

Parent / Student Handbook
2022-23
Grades K-6



CROOK COUNTY
— CHRISTIAN SCHOOL —

“Pursuing God through excellence in discipleship, academics and leadership”

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Let us Introduce Ourselves

Crook County Christian School is a private Christian school striving for excellence in discipleship, academics and leadership, while helping students develop compassion and character.

Crook County Christian School was originally birthed in 1994 and was in continuous operation until 2015. Since its start, it has impacted thousands of students and families throughout the Central Oregon Community, and we are excited to see that legacy continue beginning in 2022/23.

Located in Prineville, Oregon, CC Christian School maintains a strong focus to see students receive a high-quality, Christian education. The mission of our school is to train Christian young people to achieve their fullest potential spiritually, academically and emotionally. All of our faculty members are Christians and have a call on their life, to educate, mentor and train young people. Our faculty has a desire to be of service to both parents and students. We are dedicated to providing an academic environment that is safe and challenging for students. Everyone that comes to CC Christian School will be challenged both academically and spiritually and should feel loved and cared for as we strive to maintain our excellent standards.

It's our sincere pleasure to serve you by providing your child(ren) with a loving, safe and nurturing environment. We understand that a new place can be an adjustment for both you and your child, which is why we are proud of our open-door policy. You are always welcome to call or visit during the day. Your child's safety and well-being are at the center of all that we do.

Our Purpose

Our purpose is to serve our Lord by providing our community with the best Christian education. We're committed to maintaining the best learning environment to nurture your child's spiritual growth and social development.

CC Christian School will prepare and provide each student an opportunity to succeed in the four areas listed below:

1. **Pursue God:** To develop spiritually mature and active Christians who are followers of Christ and are capable of defending and articulating their faith. It is our aim to instill in our students the desire and ability to develop a lifestyle of spiritual growth; and to prepare them to successfully live out a faith that is vibrant, living, and expressive.
2. **Discipleship:** To prepare students with a consistent, biblical worldview that helps them understand the world and their place in it. We want every student to be prepared to have a compassionate view of those around them, fueled by their understanding of the Gospel and the life and teachings of Jesus.
3. **Academics:** To prepare students to enter life as confident, academically advanced individuals ready to succeed at all levels of education and pursuits. It is also our goal to educate students with a global worldview that will prepare them to succeed in an international marketplace.
4. **Leadership:** To mentor today and tomorrow's leaders in whichever field of study or career the student chooses to pursue and enabling them to be servant leaders. It is our goal to prepare each student to meet the challenges and successes in life as a healthy follower of Christ, capable of living a life of integrity, excellence, and fortitude.

Our Goals

We have two primary goals:

1. **It is our passionate goal to become the best Christian school in the region.** This goal is at the heart of everything we do.
2. **It is our goal to provide an academic and spiritual environment that challenges our students to achieve their best.** We want each child to have the opportunity to reach their potential spiritually, academically and emotionally.

CCCS Philosophy of Education

The philosophy of CC Christian School is based on a God-centered worldview that absolute truth exists and that all truth is God's truth. We believe that the Bible is the inspired and the only infallible, authoritative Word of God that contains this truth. A biblical worldview is at the center of every school activity whether academic, athletic or relational.

Every student has value because God created them and loves them. He created each one uniquely with different gifts and abilities. Every activity at the school is designed to bring out and nurture these God-given gifts. We believe in a well-balanced curriculum that focuses on the mental, emotional, physical and spiritual aspects of the student, with the teacher as a Christian mentor.

Our school is committed to promoting high standards in all aspects of the student's life in order for them to achieve skills in critical thinking, problem-solving and creativity, using the best integrated curriculum materials available. The objective of our instructional program is to enable students to be thoroughly prepared for the college or career path of their choice.

Since we believe that a personal relationship with Jesus Christ is the core of successful human existence, all school curriculums will be integrated with this principle as the thread that ties everything together. The spiritual must permeate all areas, or we become textbook oriented rather than student centered.

The Bible clearly identifies the sanctity of the parent child relationship and this is upheld at every level of the school. Clear and timely communication between parents and staff is promoted to ensure a great educational team for every student at CC Christian School.

Mental – Emotional – Physical –Spiritual (M.E.P.S.)

Jesus lived His life as an example of balance in these four essential life areas for us throughout His ministry here on earth as can be clearly seen in:

“And Jesus increased in wisdom (Mental) and stature (Physical), and in favor with God (Spiritual) and men (Emotional).” Luke 2:52 (NKJV)

In His life Jesus also called us to emulate Him in our lives in these four areas as is clearly illustrated when He reminded the people he was teaching of the greatest commandment in:

“And you shall love the Lord your God with all your heart (Emotional), with all your soul (Spiritual), with all your mind (Mental), and with all your strength (Physical). This is the first commandment. Mark 12:30 (NKJV)

It is our goal that by the completion of the 12th grade, students at CC Christian School will demonstrate:

Mental

- Preparedness in all academic disciplines and skills including reading, writing, speaking, listening and critical thinking.
- Pursuit of excellence in all areas.
- Time management skills.
- The desire to maintain a pure thought life through things seen, done, and said.
- Global/community awareness as it relates to the Great Commission.
- Express effective study skills as a habit on a consistent basis.
- Commitment to lifelong learning.
- Know, understand, and apply God’s Word in daily life.
- Engagement in the learning process.
- An appreciation for the arts (fine and performing) and literature.
- The ability to find, analyze, and evaluate information.
- Stewardship of their finances, time, God’s creation and all other resources.
- The ability to respond appropriately, biblically, and effectively to temptation.

