control of the teacher. Clear (see-through) water bottles may be carried.

### **Sending Medication To School**

The school prefers that medication not be brought to school. If a condition necessitates use of medications during school, please observe these policies:

- Written permission from the physician and the parent must be sent to school with the medication, including the child's name, grade, name of drug, time to be taken, diagnosis, and any side effects to watch for. You can secure a form from the nurse, office, school website under parents tab, or ask your doctor to write a note when he or she writes the prescription. Please advise how long the child will be on the medication. This applies to prescriptions or over-the-counter drugs. No medication will be given unless this information and permission is provided.
- If any of the above information changes, a new physician's and parent's permission form is required.
- The drug is to be sent to school in the container in which the doctor or pharmacist dispensed it. Your pharmacist will make a duplicate container if requested.
- Medication will be given during lunch, recess, or between classes. Students may not carry or administer their own medications. Reactions to the drug taken might not be recognized and inappropriate treatment might be given. There is a risk to others if medication is lost or misplaced by the student.
- All medications will be stored in a locked cabinet except those requiring refrigeration.
- Teachers cannot dispense medication to students except on field trips. The nurse or office personnel will do all dispensing.
- Eye drops, ear drops, lotions, creams, ointments, dressing changes, injections, narcotics, and controlled substances will be administered at the nurse's discretion.
- A record with permission slips attached will be retained by the nurse for one school year after a medication is given, then will be discarded.
- When the medication has been discontinued or at the end of the school year, the parent must pick up any remaining medication or it will be disposed after one week.

### **Students Carrying Medications**

A student is not permitted to carry prescription or non-prescription medications to school or provide medication to another student.

- In the case of a violation, the following action will be taken: medication confiscated and parents contacted with a warning of the dangers involved and student will meet with the principal. Disciplinary action may also be taken, with penalties up to and including suspension from school.
- Abuse of medications (the use, possession, or transmission of medications for which there exists no legitimate medical need) will be dealt with as detailed in the discipline code: extreme behavior violations, substance abuse.

### **Inhalers For Asthma**

All junior/senior high students may carry their own inhalers if they have a written order from their physician and a signed form from their parent on file with the nurse. A student who needs to use an inhaler must report to the nurse. If the student is unable to come to the nurse before using the inhaler, the student must report to the nurse immediately after using the inhaler. Failure to comply with this policy will result in disciplinary actions. All elementary students must keep inhalers in the front office.

### Students With Diabetes

- Students must do all glucose testing in the nurses' office.
- All insulin must be given in the nurses' office.
- All low blood sugar snacks need to be eaten in the nurses' office.
- All needles must be disposed in a sharps container.
- Students may not use their glucometer in testing another student's blood sugar.

<b>NATIONAL HONOR SOCIETY [10th-12th] NATIONAL JUNIOR HONOR SOCIETY [7th-8th]</b>
---

### Qualifications

Induction into the National Honor Society is based upon the following four qualifying categories:

- **Scholarship**  
Students are nominated to the NHS based upon their cumulative GPA; in order to be considered for nominee status a student must have an accumulated GPA of 3.50 or higher. GPA's and percentages are not rounded up. Students are nominated to the NJHS upon their having a cumulative percentage of 91% or higher.
- **Leadership**  
Defined as roles of leadership in both school and community organizations, and/or other less formal leadership roles.
- **Service**  
Defined as positive and helpful contributions to school, classmates, and community; going above and beyond the opportunities for service provided at school; and having a positive attitude and spirit of giving toward others.
- **Character**  
Defined as possessing the qualities or traits distinguishing the student as one of high integrity and good reputation.
- **Selection Process:**  
Students are eligible their 10th, 11th, and 12th grade years for NHS (7th and 8th grade years for NJHS). Student GPA's will be reviewed in early March of each school year. All students who meet the GPA requirement will receive a letter notifying them of their eligibility for NHS or NJHS membership, along with an application form. To be considered further, the application must be completed and returned no later than the due date indicated on the form. Applications will then be evaluated anonymously by a council made of 5 faculty members. A separate council will be formed for NHS and NJHS. Applicants will be evaluated by the faculty council based on their service, leadership, and character, as described in detail on their application. The list of applicants will also be given to the faculty and staff for any input regarding concerns with the above characteristics. The faculty committee's majority vote will finalize the selection of the inductees. The induction ceremony takes place the first Monday evening in May.

