

# **Student Handbook**

**Kindergarten through Grade 12**

**2024–2025**



**Central Christian School**

# Central Christian School Student Handbook, 2024–2025

CCS reserves the right to make changes to this handbook without notification.

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# Central Christian School

## OUR FOUNDATION

### VISION STATEMENT

Central Christian School aspires to partner with Christian families and the local church to educate students by Scripture alone so that students gain a firm assurance of their salvation by grace alone, through faith alone, in Christ alone, to the glory of God alone.

- Partnership: Staff at CCS understand that “we are God’s fellow workers” (1 Cor. 3:9).
- Assurance: Staff at CCS understand that we are to teach as one approved so that each student may “believe in the name of the Son of God that you may know that you have eternal life” (1 John 5:13b).

Solas: Staff at CCS understand the importance of the reformation and educating students from a distinctly biblical perspective, underscoring the importance of sola Scriptura (2 Tim. 3:16), sola fide (Rom. 3:28, 5:1; Eph. 2:8), sola gratia (Eph. 2:8), solus Christus (1 Cor. 2:2; Acts 4:12), and soli Deo gloria (1

Cor. 10:31; 1 Pet. 4:10–11).

## MISSION STATEMENT

Central Christian School exists to educate, equip, and edify every student to exalt the name of Jesus Christ.

- Educate: Education is the aim of our school. Our priority is to educate each student from a heart of humility and service to teach, learn, and grasp the truths of God’s Word (Prov. 1:7).
- Equip: Equipping students reaches beyond the classroom. Our priority is to equip each student to have a heart of humility and service toward family, church, and community to exemplify what it means to be a Christ follower, equipped for every good work (2 Tim. 3:17).
- Edify: Edifying students reaches beyond mind. Our priority is to edify each student to have the heart of humility and service that Christ Jesus, our Lord, had, so that each student may be readily available to do His will (Heb. 13:21).

## EXPECTED STUDENT OUTCOMES

The idea of developing expected student outcomes (ESOs) for Central Christian School is to ensure that the school is accomplishing its stated goal(s) of educating, equipping, and edifying students to exalt Christ.

Building upon a rich heritage of past teachers, administrators, board members, and alumni, the ESOs help CCS keep its main focus on the main things. They help state goals, objectives, to refocus the school in the midst of a culture and institutions that have experienced mission drift.

As Steve Dill, Senior Vice President for ACSI stated, “If you aim for nothing, you will hit it every time. To develop meaningful student outcomes, we must prioritize both process and content . . . schools must strive to have regularly reviewed, well-written student outcomes as well as faculty who will commit to the outcomes, develop ongoing assessments of student progress, and use assessment results to drive decisions about curriculum, programs, and school culture. Written outcomes are not a box to be checked—they are meaningful statements of student expectations that drive the decisions of an exemplary school.”

Erin Wilcox, Assistant Vice President for Academic Services for ACSI stated, “Too often there has been a disconnect between rhetoric and reality, or between the school’s foundational statements and the daily grind of lesson plans, assessments, and operational decisions. The value of ESOs is understanding what you want your students to come out of your school knowing, believing, and doing—and connecting that understanding to everyday practice in the school. If well-articulated, ESOs will effectively guide your decisions and provide a clear focus on the results that are most important to your school community.”

Under this umbrella, the school seeks to accomplish its mission in the following ways:

- **EDUCATE**
  - Biblical Worldview
    - Each student will be able to articulate, understand, and defend from a biblical worldview.
    - Each student will be able to defend one’s faith by demonstrating application and relevance of daily decision making from a biblical worldview.
    - Each student will know how to articulate differences between Christianity and other worldviews and is effective in dialog with those who hold a different worldview.
  - Academic Preparation
    - Each student will demonstrate creativity in critical thinking to solve issues and problems in a way that honors Christ.
    - Each student will demonstrate academic competence which is required for next level academic pursuits and is well prepared for academic testing.
    - Each student will demonstrate positive communication in both verbal and written

form.

- **EQUIP**

- Well Prepared

- Each student will exemplify servant leadership, capitalizing on their personal strengths, talents, and spiritual gifting to honor the Lord.
- Each student will be able to articulate the biblical mandate for service and missions domestic and abroad.
- Each student will be productive collaborators that encourage trust, creativity, and accountability.
- Each student will be able to provide and receive constructive feedback.

- Equipped

- Each student will exemplify Godly character to work independently without need of supervision knowing that they alone work for the Lord.
- Each student will exemplify Godly leadership who readily accept positions of leadership, manage projects, and accomplish goals.
- Each student will exemplify extreme ownership and personal responsibility for their actions.
- Each student will seek ways to make a cultural impact working from a biblical worldview, exemplifying Godly leadership, and honoring the Lord in their work.

- **EDIFY**

- Personal Relationship with Christ

- Each student will understand the gospel, salvation, and how to present these truths to others.
- Each student will understand and practice spiritual disciplines such as devotions, personal Bible study, prayer, and corporate worship at a local church.
- Each student will understand and pursue spiritual maturity that deepens one's dependence upon the Holy Spirit.
- Each student will commit to a personal relationship with Christ.

- Moral Integrity

- Each student will demonstrate positive decision making ability, based upon biblical principles.
- Each student respects life and lives according to biblical principles in family and personal relationships.
- Each student is a wise steward in use of personal, financial, and natural resources, knowing that it is all a gift from the Lord for one's stewardship.
- Each student will demonstrate responsiveness to the local community

## **ACCREDITATION AND ASSOCIATIONS**

Fully accredited by the Association of Christian Schools International  
Member of the Kansas State High School Activities Association  
Member of the Heart of the Plains League

## **THEME 2024–2025**

Hold Fast.

## **BIBLE VERSE 2024–2025**

Let us hold fast the confession of our hope without wavering, for He who promised is faithful..  
Hebrews 10:23

## **PHILOSOPHY**

Consistent with its mission and core values, Central Christian School (CCS) will help students to develop academically through a Christ-centered curriculum and will encourage students to yield their

lives to God. A strong academic program requires an excellent work ethic and discipline on the part of students.

At Central Christian School, the Bible, God's Holy Word, is at the center of the student's learning experience. The Bible and the teachings of Jesus Christ are integrated into the total educational program.

Abraham Lincoln said, "The philosophy of the classroom is the philosophy of the government in the next generation." The purpose of our Christian school is to provide a Bible-centered, Christ-honoring education for the next generation.

George Washington said, "True religion affords government its surest support; the future of this nation depends on the Christian training of the youth. It is impossible to govern without the Bible."

King Solomon, under the inspiration of the Holy Spirit wrote, "Train up a child in the way he should go, and when he is old, he will not depart from it." Proverbs 22:6.

Jesus said, "If you abide in My Word . . . .you shall know the truth, and the truth shall make you free." John 8:31-32. Freedom is the result of following the precepts of the Holy Scriptures.

## **DOCTRINAL STATEMENT**

**The Scriptures** - We believe that the Scriptures of the Old and New Testaments are the only verbally inspired and infallible Word of God, without error in their original writings, and the final authority for faith in God and Christian living.

**The Godhead** - We believe in one God, personal, infinite, and holy, eternally existing in three distinct persons: The Father, the Son, and the Holy Spirit. We believe that God created all things, not by evolutionary processes, but directly and immediately, and that He sustains and guides all things to His predetermined ends. We believe that God is love, as is expressed in the Bible.

**God the Father** - We believe in the sovereignty of God the Father, that He is the eternal Father of His only begotten Son, our Lord Jesus Christ, and that He is the Father of only those who accept the Lord Jesus Christ as their own personal Savior.

**God the Son** - We believe that Jesus Christ was conceived by the Holy Spirit, born of the virgin Mary, is true God and true man, lived a sinless life, performed many miracles, died a substitutionary death on the cross and shed His blood for our sins, arose bodily from the grave, and ascended into heaven as our High Priest, Advocate, and King. We believe in His visible, imminent, and personal return in power and glory.

**God the Holy Spirit** - We believe in the present ministry of the Holy Spirit, who regenerates, convicts of sin, indwells every believer at conversion, seals, sanctifies, fills, comforts, guides, teaches, gives gifts to believers for the building up of the saints, enables the believer to live a Godly life, and empowers the believer for effective Christian service.

**Satan** - We believe that Satan is the fallen angel who tempted Adam and Eve to sin, that he is the enemy of the Triune God and all mankind, soliciting the believer to sin, accusing him before God, and striving to keep the unbeliever from accepting Christ. We believe he will be consigned to the Lake of Fire forever.

**Man** - We believe that man was created in the image of God, that he sinned and thereby incurred both physical and spiritual death on himself, which is separation from God, and that all human beings are born with a sinful nature and, therefore, are sinners by choice in thought, word, and deed.



**Salvation** - We believe that all who believe in the Lord Jesus Christ, truly repent of their sins, and receive Him by faith, are born again of the Holy Spirit, thereby becoming children of God. We believe that at death the spirit of the Christian departs to be with the Lord. We believe in the resurrection of the dead, the unsaved unto everlasting damnation and the saved unto everlasting blessedness with the Lord God.