Emotional

- Integrity and sound character in all circumstances; being able to practice justice, mercy and peacemaking.
- Exhibit the fruits of the spirit (Love, joy, peace, patience, kindness, goodness, gentleness, faithfulness and self-control) consistently.
- Growth in relationships in small and large groups.
- The ability to create and sustain meaningful friendships.
- Respect for authority.
- Know, understand and apply God’s word in daily life.
- Conflict resolution skills from a biblical perspective.
- The ability to live in a community with respect to diverse cultures and ideas.
- Ability to question, solve problems and make wise decisions.

Physical

- Possess a healthy body image.
- Skills and habits for lifelong physical activity and principles for healthy, moral living.
- Personal responsibility for space and material management.
- Respect their bodies as God’s temple.
- Strength of character to say no to things that would bring harm to the body.
- Learn and maintain responsible personal hygiene habits.
- The ability to develop their own unique gifts and talents.
- Acceptance of others God given uniqueness and diversity.

Spiritual

- Memorize, interpret, apply and reflect upon scripture.

- Knowledge and identification of tools necessary to grow in their faith.
- Service to others using unique gifts given to them.
- Willingness and ability to defend their faith (know who Jesus is and the validity of the Bible.)
- Develop a variety of methods for searching the scriptures.
- The ability to stand up for what is right, using biblical standards.
- Commitment to a personal relationship with Jesus.
- The ability to articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
- The difference between having a relationship with Jesus rather than developing a set of “rules”.
- The ability to reflect on the question: “Is what I’m doing glorifying God?”

What We Believe

As an inter-denominational school, here are a few of our core beliefs...

About the Bible

The Bible is God’s Word to us. It was written by people under the divine guidance of God. It is the supreme source of truth for Christian beliefs and living. As it was inspired by God, it is the truth without error.

About God

God is the Creator and Ruler of the universe. He has eternally existed and manifests as three persons: **God** the Father, **Jesus** the Son, and the **Holy Spirit**. These three are co-equal and are one God (often called the “Trinity”).

About Us

Although we are made in the spiritual image of God, to be like Him in character, all of us are marred by an attitude of disobedience toward God called “sin.” Sin separates people from God and causes problems in life.

About Jesus

Jesus Christ is the Son of God. He lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on the cross. He rose from the dead after three days to demonstrate His power over sin and death. He is alive today and **will return again** to reign as King of kings and Lord of lords. No one can find forgiveness of sins and restored relationship with God except through Jesus. He is our living hope.

About Salvation

We are saved by grace, through faith. The moment we repent and put faith in Jesus is the moment of salvation. Salvation is offered freely to all of us, but never forced on us — it’s our decision. Any attempts at compensating for our sin through our own good works will only fall woefully short. It’s only through allowing Jesus into our heart and accepting His gift of paying the price for our sin (so we won’t have to pay it) that we can then find forgiveness of all our sins and truly commit ourselves to follow Christ. This is salvation. This is the moment we can call ourselves followers of Jesus, or Christians.

About the Holy Spirit

The Holy Spirit is present in the world to make us aware of our need for Jesus Christ. From the moment we surrender our lives to Jesus, He lives in us. He provides us with communion, comfort, power for living, the ability to understand spiritual truth, guidance and power. As Christians, we seek to live under His control daily.

About Eternity

We are created to exist forever. We will either exist eternally separated from God by sin, or eternally with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally united with Him is eternal life in Heaven.

If you have further or more specific questions, please contact one of our pastors, they would love to talk to you!

Admissions

Entrance Guidelines

Placement in CCCS is dependent upon test results and previous academic and behavioral records. A parent and student interview is required with the Principal or Administrator before a student will be admitted to CCCS. Students in third grade and above are required to sign the Standard of Conduct Agreement form. Parents and students must sign, and be in full agreement with the Policies of the Parent and Student Handbook. A student or parent who does not cooperate or agree with the policies and procedures of the school will either not be admitted or not be allowed to remain in the school.

Age Requirements

Students in Kindergarten and First grade must reach the age for their respective classes by the first scheduled day of school. A copy of the student's birth certificate or other proof of age must be on file in the school office prior to the first day of school.

Immunizations

Kindergarten students must meet immunization requirements for admittance to attend classes. Any new or transfer students must have an updated immunization record or vaccine exemption form submitted to the office prior to the first day of class.

Statement of Non-Discrimination

CCCS admits students of any race, color, national or ethnic origin to all rights, privileges, programs and athletic activities accorded to, or made available to students at the school. We do not discriminate on the basis of race, color, or national/ethnic origin in our school programs and policies.

Child Abuse and Neglect

It is the law and the duty of the classroom teachers to report any reasonable suspicion or admission from a child of physical, sexual and/or emotional abuse. The staff has been trained to notify school Administration, by mandatory reporting laws, and will notify Child Protective Services to further investigate. If your child has sustained an injury leaving an obvious mark, please communicate with his or her teacher immediately to avoid unnecessary suspicions.

Registration

Registration for the next year begins on February 1st for currently enrolled students. All remaining positions will open to the public on February 15th. The Registration Fee covers the administrative cost of enrolling students, screening of students, and access into RenWeb - our online student service system. This fee is non-refundable and non-transferable.