<b>PARENTAL INVOLVEMENT</b>
-----------------------------

The key to success for any school like CCS is strong parental involvement in the education of their child. Our school prides itself on achieving a superior level of parent involvement and thanks our

wonderful group of parents for being so very supportive. Following is a sampling of ways parents can get involved in helping make CCS the best Christian school possible:

- Parent-Teacher Fellowship (PTF): This parent organization sponsors a variety of fundraisers.
- Fine Arts Boosters: This group of supporters renders an invaluable service to furthering our art, band, and choir programs.
- Athletic Boosters: This active group of parents work tirelessly to advance the wide array of sports offerings at CCS.
- Task Forces: These specialty groups tackle specific areas like science, school lunches, personnel, marketing, technology, safety, and facilities, etc.
- Special events, field trips, workdays, mailings, fundraisers, and a host of other opportunities for service.
- Cougar Cave Spirit Shop uses 100% of the proceeds to support the athletic boosters that supports all CCS teams.
- Theatre Boosters: Theatre Department activities take place year 'round, and whether you have a student involved in CCS Theatre or not, your support is greatly appreciated!
- Culture and Diversity Council: Attend monthly meetings for the purpose of promoting and celebrating cultural diversity, and discussing and advising the administration on related issues

By choosing to send your child to CCS, you are making an invaluable investment in his or her future. The Bible tells us that we reap what we sow in life. The quality of your experience at CCS is largely dependent upon how well you and the school partner together in the education and training of your child.

Following is a suggested list of helpful tips for parents wishing to make the most of their CCS experience:

- Train up a child in the way of the Lord by home devotions and instruction and regular church attendance.
- Guide the child to develop socially acceptable standards of behavior, to exercise self-control, to be honest, and to be accountable for his or her actions.
- Teach the child, by word and example, respect for law, for the authority of the school, and for the rights and property of others.
- Instill in your child a positive and enthusiastic attitude and encourage a personal desire to learn. (Keep in mind that parental attitudes and opinions often become those of the child).
- Discuss with your child the rules for which he or she is responsible and as a family become aware of the consequences of specific violations as outlined in this handbook.
- Be sure that the child's attendance at school is regular and punctual and all absences are properly excused.
- Encourage your child to be responsible for his or her appearance.
- Provide a location at home where your child can do his or her homework in a quiet atmosphere and stimulate your child with assigned projects, drills, and activities.
- Make every effort to attend your child's school activities and events.
- Pray continuously for your children.

## PARENT-TEACHER CONFERENCES

Parents are encouraged to contact teachers for discussion of any aspect of the child's school life. Conferences can be arranged with the teacher by calling the school office or by emailing the teacher directly. At the Junior/Senior High Campus, group conferences with multiple teachers may be scheduled with the guidance counselor. There is no substitute for the information the parent can give the teacher regarding the child's previous school experience, his work-study habits, and how he feels about school and school work. Regularly scheduled parent-teacher conferences are held in the fall (See school calendar).

## PARKING & TRAFFIC CONTROL

The following guidelines will help make our parking area safer for all involved. Thank you for your cooperation.

### Elementary Campus

- No traffic will be allowed in the playground area north of the school building.
- Students being picked up by parents will exit the building through the south doors.
- Do not stop or wait for your child in the traffic lane area.
- All private vehicles shall yield the right-of-way to school vans and buses.
- Parents picking up students should park on the south end of the school or west of the school in areas away from the bus areas immediately next to the school. Do not stop or park in crosswalk.

### Junior/Senior High Campus

Parking and transportation regulations for the Junior/Senior High Campus will be posted on the CCS website and distributed in the August mailing.

- All students are required to register any vehicle which they may drive to school and park only in their assigned parking space and display their parking pass.
- A parking fee of \$35.00 is required for every student who intends to drive to school at any time during the school year. This fee is non-refundable.
- Failure of students to abide by parking or driving regulations may result in fines, loss of driving privileges, and/or other disciplinary action.