**The Church** - We believe in both the church universal, which is composed of all believers in Jesus Christ both living and dead, and the individual church congregation, through whom God works to carry out the Great Commission.

### **Bible Translations**

Central Christian School uses the New King James Version, the King James Version, the New American Standard Bible, the New International Version, and the English Standard Version for class-related study and memorization.

## **LIFESTYLE STATEMENT**

Central Christian School is a religious, non-profit Christian school representing Jesus Christ by helping parents prepare their children spiritually, academically, physically, and socially to become His disciples. The biblical and philosophical goal of CCS is to work with families who desire for themselves and their children to develop into mature, Christ-like individuals who will be able to live a Christ-like life. This includes the school's understanding of which behaviors exemplify sexual purity based on the school's interpretation of Scripture. CCS requires its employees and students to maintain high standards of biblical conduct, living their lives as Christian role models at all times, year-round, 24/7. Employees and students are expected to demonstrate a teachable spirit, an ability to share love for others, and a willingness to live under authority. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, personal conduct, and moral behavior. The biblical role of CCS is to work in conjunction with the home to mold students to be Christ-like.

On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle to which CCS adheres. This includes, but is not necessarily limited to, sexual immorality, homosexual orientation, any other violation of the unique roles of male and female (Rom. 1:21–27; I Cor. 6:9–20), or inability to support the moral principles of the school. In such cases, the school reserves the right within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. CCS believes that biblical marriage is limited to a covenant relationship between a man and a woman. CCS employees and students will maintain a lifestyle based on biblical standards of conduct at all times. It is the goal of CCS that each employee and student will display conduct that will cause others to want to know Jesus Christ in a personal relationship.

## **SCHOOL HISTORY**

Central Christian High School opened in September 1950 after being incorporated in 1948 as Central Kansas Bible Academy. The name was changed to Central Christian High School by corporate vote in 1955. CCS was founded by representatives of various Mennonite denominations as a result of their concern for young people. Leaders of those Mennonite denominations not only felt that students of high school age should have Christian teaching, but also were convinced that a biblical emphasis could only be given at a school which they owned and controlled. As the school grew, many different denominations became represented in the student body and faculty. Today, Central Christian is a Christian interdenominational school representing over thirty-five churches.

The junior high school was added in 1971, allowing the training of students in seventh and eighth grades. Grades K–6 were added in 1975, giving CCS a K–12 program of Christian education. In order to provide parents a wholesome, Christian environment for their children that establishes excellent preparation for kindergarten, a preschool and child care center was added in 1980. It currently serves children ages 1–5 during the school year and ages 1–12 for summer day camp.

It remains the prayer of the teachers, staff, and board of trustees members that everyone who has ever been impacted by CCS will go into the world as a positive influence for Jesus Christ.

## **MATTHEW 18 PRINCIPLE – RESOLVING CONFLICT**

We ask each member of the school community to promote positive communication by following biblical principles and by speaking the truth in love when expressing a disagreement or resolving a problem (resolving person-to-person conflict using the principles found in Matthew 18).

If a student has a concern or complaint about a specific teacher, coach, and/or administrator, it is essential that the initial communication be made with that specific individual first. If the concern continues or is not resolved, then the parent of the student should speak with the individual. The next step would be for the student and parent to speak with the appropriate administrator. If the student needs help in determining how to speak with the individual, the student should seek adult counsel.

Parents should advise a student on the approach to begin resolution of a conflict. Parental counsel in this area will teach much-needed skills as the student continues his/her education and moves into the workforce. Allowing students to experience this process will give them confidence to be responsible Christian problem solvers in our world.

This procedure follows Jesus' instructions in Matthew 18:15–17. Let's work together to keep a positive atmosphere at CCS.

## **OPEN DOOR**

If parents would like to visit their child's classroom, we request that they please notify the teacher in advance. We believe it is the parent's God-given responsibility to "train up their child in the way they should go." CCS desires to aid parents in this vital responsibility, and we welcome their participation. We ask that all visitors, including parents, stop at the office to sign in and pick up a visitor's badge.

## **SEVEN BIBLICAL GUIDES FOR PARENTING**

*(Summary of Effective Parenting in a Defective World by Chip Ingram)*

### **1. Obedience is a child's only command.** (Ephesians 6:1–3, John 14:21)

Say "no" firmly.

Age 0 – Rules, Relationships, Reasons, Resolve – Age 18

God's grace changes "have to" (rules) into "want to" (resolve).

Let them see your brokenness.

Teach children to obey the voice of God by learning to obey all authority.

### **2. Don't do for your child what they can do for themselves.** (Luke 6:40, Colossians 3:23, 1 Thessalonians 2:11–12, Luke 16:10)

Children find significance in accomplishments.

Children learn security through accomplishments.

### **3. Children need significance and security.** (Ephesians 6:4, Genesis 2:15–17, Hebrews 12:1–11)

Significance = Love / Security = Discipline

### **4. Life is unfair, but God is sovereign.** (Romans 8:28–29, 1 Peter 2:21)

Teach children to suffer well.

### **5. It's not about you.** (Genesis 1:27–29, Matthew 25, John 15:13–14, Ephesians 2:8–10)

God owns our time, talents, and treasures.

**6. Biblical truth is unchangeable, conclusive, and perfect.** (Deuteronomy 6:4–9)  
God's truth is absolute.

**7. God calls us to be set apart.** (Luke 6:14–16, 1 Corinthians 6:40)  
God desires holiness in us more than anything.  
Scripture shows us the most excellent way to live.

# **ACADEMIC LIFE**

## **ACADEMIC HONESTY**

Central Christian's administration and faculty are dedicated not only to teaching academic skills, but also to fostering integrity among students. Students must be encouraged to recognize, understand, and practice ethical behavior. Academic integrity in all coursework is very important (Proverbs 22:1 and 12:22).

### **Cheating**

Cheating is a serious offense. Cheating is taking credit for work one has not done and may include the use or attempted use of unauthorized aids on tests, quizzes, homework, classwork, reports, papers, or projects. This includes copying homework, sharing one's own work, handing in another's work as one's own, and sharing information about a test with other students.

Some examples of cheating include the following:

1. Copying another person's work to be submitted as one's own work
2. Plagiarizing, as defined in the MLA Handbook for Writers of Research Papers
3. Having, using, or attempting to use unauthorized aides (books, notes, calculators, phones, smartwatches, and other electronic devices) or other persons on tests, quizzes, homework, papers, or projects
4. Writing formulas, notes, or anything on desks, paper, hands, or clothing to be used or actually used without authorization on an assignment or test
5. Passing information through any means of communication during a test session
6. Having a copy of the test or answers to the test
7. Providing specific information about a test to someone who has not yet taken the test
8. Attempting to deceive by changing a test paper after its submission or after it was graded
9. Giving unauthorized assistance to a fellow student, i.e., giving another student homework to copy, allowing another student to look on test papers or electronic screens, or doing another student's assignment for them
10. Forgery in connection with academic endeavors or school processes or procedures, i.e., changing any grade on a report card; signing someone else's name on papers, reports, or passes; signing a parent's name on notes for absences, tardies, or any communication; falsifying information on official school records
11. Misrepresenting the truth (i.e., false reporting of community service hours, the reading of a required book, etc.)

If it has been determined that a student has cheated, that student will receive a zero on the assignment or the assessment. The student's parents will be notified, and further disciplinary action may be taken.

### **Plagiarism**

Plagiarism is a form of cheating and is a serious offense. It involves taking information from another source and presenting it as one's own information. It involves both the components of stealing and lying. Plagiarism on papers, projects, or any assignment includes, but is not limited to, the following:

1. Omitting quotation marks or other conventional markings around material quoted from any printed or electronic source
2. Paraphrasing a specific passage from a specific source without properly referencing the source
3. Replicating (copying) another person's work or parts thereof and submitting it as an original
4. Using pictures, words, and other copyrighted material and claiming them as one's own

If it has been determined that a student has plagiarized, the student will receive a zero on the assignment. The student's parents will be notified and further disciplinary action may be taken.

Students will be asked to sign a pledge of integrity at the beginning of the school year and are expected to wholeheartedly support this pledge on all assignments including homework, papers, quizzes, and exams.

## (THE FOLLOWING SECTIONS ENDING WITH *TRANSCRIPTS* ARE FOR SECONDARY GRADES 6–12 STUDENTS ONLY)

### ACADEMIC PROBATION

Students participating in school-sponsored extracurricular activities must meet the academic eligibility requirements of KSHSAA and CCS in order to participate in CCS events. A student is deemed ineligible if his/her cumulative semester grade falls to the following levels at each grading checkpoint in any class in which they are currently enrolled:

Two or more D grades (60%–69%)

One or more failing grades (59% or below)

To determine eligibility, if the decimal point is .49 or lower, the decimal will be rounded down to create a whole number for the grading scale. If the decimal point is .50 or higher, the decimal will be rounded up to create a whole number for the grading scale. Students who have a Learning Accommodation Plan **may be exempted** from the academic eligibility requirements. Teachers will be consulted concerning the student's classroom performance before a determination is made.