Currently Enrolled Students

At the end of January, all currently enrolled families will be sent an email regarding registration details. Re-enrollment is conditional on financial, behavioral, and academic standing. Spaces are limited. Registration secures a position in the grade level your child will be entering. You will receive your student's class schedule at our Back to School Night in August.

New Students

Registration for a new student is conditional based on a completed registration packet, an entrance test, and an interview with Administration.

RenWeb

Parents can log into our website, www.crookcountychristian.com to see the "ParentsWeb" link for access to Renweb. ParentsWeb will have information such as your student's grades, homework assignments, behavioral reports, your tuition account, and school calendar and events. In order to be effective, please keep your email information up to date with the school. Tuition balance details are available online with Parents Web at any time. However, student grades are not visible if a financial hold has been placed on an account because of lack of payment.

Tuition

Tuition may be paid in full prior to August 1st or according to your payment plan. If tuition was not paid in full, then your monthly payment is due on the 1st of the month. Monthly tuition payments are due by the close of business on the 5th of each month. Should the 5th fall on a holiday or weekend, your payment is due by the end of the next business day. If you have a balance due on your account, you will receive an email and a message through RenWeb with your balance. Tuition will not be refunded if, for any reason, you decide to withdraw your child.

Tuition/Fee Payments

In order to assist our parents, we have several payment options. However, NO CASH CAN BE ACCEPTED.

- 1) Use your bank's Bill Pay system – List CCCS as the payee and your student(s) name on the memo line. Please be sure to allot enough time for your payment to reach us, so you won't incur a late fee.
- 2) Hand-deliver a check or money order directly to one of our office staff.
- 3) Use your credit card using Pay Now feature in ParentsWeb.
- 4) Your bank routing number and account number using Pay Now feature in ParentsWeb.

In order to make payments online via **Pay Now** on any computer, please log onto ParentsWeb. The **Pay Now** button is available under the Family Billing section. A link to ParentsWeb can be found on our school website.

Highlights of the Pay Now program:

- ***Fast, convenient** payments for a nominal convenience fee to Pay Now
- *Make a payment **24 hours a day**
- ***Instant credit** to your account, potentially allowing you to avoid late fees
- *No need to sign up in advance, just **use it when you need it**
- ***Easy** step by step process walks you through making your payment online. Simply start by clicking the **Pay Now** button
- *You can use the **Pay Now** system to **pay by check**, (with routing and account number) or **credit card**.

Tuition Discounts

CCCS is pleased to say that we offer multiple child discounts for those families which have two or more children enrolled full time. In order to qualify, your children must be on the same family account.

Tuition Late Fees

If your full monthly tuition payment is not received by the close of business on the 5th of each month, your account will be assessed a \$25.00 late fee per student.

Curriculum Fee

The Curriculum Fee covers all curriculum books and is both non-refundable and non-transferable should you choose to withdraw your child. This fee is due on July 1st. Payments can be made by check, cashier's check, money order, or debit/credit card. NO CASH ACCEPTED. If your Curriculum Fee is not paid by July 10th, your account will be assessed a \$25.00 late fee per student.

GENERAL POLICIES AND INFORMATION

School Hours

The facility is open five days a week year-round, with the exception of the holidays listed on the school calendar. The school hours are as follows:

Preschool	8:00am – 3:00pm
Drop Off	7:40am – 8:00am
Half Day Student Pick Up from Class	11:30am – 11:40am
Full Day Student Pick Up from Class	3:00pm – 3:15pm
After School Care (signup required)	3:00pm – 6:00pm
Kindergarten – 6th Grade	8:00am – 3:00pm
Drop Off	7:40am – 8:00am
Student Pick Up from Pick up Line	3:00pm – 3:15pm
After School Care (signup required)	3:00pm – 6:00pm

Students not picked up by 3:15 will be taken to After School Care, and the parent's account will be charged accordingly.

School Entrance

We are requesting, for the safety of our students and faculty, that all parents must enter and exit the school through the main entrance adjacent to the school front office. All parents and visitors must first check in with the office.

Office Hours

The school office is open for business each school day between 7:30am - 4:00pm. Anyone who needs information concerning school policies and activities or has general questions may call or visit the school office during these hours.

If a parent must bring homework, books, or other materials to their child during the school day, they must first report to the front office. In emergency situations, the school will relay messages to students.

When a parent finds it necessary to visit a classroom for any reason during the school day, they must first go to the front desk and receive a Visitor's badge. Teachers are happy to arrange conferences with parents. Arrangements may be made by a written note to the teacher or by emailing the teacher at least 24 hours in advance.

Back To School Night

At the beginning of the school year there will be an evening scheduled for a "Back to School Night". This event is for parents and students in grades Kindergarten through 6th grade. This is a wonderful opportunity for our parent body to hear from their child's teacher and allow the teacher to share their classroom procedures first hand. Please make plans for you and your child to attend this informative and exciting orientation night.

New Parent Orientation

In order to give our new parents a chance to digest all of the new information/policies/procedures that pertain to CCCS, we will be holding two sessions of New Parent Orientation in which **parents only** will have the opportunity to go over the handbook with the Principal and Vice Principal at the beginning of each school year. **Attendance at one of the two sessions is mandatory.**

First Day of School

Each individual classroom teacher at Back-to-School Night will give instructions regarding the first day of school privileges/procedures.