## PDA

As is standard in other public forums such as the workplace, students should refrain from public displays of affection on school property. This expectation is primarily in reference to bodily contact between individuals in a romantic relationship. Teachers and administrators have the right to address any physical behavior between any students that they deem as uncomfortable, inappropriate, or unnecessary.

## PHOTO RELEASE FORM

Pictures and videos are often taken during the school day and at school events. Many of the

pictures are used for promotional purposes in the newspapers, brochures, or video presentations. ACSI requires us to obtain permission from the parents or guardians of our students to continue doing this type of promotional activity. Parental permission is collected in the enrollment/reenrollment form.

## PHYSICAL EDUCATION

Students who have a doctor's excuse from physical education shall be excused from active participation for the duration of the excuse. These students shall remain in class during the excused time, complete all written tests and class work that does not require active participation. Such students shall receive credit by completing additional written or modified physical assignments given by the teacher. Exceptions to the credit completion are stated below.

If a student is excused by a written excuse from a licensed physician for six weeks or more total, he/she will be withdrawn from the class and placed in study hall for the remainder of the semester. No grade will be issued or averaged into the student's GPA. The class must be re-taken if the requirements for physical education have not already been met. A copy of all doctor's excuses will be kept in the student's permanent file.

Students who are permanently disabled from P.E. will not be exempted from the required credit and must meet with the P.E. instructor and the principal to define a replacement activity to earn the graduation requirement.

## PHYSICAL EDUCATION ALTERNATIVE

Students can be exempt from PE completely during high school if they are participating in a CCS sport for at least two full seasons. (For students in the class of 2019, this works only if they will play two different sports during their junior year.) PE will not appear as credit on the transcript at all. Instead, a note will be added to the transcript stating that the student has earned a P.E. waiver. Students must complete a ½ credit elective in another curricular area before graduation to make up for the loss of this credit. This P.E. option is not retroactive. Students must participate in two seasons beginning no earlier than the fall of 2017 and complete them by the end of their junior year. Students that choose this option will be required to complete a project for the P.E. teachers at CCS after their second season. They must pass the project requirements (a rubric will be distributed) in order to be granted exemption for P.E.

Students intending to earn a P.E. waiver by playing two seasons of a high school sport should notify the guidance department. Also, the CCS "P.E. Waiver Form" will need to be submitted upon completion of the athletic seasons as approved by the athletic director and turned into the guidance office before the waiver becomes effective.

## PREGNANCY POLICY

A young woman who is pregnant may be admitted or retained at the discretion of the principal until her sixth month of pregnancy at which time she must not attend school until the end of the pregnancy. During this time, she will be home-schooled with the aid of CCS. The young lady may

return to classes after the pregnancy, but her child may not be brought on campus. If at any time an attitude of flaunting the pregnancy occurs, the young lady will be dismissed from school.

A pregnant student who is admitted or retained may not participate in extracurricular activities (sports, drama, choir, etc.) During the entire school year of her pregnancy. A senior student may participate in the commencement activities, but no other senior privileges will be allowed.

All of the restrictions above (except the home-school provision) apply equally to a male student who has caused a pregnancy. Students are reminded that behavior which occurs away from the school may still be subject to disciplinary action at school if that behavior negatively impacts CCS' reputation.

## REPORT CARDS & PROGRESS REPORTS

### Interim Progress Reports

Interim progress reports are sent home with students at the midterm of each quarter for the Elementary Campus. One copy of elementary student's interim is to be signed and returned to the classroom teacher. These reports reflect both students' academic progress and their attitudes and behavioral patterns. These reports are e-mailed to parents of Junior/senior high students.

### Report Cards

Report cards are issued on a quarterly basis and released on the Friday following the close of the quarter. Junior/senior high report cards are emailed; printed report cards are issued only upon request. For exact dates, please check the school calendar. It is the school's policy to hold report cards for accounts in arrears.

Parents are encouraged to contact the school at any time regarding their student's progress. Elementary students' academic progress is also available to parents by using the on-line *RenWeb* program.