Grading checkpoints are the last day of each school week beginning with the third week of each semester. Class grades are closed and eligibility is calculated at 8:00 a.m. on the last day of each school week (grading checkpoint). Students, parents, coaches, and sponsors will be notified **via email** of extracurricular activity eligibility standings by noon of the grade checkpoint day.

- **Ineligibility begins at 8:00 a.m. on the following Monday after the grade checkpoint day which is the day the deficiency report findings are calculated.**
- **Students become eligible at 8:00 a.m. on the following Monday if at the time of the next grade checkpoint they have brought their grades up to acceptable levels.**

Students who are ineligible are subject to the following:

- Students trying out for a drama presentation must be eligible. If selected for a role and the students become ineligible, they may be allowed to perform at the discretion of the Administrator.
- Students will not be permitted to serve as class officers or STUCO officers during the time they are ineligible. Students on the ineligibility list will have their position filled by an alternate or a subordinate officer until such time as they are again eligible to serve. The third consecutive time in a year that students are on the ineligibility list, they will be required to relinquish all elected offices and positions of leadership for the balance of the school year.
- The student **is required to participate in a structured guidance period at school, to be supplemented by a one-hour daily study time at home.** The required structured guidance period will take place either before or after school with the teacher of the class in which the student has the low grade. During this time, the parents, the student, and the teacher will work closely together to improve the student's study skills and academic accountability.
- **Ineligible students will typically be required to meet with the subject teacher Monday–Friday at 7:30 a.m. or at an alternate time arranged by the teacher.**

### CLASS WITHDRAWAL PROCEDURE AND LOSS OF COURSE CREDIT

Students are permitted to withdraw from a class on or before the eighth day of classes.

Before students may change a course or officially withdraw from a course, including study halls, notification must be received from the student's parent and communicated to administration. The Change in Class Schedule Form is available in the office or from any secondary teacher. Students are required to remain on their original schedule until notified by administration.

Absences (excused AND unexcused) totaling more than 10 class periods in any class per semester may cause a cancellation of credit for that class. The administration will take into consideration exceptional circumstances when considering the granting of credit. The school highly values class time as a significant part of the curriculum in awarding credit for any course. Central Christian School does not provide homebound educational services. Parents will be formally notified when a student has six absences in a class for the semester.

If a student misses more than 10 class periods in any class per semester, the student is required to meet ALL of the following conditions in order to justify the awarding of a credit for the semester:

- Complete all class requirements assigned and earn a passing grade.
- Provide official documentation that he/she was unable to attend school.

### **COLLEGE AND CAREER VISITS**

Juniors and seniors are encouraged to meet with college representatives who come to CCS. Students must obtain permission from their teachers and sign up in the school office **no later than one week before the visit**. Students will receive a pass the day of the visit. The student and the teacher should use their best judgment when determining the benefits of missing a class in order to attend a college presentation. Students are responsible for all missed work.

It is recommended that juniors and seniors visit a college or vocational school, job shadow, or explore other post-high school job experiences. Upon parent request, juniors and seniors are permitted two days off campus to visit colleges or vocational schools. Students are encouraged to visit colleges and to narrow choices by the first semester of their senior year. College-visit trips do not change the KSHSAA requirements for daily attendance on the day of a KSHSAA event. Students absent from school on a college-visit trip are not eligible for a KSHSAA event that day or evening. Students participating in parent-requested college visitation days must do the following in order to obtain an excused absence:

1. Make arrangements with the administration **at least one week in advance** of their college visit.
2. Obtain an absence permission form, signed by each of their teacher(s), collect missed assignments, etc.
3. Make an appointment with a college official (admission director and/or financial aid officer).

### **COMMUNITY SERVICE REQUIREMENT**

Central Christian High School students are required to perform a minimum of 25 hours of community service each school year as part of their Bible classes. If a student does not accumulate these hours, their Bible grade will be dropped by 10% (one letter grade). High school students must submit a minimum of 10 hours by the end of first semester and the remainder by the end of second semester. It is **required** that students divide their service equally between their church, community, and CCS. A student may begin accumulating the required hours during summer vacation days prior to the start of each school year.

Community Service Defined: any volunteer service activity that a student performs for an individual or an organization for which he/she is not compensated. There are four basic guidelines that must be followed.

1. There must not be a direct benefit to the student (compensation, favors, trade).
2. The individual served may not be a direct relative (mother, father, aunt, uncle, grandparent).
3. The organization served cannot be owned by the student's family member(s).
4. Only the hours a student actually works and/or serves will be counted. (For example, a youth camp counselor would only count the time spent actually working for the campers—not hanging out time, sleeping time, or meal time.)

### **COUNSELING INFORMATION**

The teachers and administrators at CCS are here to help students who face a problem with class

scheduling, have questions about spiritual matters, encounter a difficult situation in a relationship, or need information about college. Our teachers' desire is to help students grow spiritually, intellectually, and socially during their school years.

Specific services available are as follows:

- Schoolwide Services: New student orientation, standardized testing, test result interpretation, career interests/awareness
- Secondary School Services: Roundtable career discussions, job shadowing, independent studies, dual credit courses, information regarding college admissions, financial aid, college fairs
- Resources Available: Personal or spiritual counseling, college reference materials, college financial aid references, career selection resources, test preparation materials, internet access to college websites

## **COURSE ADVANCEMENT AND CREDIT RECOVERY**

Students may advance in a sequence of courses when required prerequisites have been met. Central Christian School students are required to take course offerings from the school to meet graduation requirements unless exceptions are made by the administration.

Students who fail a course are required to retake the course through the credit recovery program at The Keystone School online. Any course taken for credit recovery must have advanced approval from the guidance counselor and administrator. The student is responsible for their credit recovery because we do not practice social promotion. Students are promoted to the next grade level when they have earned and/or recovered the necessary grade-level credits.

**Social promotion is the practice of promoting a child to the next grade level regardless of skill mastery in the belief that it will promote self-esteem.**

## **COURSE OFFERINGS (DC denotes dual credit course)**

### Bible

Old Testament Survey (9), The Life of Christ (10), Acts & Church History (11), (DC) Survey of the New Testament (11), Romans & Church Doctrine (12), Worldview and Apologetics (12), Marriage and Family (11, 12), Christian Foundations (12)

### Language Arts

Thematic Literature and Grammar (9), World Literature (10), American Literature (11), British Literature and Composition (12)

### Mathematics

Algebra I (8, 9), Geometry (9, 10, 11), Consumer Math (11-12), Algebra II (10–11), (DC) College Algebra (11–12), Plane Trigonometry (11–12), (DC) Analytical Geometry & Calculus (12), and (DC) Statistics (12) Algebra I is a prerequisite for both Algebra II and Geometry; Algebra II is a prerequisite for all upper-level math courses.

### Sciences

Physical Science (9), Biology (10), Environmental Science (11–12), (DC) Chemistry (11–12), and Physics (11–12)

Physical Science is a prerequisite for Biology; Biology is prerequisite for all upper-level science courses; Algebra II or above and Biology are prerequisites for Physics.

### Social Sciences

World History (9), (DC) U.S. History to 1865 (10), (DC) U.S. History from 1865 (11), (DC) Government (12), (DC) World Civilization I (12)

### Business Education

Computer Applications (9), CAD/STEM (10–12), Personal Finance (11–12), Yearbook (10–12)

### Foreign Language

Spanish I (10), Spanish II (11–12), Spanish III (11–12), Spanish IV (11–12)

### Physical Education

Physical Education (9–12), Health (9–12), Lifetime Sports (11–12), Weights (10–12)

### Fine Arts Electives

Vocal Music (9–12), Instrumental Music (9–12), Art I (9–12), Art II (10–12), (DC) Music Appreciation (11–12), (DC) Music Theory (11–12)

ACT Prep (11–12)

### Career and Vocational Education

Courses are offered through the Hutchinson Career & Technical Education Academy. These courses are offered free of charge to Central Christian School juniors and seniors and may be taken in the afternoons only. Courses include career pathways in A/V Technology, Communications, Industrial, Manufacturing, Health Sciences, Business Marketing & Management, and Human Resources. Find more information at [www.hutchctea.org](http://www.hutchctea.org).

### Teacher's Aide

Students may choose to volunteer as a CCS teacher's aide with approval from CCS administration.

## **DUAL CREDIT COURSES**

The dual credit program is designed to enhance the high school experience and promote the pursuit of a college degree. The dual credit program operates in conjunction with Sterling College (SC), enabling eligible high school juniors and seniors to simultaneously earn both high school and college-level credit at a significantly reduced college tuition rate. It is designed to challenge the pre-college student with college-level rigor, understanding that the student has earned a level of mastery over the secondary curriculum. In particular, dual credit partnerships allow CCS to offer an expanded curriculum which advances college preparation.