Birthdays

Birthday parties outside of school are so much fun and they make wonderful memories for children. If you are able to invite all of the students in your child's class or all of the students of the same gender, that is great but not expected. If you are only inviting a small number of students from your child's class, **invitations cannot be handed out during school hours** in order to avoid social complications between students.

Attendance

We feel a student must be regular in attendance in order to gain the most from his or her education. Absences will be excused **only** for personal illness, death in the family or other such emergencies. If a student is to be absent from school for any other reason, the parent should contact the child's teacher.

Excused Absences

Absences for the above reasons, or absences arranged in advance through the teacher and Administration, are considered excused, but will still be counted as an absence once they return to school. Students are required to

bring a note signed by their parents explaining their absence. Promotion to the next grade is greatly jeopardized when a student is excessively absent from school in any given quarter. Thus, the final decision to retain a child will involve parental discussion, but it is ultimately at the discretion of the classroom teacher and Administration.

Unexcused Absences

If a student has excessive unexcused absences (truancy) then a conference with the student, parent, and administration will be required.

Early Pickup

A parent who wishes to pick up their child before the regular dismissal time is asked to send a note to the child's teacher giving the reason for the early pickup and the time the child will be picked up. At the time of early pickup, the parent should go to the office to sign their child out and the office administrator can call the classroom teacher for the child to be sent to the office. Please do not pick up your child at their classroom to avoid disrupting the class. The student is responsible for making up any work missed due to leaving early.

Tardiness

It is important that students be on time for class. One tardy student can disrupt the learning process for an entire class. Students must be able to arrive at their classroom by their start time. Students who arrive at school after their start time must come to the front desk for a tardy slip. The tardy is excused if it is accompanied by a note from the parent AND due to a doctor or dentist appointment. The student must then give the tardy slip to their teacher in order to be admitted to class. Any student arriving late to class without a tardy slip will be sent to the front desk to get one. If a student arrives after 11:00am, the day is counted as a half-day absence.

Each student is **allowed 10 unexcused tardies** per year in order to accommodate unforeseen difficulties in the morning, such as traffic, illness, car trouble, etc. After 10 unexcused tardies, parents will be contacted by the principal in order to make every effort to be here on time. The Administration reserves the right to refuse re-enrollment of a student who is consistently late.

Locker Searches

Student lockers and/or desks are the property of CCCS and are at all times under the control of the school. Students are not permitted to switch lockers with another student and are responsible for any and all items found in the assigned locker. School authorities may perform general inspections of lockers and desks at any time without notice, without student consent, and without a search warrant. Students are not permitted to lock or otherwise impede access to any locker except with the lock provided by or approved by the school. Unapproved locks will be removed and destroyed.

Parent-Teacher Conferences

Parent-Teacher Conferences are designed to allow you and your child's teacher an opportunity to discuss your student's basic progress as well as any specific needs that may need to be addressed for the upcoming year. Your child's ultimate success is our primary concern and we believe that it is vitally important to partner with you EARLY in

the school year to ensure all the needs of the child are being met. The first Parent-Teacher Conference is scheduled within the first trimester of the school year. Teachers will be contacting parents to schedule conferences in October.

Teacher Meetings

Parents are always welcome to ask for extra conferences to discuss their child's progress. However, we do ask that parents write a letter, email, or call the school office to schedule a conference with the teacher before coming in. Our teaching staff takes great time preparing for each school day in order to best prepare to serve your child and the rest of their class. If you feel you have a concern that requires immediate attention, please schedule your meeting with the front desk receptionist so that you can be added to the teacher's meeting schedule ASAP. Teachers are normally in the classroom until 3:30pm on school days and are willing to work with parents in scheduling conferences at mutually convenient times.

Handle Concerns with Your Child's Teacher FIRST

Before requesting an appointment with Administration to address an issue with your child or your child's teacher, please make a good faith attempt to meet with the teacher first to address your concerns and resolve your matter in a respectful and appropriate manner. Give your child's teacher the opportunity to resolve any questions or conflicts that may have occurred.

Visits/Volunteers

CC Christian School encourages our parents to visit and/or volunteer in their child's classroom. To volunteer and/or visit in your child's classroom, please contact your child's teacher directly by email. Sign up sheets and background check forms for parent volunteers will be available at Back-to-School Night.

Use of Telephone

Office telephones are restricted to business use. The office telephone is available for student use for emergencies during the school day. Students must have permission from a teacher or office staff member before using the telephone.

Cell Phones/Non School Issued Electronics

Cell phones and all other non school issued electronic devices must be turned off and left in the student's backpack during school hours and while on the school premises. This is including, but not limited to: cell phones, smart watches, headphones, earbuds, iPods, Kindles, etc. In the event that a non-school issued electronic device is seen or heard during school hours it will be confiscated by administration. **For the first offense**, the student can reclaim the item at the end of the school day. **After the first offense and for each subsequent offense**, the item will be confiscated by administration until the **PARENT** is available to come to the principal's office and reclaim the item. This is without exception. The school is not responsible for the loss or damage of these items.

Sickness, Injury, and Medication

If your child becomes sick at school or is injured during school, you will be notified immediately. If we are unable to contact the parents, we will proceed to contact the person(s) listed as emergency contacts and/or authorized escorts. A child who is ill and/or contagious will remain in the school office until an authorized escort can pick them up. If you are called to pick up your child, we ask that you make every effort, for the comfort and medical safety of your child, to come within one hour from the time of the call.