Junior/senior high students' academic progress is also available to parents by using the online *PowerSchool* Learning Management System.

## RETENTION POLICY [K-8th]

### Elementary Campus

The decision to promote or retain a child at the end of the school year in kindergarten – 6th grades will be based upon a variety of criteria such as:

- Academic performance
- Social and emotional development
- Excessive absence due to illness or other factors

CCS 6th grade students, who have failed a core subject, must re-take and pass the subject in summer school prior to enrolling into 7th grade at CCS

## Junior High

If a student fails a core subject for the year, he/she must re-take and pass that course via summer school in order to advance to the next grade.

### SCHEDULING GUIDELINES [9th-12th]

- Students may not schedule more than one study hall per semester, unless they are taking multiple CCP (College Credit Plus) courses. In those cases, additional study halls will be considered (and even advised) on an individual basis for approval by the guidance office.
- Students may drop elective courses within the 2<sup>nd</sup> week of class (or date of entry) without academic penalty regardless of the grade. Dropping a course after the 2<sup>nd</sup> week with an "F" will result in a cumulative record mark of "W/F" (withdrawn/failing). Dropping a course after the 2<sup>nd</sup> week with a passing grade will result in a cumulative record mark of "W/P" (withdrawn/passing).
- Students may add courses (electronic request form on the guidance office page of website) within the 1st week of the beginning of the classes unless directed by the teacher; however, students are obligated to continue in the originally scheduled courses until the request for change has been obtained from the guidance office and approved by all teachers involved. A course change (drop or add) is not completed until approved by the guidance counselor and schedule change form issued to the student.
- Second level courses must be preceded by the satisfactorily completed corresponding level one course (e.g. Spanish II must be preceded by Spanish I, calculus prerequisite is pre-calculus, etc.).
- The prerequisites for math courses are: geometry must be preceded by Algebra I, Algebra II by Geometry and Algebra I; and Pre-Calculus must be preceded by Algebra II, Geometry and Algebra I.
- Students planning to take a foreign language should recognize that these courses presuppose a good working knowledge of English grammar. Since foreign language III courses are advanced and meant to further the foreign language program of the students who are especially capable, only those students who have demonstrated a seriousness of purpose in language study as demonstrated by at least a "C" average in the preceding course will be permitted to enroll.
- Only the following courses may be taken repeatedly for credit: Band, Jazz Band, Choir, Chapel Leadership, Physical Education, Yearbook, Paw Print Staff, Student Aide, Technical Theater, Performance Theater, and Fitness Training.
- Students taking Greek may not receive dual credit for both foreign language and Bible. They have the choice as to whether they will receive a Bible or foreign language credit.

### SCHOOL COLORS & MASCOT

- The official school colors are royal blue and white.
- The official school mascot is the cougar.

## SENIOR TRIP

We believe the senior trip is a privilege and an earned reward to seniors who have demonstrated spiritual, behavioral, and academic integrity during their high school career, especially their senior year. The purpose of the trip is to bring closure to their high school career while making final memories with fellow, longtime friends, and classmates.

### **Academic Eligibility**

Final academic eligibility will be determined by third quarter grades. Students must not be failing any classes and must be maintaining a minimum GPA of 2.0 at the end of third quarter to be eligible to participate on the trip.

### **Attendance Eligibility**

Excessive unexcused absences will result in ineligibility. Students having 20 or more excused and unexcused absences (not including medical waivers) during the school year prior to one week before the trip will become ineligible. Excessive unexcused tardies (12 or more) during the school year prior to one week before the trip may result in ineligibility by determination of the administration.

### **Behavioral Eligibility**

Any senior who receives either an in-school or out-of-school school suspension during their senior year will be placed on behavioral probation. After being placed on probation, any incident of Saturday school or suspension will make the student ineligible for the senior trip. The administration reserves the right to evaluate a student's eligibility for the trip and deny participation at any time during the school year for behavioral reasons.

### **Code of Conduct**

All students and their parents/guardians must attend scheduled meetings and provide all mandatory paperwork with appropriate signatures. Signatures indicate that you have read and understand the requirements for the trip, the code of conduct that will be followed while on the trip, and the consequences for any infraction written within that document. Students choosing not to abide by the guidelines outlined in the student code of conduct will be sent home at the expense of his/her parents or guardians.