Dual credit courses are taught on our campus by CCS teachers who have been certified by SC to teach as adjunct faculty members. The student experiences similar materials, method of evaluation, and standards in a high school class as in the college equivalent.

Benefits received:

1. Increased value is added to the high school program.
2. Instructors experience training and collaboration with college professors.
3. Students receive college credit without leaving the CCS campus.

The dual credit program is available to juniors and seniors who meet the following criteria (considerations are taken for sophomores with CCS administration approval):

1. Have junior or senior standing. Homeschool students must demonstrate a minimum of junior standing and be at least 16 years old
2. Have a cumulative grade point average of 3.00 or above
3. Have met all prerequisites for the course



**A student may enroll in a CCS dual credit course, taught on the CCS campus, and choose to obtain high school credit only.**

Sterling College Offerings:

Music Appreciation (3 credits, 1 semester), Music Theory (3 credits, 1 semester), Survey of the New Testament (3 credits, 1 semester), College Algebra (3 credits, 1 semester), Analytical Geometry & Calculus I (5 credits, 1 semester), Statistics (3 credits, 1 semester), U.S. History to 1865 (3 credits, 1 year), U.S. History from 1865 (3 credits, 1 year), Government (3 credits, 1 semester), World Civilization I (3 credits, 1 semester), General Chemistry I (5 credits, 1 year)

*Offerings are based on student interest and enrollment, some classes may not be offered every year/semester.*

Sterling College is a fully accredited four-year liberal studies college. Accreditation is provided by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (NCA).

### **GRADING PRACTICES, REPORTING, AND HONOR ROLL**

Parents have the ability to view their student's progress on a daily basis through ParentsWeb which may be accessed on the school's website ([www.cougarsccs.com](http://www.cougarsccs.com)). At any time throughout the semester, the parent and/or student may view recent and cumulative grades, check current and upcoming assignments, or be informed of missing assignments. Grade cards and all other grade-related reports and notifications are posted for parents online via ParentsWeb. Teachers are asked to post grades within three school days of an assignment's due date. Major assignments, such as term papers and other semester projects, may take longer to grade.

Central Christian will publish an honor roll at the end of every semester for grades 6–12. The honor roll is determined by grade percentage average. To qualify for the honor roll, a student must be enrolled full-time at CCS and complete a minimum of five graded courses at CCS during any given semester. Pass/fail coursework, study hall, and teacher assistant does not constitute one of the five graded courses for honor roll qualification. With the approval of the CCS administrator, students may substitute non-CCS coursework to meet the minimum of five graded courses.

The honor roll will be published in two divisions: High Honors (97%–100%) and Honors (93%–96.99%). Names of students qualifying for the high school and middle school honor rolls will be published in the CCS News and sent out to students and parents by email.

### **GRADING SCALE FOR GRADES 6–12**

The grading scale is based on percentage scores with 100% being the highest. Weighted grades are for the successful completion of specified upper-level high school courses. The specified upper-level courses include physics and any dual-credit course offered at CCS.

NUMERIC	LETTER	GPA	WGPA
97–100	A+	4.00	4.50
93–96.99	A	4.00	4.20
90–92.99	A-	3.70	4.00
87–89.99	B+	3.30	3.80
83–86.99	B	3.00	3.50
80–82.99	B-	2.70	3.20
77–79.99	C+	2.30	2.80
73–76.99	C	2.00	2.50
70–72.99	C-	1.70	2.20

60–69.99	D	1.00	1.50
0–59.99	F	0.00	0.00

## GRADUATION REQUIREMENTS

Students have the opportunity to follow either the Scholar’s Diploma or the Standard Diploma curriculum in order to complete requirements for graduation. All credits required for graduation must be earned through Central Christian School or with pre-approved transfer credit. **During years or semesters in which students are in attendance at CCS, their academic requirements for graduation must be met with CCS-offered courses. A list of CCS-offered courses is found in the Academic Life section of this handbook under Course Offerings.** It is the student’s responsibility to ensure that they have met the requirements for graduation. A student may not be allowed to participate in graduation if they are more than one course short of graduation requirements for a CCS Standard Diploma.

In addition to the credit requirements listed below, a CCS student must be enrolled as a full-time student during the same year as their graduation. A full-time student is defined as:

1. Students who have paid full-time tuition and fees for that same year. (The tuition and fees must be paid in full by the time of graduation.)
2. Students who are enrolled in a minimum of five class periods each school day. (Study hall and teacher assistant positions do not count toward the five class periods.) Students may substitute non-CCS coursework with coursework through Sterling College or other college-level coursework pre-approved by the CCS administration.

	Scholar’s Diploma Credits	Standard Diploma* Credits
Bible	One for each year in attendance	One for each year in attendance
Language Arts	4	4
**Mathematics	4	3
***Science	3 or 4	3
***Social Sciences	3 or 4	3
Computer Technology	1	1
Foreign Language	2	1
Physical Education	1	1
Elective Courses	<u>5</u>	<u>5</u>
<b>Total number of credits</b>	<b><u>28</u></b>	<b><u>25</u></b>

\* A Standard Diploma must include courses offered through CCS.

\*\* A Scholar’s Diploma must include Algebra I & II, Geometry, and one advanced level math course.

\*\*\* A Scholar’s Diploma must include a combination of eligible science or social studies classes which total 7 credits. However, both science and social studies must have no less than 3 credits each.

The Scholar’s Diploma is distinguished by a seal that is affixed to the diploma.

The requirements for qualified admission to state colleges and universities are met by both the Scholar's Diploma and the Standard Diploma.

KANSAS SCHOLARS CURRICULUM (for students who wish to qualify for state academic-merit scholarships)

The Kansas Board of Regents Scholars Curriculum is a highly competitive scholastic program which is distinguished by very specific criteria. The Kansas Board of Regents (KBR) generates a complex calculation based on statewide GPAs and ACT scores (of the past two years) in order to create a deviation.

This leads to the formation of an index which allows the KBR to select qualifying students. To be considered for this honor, a student must complete the Kansas Scholars Curriculum. Students are then ranked according to the index.

Out of all the students who apply for this distinction, around 27–33% are awarded the certificate. In order to apply, students must complete the following:

- English: 4 credits
- Mathematics: 4 credits (Algebra I, Algebra II, Geometry, and an advanced math course)
- Science: 3 credits (Biology, Chemistry, and Physics)
- Social Science: 3 credits (including at least one semester of Government, 1 year of U.S. History, at least one semester of World History)
- Foreign Language: 2 credits of the same language

#### **What are the other requirements to become a State Scholar?**

- The student must have taken the ACT between April of their sophomore year and December of their senior year.
- The student must be a Kansas resident.
- The student must have their curriculum and 7th semester GPA certified on the official roster by the high school counselor or a similar official.

#### **What is the benefit of completing the Kansas Scholars Curriculum?**

Students who complete the curriculum and meet the other requirements may be designated as State Scholars which makes them eligible to receive the Kansas State Scholarship as provided by the Kansas Legislature.

State Scholars may receive up to \$1,000 annually for up to four undergraduate years (five, if enrolled in a designated five-year program) based on financial need and the availability of state funds. Post-secondary financial need is measured by federal methodology using data submitted on the FAFSA.

(<https://fafsa.ed.gov>)

#### **Valedictorian and Salutatorian Qualifications**

In order to qualify for valedictorian or salutatorian awards at CCS,

- (1) a student must successfully complete the Kansas Board of Regents Scholars Curriculum requirements listed above and at least one Bible class for each year in attendance
- (2) a student must have attended CCS as a full-time student for both semesters of their senior year
- (3) after meeting both qualification criteria (1) and (2) above, determination of valedictorian and salutatorian will be as follows:

- The CCS valedictorian award will be granted to the student in the graduating senior class with the highest cumulative weighted grade point average.
- The CCS salutatorian award will be granted to the student in the graduating senior class with the second highest weighted grade point average.
- If two or more students have identical weighted grade point averages, composite ACT exam

scores reported no later than April 1 of the students' senior year will be used as a tie-breaker to determine class rank for the purposes of determining valedictorian and salutatorian awardees.

- In the event students have identical weighted grade point averages and identical composite ACT exam scores, there will be co-valedictorians and/or co-salutatorians.

The cumulative grade point average will be determined no later than April 1 using the grades from seven (7) semesters as well as the senior year third nine weeks. Dropping a qualifying class after the third nine weeks may cause a student to forfeit the privilege of attaining valedictorian or salutatorian honors.

## **GRADUATION POLICY FOR NON-TRADITIONAL CCS STUDENTS**

For the purpose of this policy, **non-traditional** students will refer to:

1. Students who remain at CCS through the completion of their 12<sup>th</sup> grade year, but who are not able, because of learning difficulties, to complete the requirements for either Central Christian School's scholars diploma or standard diploma as determined by the CCS Board of Trustees.