If your child shows any signs or symptoms of illness such as a sore throat, fever, stomach ache, vomiting, diarrhea, unknown rash, or red itchy eyes, your child must be kept at home. In the event that the child complains of any of the prior mentioned symptoms, you will be immediately called to come and pick up your child from our facility. When a student's temperature is 100 degrees or greater, you will be called to pick up your child. **Your child may not return to school until your child's temperature is normal for 24 hours without the aid of medication. If your child has had diarrhea or vomiting, they may not return to school for at least 24 hours after symptoms have stopped.** This facility reserves the right to deny admission to any child suspected of having a communicable disease.

If your child should have a case of lice they will not be allowed to return to school until it has been treated and fully resolved (no nits).

Office and staff personnel are not allowed to dispense over-the-counter medications such as cough drops, aspirin, Advil, Motrin, or Tylenol (to name a few) without a parent's consent. Students are not allowed to carry these items on campus. Prescription medication will only be administered at lunchtime. However, you must sign the proper documentation located at the front desk. It is required that you provide our office with a doctor's note or prescription bottle with a signed parental permission form.

Emergencies

In the unfortunate event that your child is in an emergency situation and depending upon the seriousness of the situation, emergency calls will be made in the following order: parents, emergency contact, and ambulance. On a regular basis our school practices emergency drills. The same rules and procedures are followed as if it were the real thing.

Safety Drills

On a regular basis our school practices Safety drills including Fire, Earthquake, Shelter in Place, Lockout, and Lockdown. The same rules and procedures are followed as if it were the real thing and as such no students are permitted to be checked out of school during any drill for any reason in order to ensure everyone is accounted for. Any parents in the building or on school/church property at the time of a drill are also expected to follow the safety protocol for the drill.

Weapons

Weapons are forbidden unless the person is a police officer OR if they have a Concealed Handgun License (CHL) AND have prior permission from the administration to carry the weapon while on campus.

Chapel

Chapel is held weekly for all students. Chapel is an amazing time to worship the Lord through music and singing and learn biblical principles for living through story and drama. Parents are always welcome!

Missions & Community Outreach

In keeping with the biblical mandate, CCCS has a heart for helping those in need, here in our own community and abroad. Opportunities throughout the school year will be given to students and parents to contribute, as they feel led, to different mission projects.

ACADEMICS

CCCS exists to educate each student with spiritual and academic integrity. As we partner with you in your child's spiritual and educational experience, their academic success greatly depends upon your commitment to CCCS. Communication is KEY, and we encourage you to remain positive and supportive when working with your child's teacher throughout this wonderful school year.

Accreditation

Our school is actively pursuing accreditation through the Association of Christian Schools International (ACSI).

Curriculum

Textbooks and supplementary materials are carefully selected to provide an excellent education at every grade level and are furnished for all students. We have chosen Abeka as our main curriculum with supplemental curriculum used at different grade levels for certain subjects. More specific classroom goals and objectives can be obtained from your child's teacher.

Elementary age children learn best through hands-on experience using a learning center approach. Before children work on paper, they are given opportunities to manipulate objects in preparation for the more abstract work. Lessons are presented visually, audibly, and kinesthetically to encourage all types of learners.

The students are prepared for the next grade by enhancing their social-emotional development, Christian character, and life skills. Children are encouraged to learn manuscript and cursive writing, science concepts, technology, mathematics, reading, oral presentations, social studies, art, music, physical education, and Bible scriptures.

Homework

Homework is given to reinforce, practice, and to develop excellent study skills, which prepares the student for current and future academic excellence. Homework is an integral part of CC Christian School's academic emphasis. It should always be done neatly, accurately, and handed in on time.

Educationally, it is our belief that the best practice for homework is to set aside a time and place each night for the students to complete assignments in order to practice skills taught during the school day. It also establishes good habits of time management and prioritizing tasks, which are life long skills.

Kindergarten through Fifth Grade: If homework is assigned, students are responsible for writing homework assignments in their planners (3rd-5th) and checking RenWeb for updates and due dates for major projects.

Please note that HOMEWORK HOURS MAY VARY DEPENDING ON THE STUDENT'S ABILITY.

If your child has a prearranged absence from school, please notify the teacher at least 72 hours before the absence to request assignments.

Bible verse memorization is done weekly in all grade levels and teachers will assign verses accordingly. Please take some time together to help your child practice his/her Bible verse at home.

Parent Awareness Video Policy

Classroom Video Policy: Movies and educational videos related to course content will be used in class. Movies with a "G" rating may be used without a permission form. Some educational programs are not rated and history documentaries may include some violence. Program editing will be done by the teacher when appropriate. If you object to your child viewing certain film types, alternate arrangements will be made for your child with no loss of credit.

Plagiarism

Plagiarism, at any grade level, is unacceptable. Any student plagiarizing any assignment in any subject area will earn an automatic **zero**. It will be at the discretion of Administration, as to whether the student will be suspended for at least two full days of school or expelled from CCCS immediately.

Cheating

Cheating at CCCS will not be tolerated at any grade level. Once a student has been caught cheating on a test, he/she will receive an automatic **zero** for the test in question, and with no opportunity to retake the test. All other cheating offenses will be dealt with on an individual basis by the teacher and Administration and may include suspension or expulsion.

Academic & Behavior Progress Reports

Progress reports are available on RenWeb at anytime. RenWeb allows parents to closely monitor their child's academic and behavioral progress. Parents are expected to access RenWeb at least once a week in order to stay informed of their child's progress/achievements.