### **Forfeiture of Funds**

We make every effort to keep the cost affordable for all students wishing to participate. The cost of the trip is contingent on the number of students attending and therefore cannot be determined until all participants have committed to the trip by paying the first deposit. Once all students commit with the first deposit, cost per person can then be figured. Deposits are then made to the bus company, hotel, and other parties. Therefore, students who become ineligible at any time during the school year by decision of the administration, academically ineligible, choose not to attend, or become unable to attend the senior trip will forfeit all funds paid and are responsible for their total cost of the trip. It is beyond the control of CCS to refund money for the trip and cannot be responsible for making up a student's remaining portion should they not go for any reason. Deposits and due dates will be determined by the class sponsors. Deposits and trip balance must

be paid in full by the designated due dates. This policy will be strictly enforced.

### **Independent Travel**

Because students choose to participate on the trip with their fellow classmates as a senior class and attend meetings, comply with all policies and procedures, and, along with their parents, sign all necessary documents regarding this trip, we highly discourage and request that other students refrain from independently traveling to the trip destination during the week of senior trip. Please understand this places a greater and undue burden on the chaperones in charge and places the participating students in compromising positions. The safety and well-being of our students on this trip is our number one priority.

## **SOCIAL ACTIVITIES**

At various times during the school year, school groups will sponsor social activities such as banquets or parties with the school's approval. These events must be chaperoned by adults designated by the school and meet the guidelines set by the school administration.

## **STANDARDIZED TESTING**

CCS administers the following standardized testing during the school year:

- Metropolitan: Kindergarten in the spring
- MAP Test: Kindergarten through 6th grades three times throughout the year
- ACT-Aspire: 7th, 8th, and 9th grade, in the spring
- ACT-Junior state funded (10th and 12th must self-pay)
- PSAT: 11th grade, and 10th upon request, in the fall
- Stanfords: 2nd, 4th, and 6th grades
- End of Course Exams (Classes of 2019-2021)

## **STUDENT REQUIRED USE OF TECHNOLOGY**

### **Introduction**

The use of new technologies presents new possibilities and challenges for the mission of the CCS. With the growth and ever-expanding presence of technology in our world, CCS strongly believes in the incorporation of these resources into our curriculum and instruction. It is vital to equip our students with the knowledge, skills, and expertise necessary to maximize the potential of technological tools in their education. To ensure that technology is being used for its intended purpose at CCS and that conduct reflects this purpose, CCS has created the *Student Required Use of Technology and Internet Safety Policy*. This policy serves as the official guideline for the appropriate use of technology in terms of utilization, behavior, and consequences for misuse.

Reflected in the core values of CCS is the notion that while we partner with parents in the education of our students, they, the parents, have the primary and ultimate responsibility for the education of their children and their behavior. A positive, safe, and accepting environment is conducive to maximum learning. Students must learn self-control, respect for authority, and to take personal responsibility for their own actions and behavior.

## General Information For Users Of Technology

CCS uses new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. CCS has been provided with Internet connectivity through service that is partially funded by the Legislature of the State of Ohio and the Federal Communications Commission. Therefore, Internet access and activities utilizing all other technologies in our schools is strictly limited to educational purposes.

Consistent with the mission of CCS, partnering with Christian families, to provide a Bible-centered, 21<sup>st</sup>-century, quality educational program, the school will monitor, instruct about, and guard against inappropriate, unethical, and illegal use of technology by student and adult users alike.

## Required Use Of Technology And Internet Safety Policy

### General

- CCS must have on file a signed *Required Use of Technology and Internet Safety Policy* acknowledgement form for any student using technology resources, Internet accounts, school- sponsored accounts, or personal accounts to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. These must be signed and submitted each school year.
- CCS adheres to the *Children's Internet Protection Act*, which is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers.
- CCS has right of access to any electronic devices on school property or owned by the school. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

### Email, Web Browsing, And Social Networking

- Social networking sites are not to be accessed by students at school.
- CCS realizes that social networking sites and blogs are popular and that they present an opportunity to share with others in a positive way. However, abuses can occur. Therefore, this policy applies to all Internet communications available to the public.
- All Internet communications are subject to this policy and the policies in the CCS *Parent/Student Handbook* with the understanding that students represent CCS at all times, not just during school hours.