These students have continued to be part of the CCS family, have been enrolled full-time, have participated in school activities, and have enjoyed the fellowship of classmates. The CCS Board of Trustees will recognize these students as having the rights and responsibilities of any other 12<sup>th</sup> grade student with regard to senior and/or graduation activities. They will be invited to participate in the graduation ceremony and walk with their peers, wear the cap and gown, and participate in other graduation festivities, but will be given a certificate of completion rather than a diploma, since they have not been able to satisfactorily complete the required courses as identified for the CCS standard diploma and/or the CCS scholars diploma. These students are allowed to enjoy the life of the school without the academic responsibilities.

2. CCS students who are tested and identified as having a learning disability must be placed in a special education program at another school (such as Buhler Public Schools) facilitated through our partnership with RCEC. These students take some of their required classes at another school with special education services while continuing to be enrolled at CCS. CCS does not have a special education track for students needing these services due to the following:

- Staffing constraints and obligations (i.e., a director, teachers, and/or paras to implement the course of study)
- Resources, such as additional curriculum, materials, etc.
- Space. Currently there is no available classroom.

### **Pertaining to Number 2 as identified above:**

These students have continued to be part of the CCS family, have been enrolled full-time or part-time, have participated in school activities, and have enjoyed the fellowship of classmates.

These students have been dually enrolled in school, having taken a number of their core classes at a public high school in order to benefit from the special education services provided by the public school. Being enrolled in the special education program may allow them to earn a modified diploma from the cooperating school since their required coursework was completed there with modifications through the special education program. However, because they have not completed required coursework at CCS, they are not able to earn a diploma from CCS.

The CCS Board of Trustees will recognize these students as having the rights and responsibilities of any other 12<sup>th</sup> grade student with regard to senior and/or graduation activities. They will be invited to participate in the graduation ceremony and walk with their peers, wear the cap and gown, and participate in other graduation festivities, but will be given a certificate of completion rather than a diploma, since

they have not satisfactorily completed the required courses as outlined as determined by the CCS Board of Trustees.

3. Homeschooled students who wish to transfer to CCS may transfer their courses taken previously, just as any other student transferring in from another school, public or private. These students would continue their coursework at CCS in order to earn a diploma from CCS. However, a student enrolled at CCS may not choose to take classes in a homeschooling situation in order to meet graduation requirements when courses to meet graduation requirements are being offered at CCS. A homeschooled student who wishes to take courses at CCS may earn those credits at CCS if their course of study allows it, but the diploma would come from a homeschool or homeschool association and not from CCS. Credits calculated for valedictorian and salutatorian are only calculated using the last seven semesters of high school (two semesters per academic year) as well as the senior year third nine weeks.

## **HOMEWORK – SEE PAGE 40**

### **STERLING COLLEGE, TRANSFER, AND DUAL CREDIT COURSES**

When a student transfers after the ninth, tenth, or eleventh grade, credits earned at previous high school(s) may count toward graduation requirements and will be included in the student's GPA. Transfer students are not required to make up Bible courses for the years they were not enrolled at CCS. (In the case of transfer students, the requirement that one Bible course be completed for each year in attendance is waived.) Following are the guidelines for transferability and acceptance of credit earned at accredited high schools, homeschools, non-accredited schools, online classes, and Sterling College.

1. Central Christian School will accept transfer credits from other accredited schools, including high school level coursework in homeschools, as long as documentation regarding coursework and standardized test scores validate the level of work accomplished and the corresponding grade(s).
2. At times a required course may not be available due to a scheduling conflict. Therefore, Central Christian may accept credit for non-CCS coursework, but CCS administration must give approval prior to enrollment in the course.
3. Students may enroll in Sterling College and other non-CCS courses while still attending CCS as long as the course and the schedule is approved by CCS administration. These courses may count toward CCS graduation requirements and be included on their CCS transcript if the student meets all graduation requirements including appropriate full-time enrollment, enrollment in a CCS Bible class, **and attendance at weekly chapels**. All students considering a non-CCS course should discuss their plans with CCS administration **before** enrolling.
4. Central Christian will not give high school credit for college courses that are not within the scope of the Central Christian curriculum or mission and purpose. In addition, CCS will not accept credits in lieu of CCS-required courses (exceptions may be made for valid scheduling conflicts).

### **INCOMPLETE WORK**

Students who have not completed their work by the end of the grading period (due to exceptional reasons approved by CCS administration) will be issued an "I" (Incomplete) for that subject. When work is completed, the teacher will send a grade change request. The work must be completed within 30 days after the end of the semester grading period. The grade will then be changed and a new report card will be issued.

### **PROMOTION POLICY**

Senior high students (Grades 9–12) will be promoted according to the number of credits they earn each year. At least twenty-five (standard diploma) credits are required for graduation.

- **Entering freshman year** 0 credits entering
- **Entering sophomore year** Minimum of 6 credits
- **Entering junior year** Minimum of 12 credits

- **Entering senior year** Minimum of 19 credits

If scheduling permits, a failed course may be taken again prior to graduation. When this is not possible, the failed course will be re-taken through The Keystone School online. A student may not be allowed to participate in graduation if they are more than one course short of graduation requirements for a standard CCS diploma.

**Middle School Students** (Grades 6–8) who fail two or more of the academic subjects (Bible, English, Mathematics, Social Sciences, or Science) may not be promoted to the next grade. This retention decision is made by CCS administration in consultation with the student’s teachers and parents.

### **SEMESTER EXAMS**

Semester exams will be scheduled in most academic courses. Semester exams will be 15% of a high school student’s semester grade. Juniors and seniors may choose to be exempt from the semester exam in those courses in which they have completed all work and hold at least a 97% semester average. Dual-credit courses may not require a semester exam if one is not recommended/required by the college.

- **Early/Late Semester Exams:** Due to the extent of teachers' workloads at the end of each semester and the extra time spent in the preparation of early exams, a written request must be submitted three weeks before the date the student wishes to take an exam. Students taking early exams lose the privilege of exemption. A fee may be charged to the student’s FACTS account for each early/late exam given, and this fee will be paid to the teacher. This fee is listed on the school’s annual fee schedule. Call the school office for the current early/late exam fee.

### **TRANSCRIPTS**

A transcript will be prepared for each student, and it will list by semester: grades, credits earned, cumulative percentage grades, and grade point average (GPA) as appropriate for grade level. Official transcripts will be sent free of charge to any school or employer the student or graduate requests. Due to confidentiality and documentation requirements, CCS requires that an electronic request be made through the school’s website (cougarsccs.com) for a transcript to be sent.

### **GRADING SCALE FOR GRADES K–5**

#### **Grading Scale for Kindergarten and 1st Grade**

E – Excellent      S – Satisfactory      N – Needs Improvement      U - Unsatisfactory

#### **Grading Scale for 2nd through 5th Grade**

	Percentage Scale
A	100–90%
B	89–80%
C	79–70%
D	69–60%
F	59–0%

Students enrolled in the Alphabetic Phonics Program will receive a pass-fail grade.

## **GRADE NOTICES AND REPORT CARDS**

ParentsWeb, our online gradebook, is regularly updated by our teachers with their students' most recent grades. At any time throughout the semester, the parent and/or student may view the most recent and cumulative grade, check current/upcoming assignments, or be informed of missing assignments. Grade cards and all other grade related reports and notifications are posted for parents online via ParentsWeb. Teachers are asked to post grades within three school days after the entire class has completed and turned in an assignment/test.

Report cards are given to parents at the end of the first quarter during Parent-Teacher Conferences. Hard copies of report cards for the remaining quarters are sent home with students.

## **MAKE-UP WORK POLICY FOR K–5 STUDENTS**

1. Any long-term assignment or project that was due on the day of the student's absence must be turned in when the student returns to school, or it will suffer a grade deduction for being late. A long-term assignment/ project that was assigned well in advance and is a significant part of the grade may be considered late even if the student's absence is excused.
2. Work that was done or assigned in class on the day of the student's absence must be completed by the day after the student's return to class.
3. If there is a test on the day the student returns to class after an absence, the student will not be expected to take it until the next day, UNLESS the student already had all the materials needed to prepare for the test, was advised of the test date, and was given the opportunity to take his/her class materials home to study on the last day he/she was present in school.
4. If the student was absent for multiple days, he/she should be given an equal number of days to complete his make-up work.
5. When planning an absence (trip, family vacation, etc.), please do not request work ahead of time for K-5 students. Elementary teachers generally plan their intended instruction one week at a time and sometimes modifications need to be made as lessons are taught. Teachers may not know exactly where they will be in the progression of their instruction ahead of time. Additionally, much that teachers would be asked to send home could need explanation and/or clarification requiring considerable time for a teacher for writing out expectations or instructions. For these reasons, we are not able to provide students with work ahead of time for planned vacations. Students will be able to complete work following the guidelines stated above once they return to school. Families are strongly encouraged to plan trips for a time when school is not in session.

## **PROMOTION POLICY**

Elementary students will be promoted when the student has mastered the minimum skills necessary for handling the curriculum at the next grade level. Conferences will be held with parents when a student's performance is in question. Some students may receive a conditional promotion with the understanding that special tutoring (arranged and paid for by parents and approved by the administration) will be done prior to the next school year.