Academic & Behavior Intervention Team

Our approach to any academic and/or social issue is to gather input from all stakeholders. When a teacher identifies a need in one of the students in his/her class, they will bring their concern to Administration to determine the steps necessary to help the child be more successful. After conferencing with the teacher(s) and identifying the nature of the issue, a plan will be put into action. Depending on the issue, this plan may include but is not limited to the following: recommended tutoring, classroom accommodations to help attention issues (sitting in the front/back, more time for tests, conflict resolution skills, parent involvement, increased communication, etc.)

Occasionally it is determined that it would be best for all stakeholders to meet together and create an action plan. This team meeting will include teachers, parents, administration, and the student. A documentation form will be created that will include the issue from all points of view and how each stakeholder will be responsible for supporting the student. If it is deemed necessary, we will make a referral to professionally licensed counselors. A plan will be put into action and a date will be set to evaluate and review the plan for updates and adjustments.

In the event that a student has been diagnosed with a learning disability, CCCS reserves the right, at any time in the school year, to determine whether or not the school is equipped to fully meet the educational needs of the student. At that time, the school may recommend other educational facilities that may best suit the specific needs of the student. Our teachers are well qualified to meet the needs of our students, however, they are not certified to teach students with various types of special needs.

Report Cards

The purpose of the reporting system is to give parents and students an accurate indication of the progress or lack of progress being made. Each student is evaluated in two areas: academic and conduct. The academic grade is based upon the actual work done on homework, quizzes, tests, exams, and projects. The conduct category is used to reflect attitude, effort and/or conduct for each subject. Since this is a Christian school, a student's conduct is a vital part of his or her report card. The conduct or citizenship comments are included on the report card. Please refer to the school calendar for the dates report cards will be issued. *NOTE:* Report cards and student records will not be released until all financial obligations are satisfied.

Academic Performance

We expect all of our students to strive to do their very best. If your child is struggling due to aptitude, private tutoring is highly recommended.

If a student's unsatisfactory performance is due to classroom behavior, laziness, a bad attitude, failure to turn in assignments, or being unprepared, CCCS will require a change in their habits or the student will be dismissed from attending CCCS for the remainder of this school year.

A meeting will be held which will include teachers, parents, administration, and the student. A documentation form will be created that will include the issue from all points of view and how each stakeholder will be responsible for

supporting the student. A plan will be put into action and a date will be set to evaluate and review the plan for updates and adjustments.

If a child is *expelled* from CCCS for the above stated reason, fees and tuition paid will be forfeited. Please note that we are implementing these standards for the benefit of your student's education.

Annual Standardized Testing

CCCS maintains a testing program to measure students' abilities and year-to-year academic progress. Results of tests are used to help the Administration and faculty work more effectively with each student and to make continued improvements to the curriculum.

All students in Kindergarten and above are given achievement tests each spring.

In an effort to help prepare your student for a successful week of standardized testing, please consider the following:

1. Provide your child with a good high protein breakfast before coming to school.
2. A good night's rest prior to testing is always a great idea.
3. During the week of testing, have your child to school by 7:45am each morning.
4. Students will not be permitted to make up any missed portions of the test.

Physical Education

A written excuse from a parent or a doctor is necessary to excuse a student from Physical Education. Please note that if a student is unable to participate in PE for that day, they are also unable to participate in their class recess period.

Students must have a pair of tennis shoes for P.E. for usage in the gymnasium.

Recess

Children love recess both indoors and outdoors (weather permitting). Recess is a wonderful, active way to learn and socially interact with others. Kindergarten through fifth grade will participate in recess. Please dress your child appropriately according to the weather. We are not responsible for lost or damaged clothing. Outside recess time may be decreased or eliminated altogether in the event of inclement weather.

Field Trips

Field trips may be taken at various times during the school year for extended learning experiences. Each student is required to have a signed permission form on file at the school's front desk to go on these off-campus trips. Without a signed permission form on file, the student will not be able to participate. Parents will be notified of upcoming field trips well in advance. If parents wish to volunteer, they will be required to undergo a background check.

Student Loss of Field Trip Privilege

Parents, please note that a student's low Citizenship grade or not completing class work on a regular basis may prohibit the child from being allowed to attend scheduled field trips. In this event, the child's parents are responsible for childcare on the day of the field trip.

Parents that do not want their child to participate in a field trip for any reason will be responsible for childcare on the day of the field trip. Please note that your child will be counted as absent for that day.

Field Trip Chaperones

Chaperones/drivers (minimum age 25) must have no DUIs on their driving record (when driving any child not their own on a field trip) and are accountable and liable for the children the teacher has placed in their care at all times during the field trip. Please remember that children are very impressionable and it is our wish to display Christ-like characteristics at all times. Chaperones must observe the following regulations and are required to provide a Background Check and Field Trip Chaperone/Approved Driver form signed with a copy of their driver's license and insurance card when attending a school sponsored field trip:

1. Chaperones are responsible for making sure all students are properly strapped in their seat belts and booster seats (if child is under the age of 8 or 4'9"). There should be one seatbelt or booster seat for each child. No child should be seated in front of an airbag who are under the age of 8 or shorter than 4'9".
2. Chaperones are not permitted to provide beverages, snacks, candy or gum to students on field trips.
3. Chaperones must follow the route they have been given when driving on any field trip.
4. Chaperones may NOT stop for any reason (e.g., stopping for food, drinks, gas, etc.) while in route to or from the field trip. Please be sure that you and your vehicle have everything you need before leaving the school for the field trip.
5. NO secular music should be played in the car while driving any child not your own on a field trip.
6. NO smoking or any consumption of alcohol by chaperones during the entire field trip or while driving to and from a field trip.
7. Chaperones shall be responsible for watching the children assigned to their care throughout the entire field trip. They should NOT stand around as a group talking to one another and neglect to watch the children.
8. Chaperones shall NOT take any personal calls, text or use social media while driving on or during the field trip itself. Chaperones should be observant of the children and the traffic at all times. Supervising children requires 100% of your focus and attention.
9. Students cannot use cell phones, media devices or watch movies/videos while on a field trip.
10. Chaperones should follow the school dress code.
11. Chaperones driving any child other than their own child must comply with the following and provide the front desk with copies of the following information:
 - a. A copy of the declaration page showing proof of a minimum of \$25,000/\$50,000 insurance with medical payment and uninsured motorist coverage.
 - b. Proof of a valid driver's license.
 - c. Individual seat belt with no airbag for children (8 years old or under 4'9").
12. Chaperones must follow all additional Teacher/TA stated rules.

CONDUCT AND DISCIPLINE

Dress and Hair Code

The following items are NOT permitted:

1. Tank tops unless tank top straps are as wide as three adult finger tips
2. Bottoms and shorts (i.e. skirts, dresses, skorts, shorts and rompers) that are shorter than fingertip length when arms are extended down the student's sides AND higher than 5 inches above the knee
3. Dresses or skirts WITHOUT shorts underneath
4. Shorter tops that reveal the midriff
5. See through tops of any kind (no revealed bellies, sides or backs)
6. Excessively tight clothing, e.g. spandex, bathing suit tops
7. Leggings unless worn with a top that is at least fingertip in length when arms are extended down the student's sides
8. Excessively baggy clothing
9. Ripped clothing
10. Undergarments (i.e. bras and underwear) that show
11. Hats/bandanas/sunglasses
12. Inappropriate sayings on clothes, designs and logos are NOT approved that:
 - a. Promote behaviors or practices contrary to CCCS
 - b. Have a sensual or suggestive connotation
 - c. Promote violence, sexuality, or discriminatory behaviors
 - d. Contain inappropriate language or slogans
13. Clothing that is excessively dirty
14. Open-toed shoes or sandals

Tennis shoes are the best choice of shoe at CCCS because they are skid resistant and cover the entire foot. For the safety of the children, please keep in mind that they will be playing outside daily. Therefore, shoes with wheels, singing shoes, open-toed sandals, platforms, flip flops, or boots with high heels are not permitted.

Students must have a pair of tennis shoes for P.E. for usage in the gymnasium.

Hairstyles must be kept neat and combed at all times. No odd or distracting hairstyles will be accepted. Students are not allowed to have visible tattoos, whether rub-on or permanent.

Backpacks, lunch boxes, footwear or any other school supplies can have designs as long as the student's name is clearly visible in large lettering on all personal items, including jackets, and the designs are not offensive to others. Administration will make this decision. **We encourage plain, fun colors.** The school Administration will also be the sole authority in determining what constitutes adherence to and violation of the dress code.

Parent Conduct

We believe parents and teachers must work as a team for the overall good of the child and cooperate fully with one another. **When there is a misunderstanding or miscommunication of any type, a parent should take it quickly to the teacher.** Should the problem remain unresolved, a conference will be scheduled with the parent, teacher, and Administration in order to resolve the problem. All interactions between parents and staff should be done respectfully and with kindness.

Parents are not to address any student directly in regards to the student's behavior. If there is an issue that needs attention, parents should contact the student's parent or the student's teacher to communicate the problem.

Parents are expected to uphold biblical standards in their dress, conduct, and language while on school grounds and field trips. Failure to do so may result in the dismissal of the family from CCCS.

Student Conduct

Good behavior comes from the heart and must not be mere conformity to man-made regulations. While it is impossible to make rules to cover every type of infraction, the following rules need to be observed:

1. Fighting or bullying will not be tolerated, and a student may be suspended if engaged in this type of behavior. Children should act respectfully to one another.
2. Improper speech, vulgarity, profanity, and lying are not acceptable conduct and will not be tolerated.
3. Mutilation and destruction of school property will not be tolerated and parents will be responsible for any damages.
4. Children must show respect to their teachers.
 - a. If a student talks back, hits, pushes, or disrespects his/her teacher at any time, this will result in an automatic suspension and creation of a Student Behavior Plan.
 - b. In the event that the student does not show improvement in this area, the student will be expelled from CCCS.

Bullying and Harassment

Bullying is defined as, "A conscious, willful, deliberate activity intended to harm, where the perpetrator(s) get pleasure from the targeted person's pain and/or misery." In addition, harassment is, "any threatening, verbal offensive, physical harm or gesture, relational, cyber, written or electronic conduct against a student or employee. It can have as its overlay – race, ethnicity, religion, gender, physical, or mental ability." The following behaviors, when applied to the definitions above can be considered bullying or harassment:

- Unwanted teasing
- Threatening or intimidating words or body language
- Stalking; physical, cyber, or electronic
- Physical harm
- Theft
- Gender, ethnic, or religious issues
- Public humiliation
- Bystander witnessing the incident and not taking action to help

Bullying and Harassment will be determined based on the following criteria:

- Directed towards a student or employee
- Persistent and unwanted interaction of the types listed above, although it can also be a one time incident
- Interferes with the mental, physical, emotional, and spiritual life of the student or employee
- Prevents the student or employee from accomplishing the normal and expected benefits of their education or employment at CCCS.