### School Responsibility

The school shall provide access to technological resources, including the Internet, for educational purposes only. CCS shall also provide training for students in the appropriate use of technology. CCS does not guarantee the accuracy of information gathered from school computers or the Internet. CCS shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against

the access of objectionable material, in compliance with the *Children's Internet Protection Act*. CCS will provide filtered Internet access and will monitor student Internet access in accordance with the law. Unauthorized disclosure, use, and dissemination of personal information regarding minors is forbidden.

### **Student Responsibility**

Specifically, the student:

- Will make available his or her laptop for inspection by an administrator or teacher upon request. Messages or files sent or received at any Internet location as well as files stored and information accessed, downloaded or transferred on CCS-owned technology are not private.
- Will access CCS technological resources for educational purposes only.
- Will not share passwords or attempt to discover passwords. Sharing a password could make students liable if problems arise with its use and subject to disciplinary action.
- Will strictly adhere to copyright laws and only download/import music or other files to a CCS owned technology device that he or she is authorized or legally permitted to reproduce, or for which he or she has the copyright.
- Will only use the Laptop for ethical and legal purposes.
- Will refrain from unauthorized access, including hacking or use of another person's account.
- Will not bypass the school firewall and/or filtering, nor harm or alter school property.
- Agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances.
- Is responsible for any Internet-based communications that adversely reflect on the students' or school's Christian testimony, that contain confidential school information, that disparage the school or its students or staff, or that violate the school's anti-discrimination, anti-harassment policies. Behavior of this sort may result in requests to remove the communication and in disciplinary actions
- Is responsible for information that is sent and received under his/her personal and/or school Internet account.
- Is personally responsible for all material that he/she posts on a website or for content posted by third parties to the student's social networking or other Web pages.
- Will not connect any personal technologies such as laptops and workstations, wireless access points and routers, printers, etc. to CCS owned and maintained local, wide, or area networks. Home Internet service is the responsibility of the student both in cost and configuration.
- Will keep the laptop secure and damage free. Each laptop is issued with a protective case that must be used at all times. Laptop must be in a closed-lid position when carried. Failure to use the case will result in disciplinary action.
- Will not tamper with computer hardware or software; engage in unauthorized entry into computers, nor vandalism or destruction of the computer or computer files.

### Disciplinary Action

CCS may take disciplinary action against any student who violates the *Required Use of Technology and Internet Safety Policy* or other policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials. According to school policy and procedures, the following are not permitted:

- Submitting, publishing, and/or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive, or otherwise illegal material, on or off school property.
- Using the CCS network, e-mail, or instant messaging (on any electronic device) for cheating and/or communicating during tests or exams.
- Unauthorized use of translation software or on-line translations.
- Using another person's password or login and/or trespassing in another person's folders, work, or files.
- Impersonating another on any social networking sites, blogs, wikis, or interactive sites of this kind.
- Violating copyright laws.
- Accessing inappropriate matter on the Internet or World Wide Web.
- Unauthorized access, including so-called "hacking" or "pirating" and other unlawful activities online.
- Abusing or wasting limited resources.
- Downloading and/or installing non-approved programs or video files on school computers.
- Using chat rooms, online or instant messaging while at CCS or in the CCS network or on any CCS computer or any other device unless assigned and supervised by a member of the faculty or staff.
- Access to non-school e-mail accounts.
- Employing the network for non-educational and/or commercial purposes.
- Using the CCS network to promote individual benefits or outside fundraising not pertaining to CCS.
- No teacher or student shall be recorded by students without that person's explicit permission.

### TELEPHONE USE

If a student needs to use the phone they may go to the campus office with teacher permission.