## **LEARNING ACCOMMODATION PLAN (LAP) PROCESS – ALL CCS STUDENTS**

To support students who learn differently from the majority of their peers, a learning accommodation plan (LAP) may be written to assist a student's mastery of the CCS curriculum. Accommodations are typically grouped into four categories: presentation, response, setting, and timing and scheduling. If a student is determined to be needing one or more of these types of accommodations, a learning accommodation plan (LAP) may be written with the input from the classroom teachers and parents, in collaboration with the coordinator of academic support. The process to request a LAP is detailed as stated below:

- **Step 1:** Parent/student/teacher expresses concern regarding the academic achievement of the student to the coordinator of academic support.
- **Step 2:** The coordinator of academic support schedules and executes a meeting with individual instructor(s) of the student and elementary or secondary principal, to examine what specific accommodations CCS may be able to offer or implement. This does not and will not include consideration towards modification of the curriculum (in the case of a disability IEP).
- **Step 3:** The coordinator of academic support develops, provides, and implements the Learning Accommodation Plan (LAP) to teacher(s), parent(s)/guardian(s), and the elementary or secondary principal. This may include presenting results of a screening conducted by one of our literacy specialists, examining MAP test scores, scores from homework, quizzes, or tests, along with any other academically related evidences
- **Step 4:** The coordinator of academic support schedules and executes a meeting with parent(s)/guardian(s), elementary or secondary principal, and the teacher, if necessary, to provide the details of the Learning Accommodation Plan (LAP).
- **Step 5:** The teacher(s) implement the Learning Accommodation Plan (LAP) in their class(es).
- **Step 6:** The coordinator of academic support assesses the implementation and execution of the LAP to ensure the LAP is effective and meeting its purpose to support the student. Central Christian School is the final interpreter of this policy and thus exercises the right to bypass this policy.
- **Step 7 (if necessary):** If the student is not making adequate progress, the coordinator of academic support, along with the elementary or secondary principal, will schedule and execute a meeting with the parent(s)/guardian(s) to discuss next steps for the student.

## ACCOMMODATIONS, MODIFICATIONS, AND ENRICHMENT EXAMPLES\* – ALL CCS STUDENTS

### Common accommodations

#### **Presentation accommodations** (changes the way information is presented)

- Listen to audio recordings instead of reading text
- Learn content from audiobooks, movies, videos, and digital media instead of reading print versions
- Work with text in a larger print size
- Have a designated reader — someone who reads test questions aloud to students
- Hear instructions spoken aloud
- Record a lesson, instead of taking notes
- Get class notes from another student
- Use visual presentations of verbal material, such as word webs
- Get a written list of instructions

#### **Response accommodations** (changes the way students complete assignments or tests)

- Dictate answers to a scribe who writes or types
- Use a spelling dictionary or digital spellchecker
- Use a word processor to type notes or give answers in class
- Use a calculator or a table of math facts

#### **Assignment accommodations**

- Complete lesser amount of homework problems than peers
- Answer fewer test questions



### **Setting accommodations**

- Work or take a test in a different setting such as a quiet room with few distractions
- Sit where they learn best (for example, near the teacher)
- Take a test in a small group setting
- Use sensory tools such as an exercise band that can be looped around a chair's legs (so fidgety students can kick it and quietly get their energy out)

### **Timing accommodations**

- Take more time to complete a task or a test
- Have extra time to process spoken information and directions
- Take frequent breaks, such as after completing a worksheet

### **Scheduling accommodations**

- Take more time to complete a project
- Take sections of a test in a different order
- Take a test at a specific time of day

### **Organization skills accommodations**

- Use an alarm to help with time management
- Mark texts with a highlighter
- Use a planner or organizer to help coordinate assignments
- Receive study skills instruction

### Common modifications

#### **Assignment modifications**

- Complete different homework problems than peers
- Answer different test questions
- Create alternate projects or assignments

#### **Curriculum modifications**

- Learn different material (such as continuing to work on multiplication while classmates move on to fractions)
- Get graded or assessed using a different standard than other students
- Be excused from particular projects

### Common enrichment

#### **Assignment enrichment**

- Complete more homework problems than peers
- Answer more test questions

#### **Curriculum enrichment**

- Learn additional material to explore at greater depths beyond the required minimum
- Advanced vocabulary, text complexity, higher-order thinking question

\*Adapted from:

[https://www.understood.org/en/articles/common-classroom-accommodations-and-modifications?\\_sp=a3e7c340-f734-406b-9036-f355947a5c6a.1660750828472](https://www.understood.org/en/articles/common-classroom-accommodations-and-modifications?_sp=a3e7c340-f734-406b-9036-f355947a5c6a.1660750828472)

\*Adapted from: <https://www.theedadvocate.org/using-curriculum-enrichment-in-the-classroom/>

\*Adapted from: <https://www.twinkl.com/teaching-wiki/enrichment>

## **STANDARDIZED TESTS – ALL CCS STUDENTS**

Central Christian School administers the Northwest Evaluation Association's Measure of Academic Progress (MAP) online achievement test twice each school year, once at the beginning of the school year and once at the end of the school year for students in Grades 2–10. This test enables the teacher to adjust curriculum based on the level of student mastery of various skills and knowledge at the beginning

of the year. The test at the end of the year reveals the progress that each student has made and enables teachers and administration to prepare for the upcoming year. Students are tested in reading, language usage, and math. Students in Grades 4–10 also test in science. Parents receive MAP test results by email soon after the MAP testing window closes for the testing season.

Grades K–3 test for reading fluency and accuracy three times a year: in the fall, winter, and spring. This testing tracks a student’s progress with reading and helps us determine and correct reading errors.

The PSAT/NMSQT is given every October to all juniors and in April to all sophomores. This is the qualifying test for the National Merit Scholarship program. It also serves as an achievement test to evaluate our curriculum and students’ academic progress by giving us national and state comparisons. Packets and practice tests are available. Registration packets, web addresses, and practice tests are available online for both the ACT and the SAT. It is strongly recommended that students take tests at least twice before the first semester of their senior year and at least once during their senior year.

## **CAMPUS LIFE**

### **ACCIDENTS AND ILLNESS**

Illnesses, accidents, and/or injuries should be reported to the teacher in charge. Office staff will attempt to contact parents when necessary. Students should not leave the school or miss a class due to illness, accident, or injury without notifying the office.

It is essential that all parents complete the medical forms issued at the beginning of each school year. The following are guidelines and procedures:

1. Students should not be sent to school if they have a fever.
2. Students should not be sent to school if they are feeling ill or if they are suffering from a contagious illness, e.g. pink eye, chickenpox, mumps, COVID, etc.
3. The school staff will not give any medication to a student without prior authorization from his/her parent(s).
4. Students may lie down at an assigned place until they feel better. However, if they are not feeling better after one hour, we will request that they be picked up from school. Students who are mildly ill (e.g. minor cold symptoms) may remain inside from PE at a location where they can be monitored.

**If a serious emergency occurs, the school will call the services indicated by the parents on the student’s medical form and then contact the parents.**

### **AFTER-SCHOOL CARE: COUGAR CLUB FOR GRADES K–6 ONLY**

After-school care, the Cougar Club, is provided until 6:00 p.m. for students in Grades K–6 with working parents who are unable to pick up their children at 3:30 p.m.. Caregivers will follow a daily routine each day so that students have time to relax and build friendships while enjoying snack time, homework time, activity time, and outdoor recess (weather permitting). Students are expected NOT to bring electronics to school to play with during after-school care. To ensure students’ safety, only designated individuals may pick students up from Cougar Club and will enter through the preschool office. These individuals will be matched using the fingerprint reader in the preschool office, and they *must* be on file in the school database as approved for pickup. Please call the school office for Cougar Club fees, hours, and enrollment procedures. A child must be a CCS K–6 student in order to participate in Cougar Club.

There is an hourly fee for each child's attendance in after-school care. Fees are charged through the family FACTS account and are paid monthly. Only students who attend CCS are eligible to be in the after-school Care program.

## **ATTENDANCE POLICY AND PROCEDURES**

Attendance at Central Christian School is a privilege. Part of a Christian education involves the development of good habits which will serve the student throughout life. Colleges, universities, vocational-technical schools, employers, and others are interested in the attendance record that a student has established. Good attendance reflects personal reliability. Consistent daily attendance and adherence to the class time schedule is important for the student and the instructor. In order for students to receive maximum benefit from their education, they must be in regular attendance throughout the school day. Families are strongly encouraged to plan family trips when school is not in session.

CCS complies with the Kansas compulsory school-attendance law. The administration plans and schedules each school term to meet or exceed state guidelines. Students may not leave the campus after they arrive except by previous arrangement. Students leaving campus must sign out in the front office.

### **School Hours**

Half-day kindergarten (morning)	8:00 a.m. – 11:30 a.m.
Full-day kindergarten	8:00 a.m. – 3:30 p.m.
Grades 1–12	8:00 a.m. – 3:30 p.m.