Search and Seizure Procedures

To maintain order and discipline on school property and at school-related events and to protect the safety and welfare of students and school personnel, CC Christian School has the right to perform unannounced searches and to seize contraband and to determine whether they pose a danger to themselves and others.

Administration and authorized staff members may search a student's pockets, purse, backpack, gym bag, or other personal property; student lockers, desks, or other school property; under the conditions described below. No student may possess any illegal substance, object, or contraband that constitutes a threat to the health, safety, or welfare of any person(s) on school property. Contraband is all substances or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, drugs, alcoholic beverages, cigarettes, guns, knives, weapons or incendiary devices. All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized by staff. Storage, return, or destruction of such items shall be at the discretion of Administration, subject to legal impoundment.

To maintain overall school safety and security, CC Christian School has the right to perform random and blanket searches of lockers, desks, and other school property to review student possessions for health and safety compliance.

Disciplinary Penalties

Behavior problems will not be tolerated and will be handled in the classroom if at all possible. When a student's repeated behavior affects other students, teachers or CCCS staff, it is important to put together a Behavior Modification Plan to help improve his/her overall behavior while at school. Suspensions will be at the discretion of the school Administration. In order to keep the classroom safe, students using physical aggression and/or contact will be sent home according to the following schedule. First offense – sent home for the day. Second offense – sent home for the day and suspended for one day, third offense - sent home for the day and suspended for two days, fourth offense – immediate expulsion. This plan has proven to be very effective in maintaining safety in the classroom and the extinguishing of aggressive behavior at school.

CCCS maintains two types of suspensions: in-school suspension and home suspension, which will be used at the discretion of Administration.

Students will be permitted to make up tests scheduled during the in-school suspension period.

CCCS reserves the right to speak with, correct, and possibly assign a consequence without a parent present in order to help the student gain an understanding of inappropriate or incorrect behavior. Inappropriate and/or incorrect behavior is determined by CC Christian School administration.

At CC Christian School, we maintain a ZERO TOLERANCE policy on drugs, alcohol, tobacco, vaping, firearms, threats of any type, and weapons of any kind at school. Any student who violates any of the above mentioned offenses may be immediately expelled from CC Christian School.

Criticism of Teachers

Students and parents are not to criticize teachers to other students, parents, or teachers. This is sowing disharmony and confusion and is unacceptable. Parents and students who have questions about something a teacher does should **first talk with the teacher privately and respectfully** to try to peacefully resolve the issue of concern. If the issue cannot be resolved, please schedule an appointment with the Administration.

CC Christian School is a private Christian school and reserves the right to expel a student for conduct, either by the student or their parent, if it adversely affects our school.

Withdrawals and Dismissals

Withdrawals from school must be made in person by the parent through the front office. An official withdrawal form will be processed after the necessary signatures are obtained. **All tuition charges will continue until the bookkeeper has received this form.** Records will **not** be released until all debts are paid and all textbooks and materials have been returned. Students who are dismissed from CCCS will not be considered for re-enrollment during the current school year. Parents must meet with Administration before enrollment will be considered for the next school year.

Custody Arrangements

CC Christian School will abide by all written child custody court documents. It is the responsibility of the parents to provide CCCS with any and all current custody arrangements. CCCS will make every attempt to remain a neutral party for the best interest of the child. School records are equally available to all parties involved.

SERVICES

After School Care

Our After School Care program is for students who need care after 3:00pm.. The hours are from 3:00pm – 6:00pm. After school, the teacher or teacher’s assistant will escort students who are in the After School Care program to the designated area. You must notify the office at least 24 hours in advance if your child will need to use After School Care.

Parents are urged to pick up students promptly at dismissal time. Any student in Kindergarten through sixth grade who has not been picked up by 3:10pm will be checked into Afterschool Care and your account will be charged accordingly. Elementary students and/or siblings are NOT permitted to pick up any student(s) from Afterschool Care unless they are 16 or older and listed as an Authorized Escort. The people listed on each student’s “Authorized Escort list” are the only authorized adults that are permitted to remove a student from Afterschool Care.

Afterschool Care charges are \$6.00 per hour, per student, charged in 30 minute increments. On early dismissal days for school, the same rates and policies apply.

After School Care should be prepaid. You may purchase After School Care hours in blocks of 10 hours or more at a discounted rate of \$5.00 per hour.

If Afterschool Care has not been prepaid, payment is due weekly on Wednesday before 4:00pm for the previous week's usage. Payments not made by Wednesday at 4:00pm will be assessed a \$25.00 late fee per student for any unpaid Afterschool Care balance on the account.

Late Pick Up

If a student is not picked up by closing time (6:00, unless otherwise noted), \$1.00 per minute will be charged and a Late Pick-up Form must then be signed by the parent/guardian. Payment for the Late Pick-up Fee is expected at the time of pick up, or the following business day.

Lost and Found Items

All items found at the school are sent to the lost and found area where they may be reclaimed before or after school. Periodically throughout the school year, these items will be discarded or given to a charitable organization. Parents please invest a little time before the beginning of school and clearly mark all of your child's personal items that are brought to the school with their name.