Cell phones must be turned off, (placed in backpack at Elementary Campus) and not used during

school hours on both the Elementary and Junior/Senior High Campuses. (See "Cell Phones")

### TEXTBOOKS

All textbooks are loaned to the students by the school and will be used in future years by other pupils. Textbooks must therefore be kept in the best possible condition. A book cover for each book must be used in order to prolong the life of each text. Book covers may not be adorned with logos, pictures, drawings or sayings (stated or implied) which refer to drugs, alcohol, violence, sex, or rock groups. Textbooks are issued by subject teachers and are collected by these same teachers at the end of the school year. A textbook's condition is recorded when it is issued. Textbooks must be turned in at the end of the class in good condition. Grade cards and records may be held until books are returned or paid for.

### TRANSFER STUDENTS

Transfer students are responsible to complete the work in the class for the quarter in which they transfer into CCS unless other arrangements are made with the classroom teacher. The grades from the previous school will be averaged in to complete the grade for that quarter.

Students who come from a non-religious school are not required to make up Bible credits for the years in which they were not attending CCS.

Students are required to take the semester exam, but the classroom teacher may opt to modify it for any material that was missed prior to attending CCS.

A student may be placed on academic probation for the 1<sup>st</sup> semester on the CCS campus (new or transfer). This probation is determined by the guidance counselor and/or the principal. Probationary status consists of: no F's/D's on the report card and satisfactory behavior. Academic probation may be continued through the 2<sup>nd</sup> semester.

Grades are documented on the CCS transcript as reporting by the previous school, but the GPA will reflect CCS scale.

### VALEDICTORIAN & SALUTATORIAN HONORS [12th]

The following guidelines are used to determine the recipient of valedictorian and salutatorian honors for the Class of 2019 and the Class of 2020.

- The choice of the valedictorian and salutatorian will be determined at the end of 1st semester of the senior year.
- A student may not be considered for valedictorian or salutatorian if the student has withdrawn from a course after the regular 2 weeks period.
- Valedictorian and salutatorian honors shall be primarily based upon the cumulative grade point average, but the administration may use discretion in selection by considering a candidate's attitude toward the school or Christianity. In such circumstances the administration may elect to honor another candidate with the next highest GPA or, in the

absence of such a candidate, not bestow the honor. Such a decision must be ratified by the superintendent. No student may receive these honors that has not completed the required minimum courses and earned a GPA of at least 3.5.

- The recipient of the valedictorian or salutatorian honor must have successfully completed the following courses of study:
  - Algebra I & II, Geometry, Pre-Calculus or College Algebra
  - Four science courses
  - English 9, 10, 11, and 12
  - US History, American Government, Economics
  - One social studies elective
  - Two years of offered languages
  - One Biblical Studies course for each year enrolled
- A student may be considered for valedictorian honors only if he/she has been enrolled at CCS full-time for at least all of his or her junior and senior years.

### **VISITORS**

Upon entering the building, visitors should report directly to the office where a visitor's slip will be issued. All student visitors are expected to dress modestly while on campus.

Students are not permitted to bring visitors unless approved by the principal. Permission for visiting must be secured in writing from the principal's office at least one day in advance of the visit. During lunch period only parents and pastors are permitted to visit students without prior approval.

### **VOLUNTEER HOURS**

As part of your commitment to CCS – each family is asked to give a minimum of 20 hours per year of voluntary labor to CCS. CCS does offer an alternative to the 20 volunteer hours – the option is a donation of \$200.00 to the general budget of CCS. This is done using the honor system.

### **WITHDRAWAL**

Any student being withdrawn from school must notify the admissions office prior to withdrawal to obtain the appropriate form. This form must be picked up one day prior to the final day of school and taken to all teachers during the final day of instruction for the student. No records will be released until all financial obligations are met.



# Be **lieve.** **long.** **come.**

**Superintendent:**  
**Mr. Ray Kochis**

**Elementary Campus**  
**Mrs. Donna Hempelmann, Principal**  
Preschool - 6th Grades  
7350 Dixie Highway, Fairfield, OH 45014  
513.874.8500 Fax: 513.874.9718

**Junior/Senior High Campus**  
**Mrs. Kim Stone, Principal**  
7th - 12th Grades  
7474 Morris Road, Fairfield, OH 45011  
513.892.8500 Fax: 513.892.0516

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