### **Lunch Periods**

Grades K–5	11:30 a.m. – 12:00 noon
Grades 6–8	12:28 p.m. – 12:55 p.m.
Grades 9–12	12:35 p.m. – 1:00 p.m.

## **ABSENCE PROCEDURES**

It is the parent's responsibility to notify the office of a student's absence no later than 10 minutes after the start of school on the day of the absence. If the office has not heard from the parent within 30 minutes after the start of school, the school will attempt to contact the parent as soon as possible. The purpose of this policy is as follows:

- To ensure the safety of the missing student
- To allow us to keep timely and accurate records of absences
- To classify absences as excused regular or unexcused avoidable

**Failure to communicate an absence will result in the absence being unexcused. In the case of planned absences, parents/students should notify the office and the student's teacher(s) in advance** and complete any work that will be missed prior to the absence if possible.

## **TARDIES AND ATTENDANCE**

Being in class on time is important. When a student enters a class late, it negatively affects the learning environment. There are situations that result in a student being tardy either at the beginning of the day or between classes. Each student is given grace for three unexcused tardies per quarter. **Parental notification does not excuse or eliminate a tardy.**

Students returning from career and technical education classes must sign in no later than 15 minutes after being dismissed from those classes.

Medical appointments (i.e., dental, doctor, physical therapy, etc.) will not be counted toward the three grace tardies as long as a doctor's note is provided upon return to school. **Any secondary student who reaches four unexcused tardies per quarter must serve a lunch detention. A lunch detention must also be served upon the occurrence of a fifth tardy. In addition to a lunch detention, upon receiving a sixth tardy, a student must turn in his/her cell phone in the front office each morning upon arrival at school for the remainder of the quarter. The phone may be picked up at the end of the school day.**

Beginning with the 7th tardy, the student will serve a Saturday detention, and a fee will be assessed. Juniors and seniors who accumulate seven or more tardies in a quarter will forfeit off-campus lunch privileges.

Students tardy to the first hour must report to the front office and receive an admit slip from office staff. After receiving the admit slip and signing in at the front office, students should proceed directly to class.

A student is considered tardy when he/she is not in the classroom when the bell rings. To be excused, the student must have a pass signed by a faculty or staff member which verifies that his/her tardiness was unavoidable or caused by something very important. Front office staff will only write passes for the student's first-period tardy or when returning to the building from a scheduled appointment. If a student is more than 20 minutes late to a class without a pass, it could count as an unexcused absence. This will be treated as skipping class, which could result in disciplinary action.

#### EXTRACURRICULAR ATTENDANCE REQUIREMENTS

Secondary students who are absent for more than three periods of the school day will not be permitted to participate in any KSHSAA sanctioned activities held that day or evening. The only exception will be if the student has an excused medical appointment or prior administrative approval. Any student with an unexcused absence on the day of an activity will not be allowed to participate in that activity regardless of how many class periods were missed.

#### EXCUSED REGULAR ABSENCES

The following types of absences will be designated as excused (with accompanying documentation as requested to substantiate the absence):

- Illness or injury
- Professional and medical appointments
- Family-related matters/emergencies (i.e., family trips, church trips, death, family illness)
- College visits with administrative approval
- Court appearances
- Unusual circumstances as determined by the administration, including, but not limited to exclusion from attendance due to noncompliance with state-mandated immunizations in the event of an outbreak or suspected case of vaccine-preventable disease (See Communicable Diseases Policy for more information.)

Arriving 20 minutes late to a class and/or leaving class more than 20 minutes early equals an absence.

#### UNEXCUSED AVOIDABLE ABSENCES

Avoidable absences are absences for reasons other than previously stated as excused. Although we respect the parents' right to choose whether or not to have their student in school for a particular day, we do not extend the same opportunity to make up missed academic work as we would for an excused absence. Parents are urged to use great discretion when considering avoidable absences. This type of absence includes, but is not limited to, the following: (listed are examples and not an exhaustive listing; each instance will be evaluated in the context of the situation.)

- Personal care appointments such as haircuts
- Driver's license appointments

- Shopping
- Sleeping late (including after a late-night extracurricular school event) or “running behind”
- Doing homework/studying for another class
- Lunch – late returns
- Hunting trips

Where absences can be anticipated, parents should advise the school office **in advance**. A parental request for an absence must be **submitted to the office at least three days before the absence is to occur**. School administration will then review the request and notify the parent(s), student(s), and teachers whether the absence is excused or unexcused.

### LATE OR MAKEUP WORK POLICY FOR SECONDARY STUDENTS

Makeup work for excused regular absences: Makeup work is due the day after a student returns to school (depending on how many days they are gone). It is the student’s responsibility to complete the makeup assignments within the specified time limit given. Normally, a makeup test would need to be taken the day after a student returns to class. It cannot be emphasized enough that it is the student’s responsibility to contact the teacher promptly to complete the student’s responsibilities.

Makeup work for planned excused absences: For one or two-day planned excused absences, students are generally expected to obtain assignments and turn them in prior to their absence or upon the day of their return to class. For longer planned excused absences, students are to work with each teacher on an individual basis to ensure that they do not fall behind.

Makeup work for unexcused avoidable absences: Students will receive an academic penalty for each class missed. Tests and work given during unexcused absences will be written for up to 80% credit. All missed work must be completed and turned in to the teacher in accordance with the school’s late work policy. Students who have a pattern of unexcused avoidable absences will be subject to additional disciplinary action.

#### Late work:

Math classes: 10% grade reduction on all late work until chapter test. After that chapter’s test, a ZERO will be recorded.

All classes other than math:

- 1 day late = 1 letter grade drop or 10% off
- 2 days late = 2 letter grade drops or 20% off
- 3 days late = a ZERO will be recorded

On RenWeb:

P = Pending (Work has been turned in but not yet graded.)

I = Incomplete (Work can still be turned in.)

M = Missing (It’s too late to make up that assignment.)

Incomplete and missing work is averaged as a zero in the gradebook.

Pending work is not averaged in the gradebook.

### SKIPPING SCHOOL

Central Christian School places a high priority on students being where they should be. Students who leave campus without permission from the school will be considered unexcused for academic purposes, and the school will not be responsible for them while they are off campus. Intentional skipping of class or leaving campus without permission will result in disciplinary action. The discipline may include the following: detention, in-school suspension, and/or further disciplinary action. If this behavior persists, a student may be expelled.

## SIGNING IN AND OUT

Secondary students are always required to sign in and out with the front office each time they arrive or leave campus between 8:00 a.m. and 3:30 p.m. **There are no exceptions to this policy.**

Elementary students: If a parent has previously advised the school that a student will be picked up before the end of the school day, upon arrival the parent should go to the school office (not to the classroom) to request dismissal. The front office manager will contact the classroom to request the early dismissal of the student. Parents will then be asked to sign their student out at the school's front office.

## TRUANCY POLICY

Regular school attendance is required of all pupils enrolled in elementary and secondary schools under Kansas Compulsory School Statute (K.S.A) 72-3120. The Kansas Compulsory School Attendance Law holds parents responsible for requiring a child under their control or charge who is between seven (7) and less than eighteen (18) years of age to attend school on a continuous basis.

In compliance with requirements of the Kansas Compulsory School Attendance Law, reports shall be filed with appropriate authorities when a child is not enrolled in a public school or non-public school or when a child is enrolled in school and is inexcusably absent.

### 3.5.7 Rule

A student is inexcusably absent for a substantial part of a school day on either three (3) consecutive school days, or five (5) school days in any semester, or seven (7) school days in any school year, whichever of the aforementioned occurs first.

A student's attendance pattern must meet this rule before the student can be reported to the Office of the Department for Children and Families or to the Office of the District Attorney.

### Excessive Absence Policy. Grades K–12

On the 7th absence, the school will send a letter regarding attendance concerns to the student's parent/guardian. This total of seven counts for excused absences, unexcused absences, or a combination of both.

On the 10th absence, the school will notify parents/guardians that all subsequent absences must be verified by one of the following:

- a note from a doctor who has examined the student for the specific condition cited as the reason for the absence. (A medical doctor, dentist, optometrist, psychiatrist, etc.)
- a funeral brochure
- administrative approval for other types of verification

After the 10th day of any absence, all further absences are considered unexcused unless the student brings a doctor's note or an appointment card or a conference is held with the student's principal with the outcome being the principal classifies the absence as excused.

**ALL UNVERIFIED ABSENCES AFTER THE 10TH ABSENCE WILL BE CONSIDERED UNEXCUSED.**

### Definition of Excused Absence

1. Personal medical or dental treatment, examination, or recuperation from an illness
2. Death or serious illness in immediate family
3. Approval by school authorities, secured prior to the absence
4. Circumstances or conditions which, in the opinion of the attending school principal or designee, constitutes a valid excuse

5. Under the Interstate Compact on Educational Opportunity for Military Children (ICEOMC), CCS may grant up to five (5) days excused absences per school year for a military-connected student whose parent or guardian is an active duty, Guard, or Reserve member who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting; if absence is pre-approved; if student is in good standing; if student has a prior record of good attendance; if missed work is completed and turned in within the allotted time period; and if the absence is not during standardized testing dates.

Note: CCS reserves the right to withdraw or expel a student from the school when meeting the truancy guidelines herein or may make a judgment call on the best course of action for the student, which may include withdrawal or expulsion.

### Definition of Inexcusable Absence for Substantial Part of a School Day

“Substantial Part of a School Day” is defined as follows:

#### Middle School and High School Students

The CCS Board of Trustees has set a “Substantial Part of the School Day” as being inexcusably absent four (4) class periods of any part of a school day.

#### Elementary Students

The CCS Board of Trustees has set a “Substantial Part of the School Day” as being inexcusably absent 1 ½ hours in either the morning or the afternoon of a school day.

### Community Intervention

#### Help from within the school

- K–5 principal (620) 663-2174
- 6–12 principal (620) 663-2174

#### County/State Agencies

- Office of the District Attorney (620-694-2715)
- Kansas Department for Children and Families (1-888-757-2445)
- Juvenile Intake and Assessment (620-694-2500)

### **BACKPACKS (APPLICABLE ONLY TO GRADES 7–12)**

Backpacks will not be allowed in the classrooms. Students will need to utilize their assigned lockers for all classroom materials. If a student arrives in class without proper materials, they will be asked to return to their locker and will be given a tardy. Some exceptions may be made by CCS administration based on student accommodation plans.

### **CHAPEL AND ASSEMBLIES**

Chapel is an integral part of the spiritual life of Central Christian School. Grades K–12 hold weekly chapel times on Tuesday mornings. **Chapel attendance is required for all students and all full-time faculty.** (Exceptions may be made with administrative approval.) Parents are always welcome to attend. Chapel hours are:

Elementary chapel (Grades K–5)	8:15 – 8:45 a.m. Tuesdays
Secondary chapel (Grades 6–12)	9:35 – 10:15 a.m. Tuesdays

Additional assemblies may be held throughout the year to commemorate special events, host guest speakers, or present awards. All interested parties are welcome to attend.

## **COMMUNICABLE DISEASES**

The school desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term *communicable disease* is defined as an illness which arises as a result of a specific infectious agent that may be transmitted to another person either directly or indirectly by a host, an infected person, or an animal.

Any student with a communicable disease, for which immunization is required by law or is available, shall be excluded from school while ill and during the recognized periods of communicability. Individual diseases require different exclusion/quarantine periods as determined by a medical doctor. **Students must be fever-free for 24 hours (without fever-reducing medication) before returning to school.** Students with a communicable disease for which immunization is not available shall be excluded from school while ill.

If the nature of the disease and circumstances warrant, the school may require an independent physician's examination of the student to verify the diagnosis of the communicable disease. The administration reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary actions to control the spread of communicable diseases within the school.

## **IMMUNIZATION COMPLIANCE POLICY**

Kansas law requires immunizations for students enrolled in any school program, public or nonpublic, within the state. Schools are required to obtain certified, up-to-date immunization records and have them on file. The Kansas Certificate of Immunizations (KCI) is the state-prescribed form to be completed by a physician or health department, a copy of which is to be provided to the school prior to enrollment.

As an alternative to written immunization certification, state law provides that students may present one of the following as exemptions:

(1) An annual written statement signed by a licensed physician (Medical Doctor/M.D. or Doctor of Osteopathy/D.O.) stating that the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of the child. Medical exemption shall be validated annually by the physician completion of KCI Form B and attachment to the Kansas Certificate of Immunizations (KCI) Form.

(2) A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations.

**In the event of an outbreak or suspected case of vaccine-preventable disease, students who do not have up-to-date immunization records which indicate compliance with state-mandated immunizations on file with the school will be excluded from attendance at Central Christian School. Exclusion from attendance for this reason will also result in exclusion from extracurricular activities.**

**Students excluded from school for this reason will not be able to return to school until (1) the danger of the outbreak has passed as determined by local public health officials, (2) the student becomes ill with the disease and completely recovers, or (3) the student is immunized and provides to the school certified documentation thereof.**

## **DEFACEMENT AND/OR DESTRUCTION OF SCHOOL PROPERTY**

Respect for school property should be nurtured and promoted by all students. Students who deface, damage, or destroy school property will be required to make restitution and are subject to school discipline.



## **DISMISSALS/SCHOOL CLOSINGS**

As a general rule, Central Christian School will remain open during inclement weather if the Buhler Public Schools are open. **However, the final decision to close or remain open rests with the CCS administrative team.** When school is canceled, administration will contact CCS families and staff through text messaging, ParentsWeb, social media, and/or local radio and television stations. Notice of cancellation will be given as soon as possible. Please do not call the school or administrative staff to ask or advise about school closings. Doing so blocks phone lines and hinders our making and receiving vital calls.

## **DRESS CODE**

**CCS students are expected to wear clothing that is neat, clean, modest, and culturally acceptable in the Hutchinson area.** Parents are responsible to ensure that their student is in compliance with the dress code when departing for school. When in doubt, don't wear it/allow it. The student body should encourage each other in submission to all school rules, including dress code. **We believe that a willing compliance with these standards prepares students to submit to greater authorities in their lives.** Students are expected to be in dress code during the entire school day and at programs and activities unless otherwise indicated. Students will be sent to the office or home for dress code violations. Elementary students may be asked to change into something from the Cougar Closet.

While we understand that there may be differences of opinion on these issues, the administration reserves the right of authority to make changes in the dress code or to make judgments concerning whether or not a student's dress is acceptable for the school setting.

## SECONDARY SCHOOL DRESS CODE

Examples of dress that would **not meet** these general requirements include:

- Revealing, tight-fitting clothing (skirts, dresses, shorts, jeans, tight slacks)
- Revealing shirts (cleavage, mid-section, back, etc. exposed or having the appearance of being exposed)
- Attire with prints, images, messages, or designs with guns, knives, weapons, or immoral or questionable content.
- Undergarments that can be seen (including see-through material)
- Sleeveless, strapless, cold shoulder, or spaghetti strap tops or shirts
- Visible tattoos
- Piercings other than the ear(s) for girls
- Piercings for boys
- Unnatural hair colors (pink, blue, orange, green, etc.)
- Outlandish hairstyles and/or drawings or markings in the hair
- Straggly or unkempt hair, including facial hair. Administration has the right to require a student to cut his hair to an acceptable length.
- Athletic shorts and pants including yoga pants
- Distressed clothing
- Jeggings

## REGULAR SCHOOL-DAY DRESS

### Ladies:

- All skirts and dresses should be no shorter than approximately two inches above the knee; this includes over leggings or tights. Skirt slits should meet the same requirement.
- For skirts that contain a sheer material, the sheer portion will not count in the length requirement. Only the solid undergarment will be considered for length.

- All shorts should be no shorter than approximately four inches above the knee.
- No undergarments should show.
- Hats should not be worn indoors without administrative approval.
- Altered t-shirts are not allowed. This includes modifications to the sides, sleeves, or neckline.
- No distressed clothing should be worn. This includes intentional fraying or bleaching. A raw hem at the bottom of jeans is acceptable.

### Gentlemen:

- Hats should not be worn indoors without administrative approval.
- No undergarments should show.
- Altered t-shirts are not allowed. This includes modifications to the sides, sleeves, or neckline.
- No distressed clothing should be worn. This includes intentional fraying or bleaching. A raw hem at the bottom of blue jeans is acceptable.
- No ponytails or man-buns. Hair that is consistently in a student's eyes or longer than shoulder length is not allowed.

### CHAPEL-DAY DRESS

- Ladies should wear slacks, dresses, or skirts with a dress-code-compliant top (not a t-shirt) for the day.
- Gentlemen should wear slacks and a collared shirt for the day.
- No coats, outerwear jackets, athletic jackets, or hoodies are to be worn in chapel.
- No blue jeans or black jeans are to be worn on chapel day.

### ATHLETIC PRACTICE / PHYSICAL EDUCATION DRESS

Athletes should maintain the standards of neat, clean, and modest, whether practice is during or after school hours, indoors or outdoors. These guidelines should be followed **year-round** by students every time they are on campus or in a practice session.

- Shirts are to be worn at all times (gentlemen). Tank tops are permitted, but girls' undergarments should not be visible. Altered shirts are not allowed. Altered shirts include modifications to the sides, sleeves, or neckline.
- All practice shorts should be fingertip-length or more. Longer compression shorts are encouraged under sports shorts.

### FORMALS AND SPECIAL EVENTS

(Winter formal, junior-senior banquet, awards ceremonies, graduations, etc.)

- For ladies:
  - Short dresses/outfits shall be no shorter than approximately 2–3 inches from the top of the knee. Skirt slits shall not extend above 2–3 inches from the top of the knee.
  - Strapless dresses/outfits are allowed as long as they fit securely and are appropriately modest.
  - Dresses/outfits shall not expose any cleavage, have plunging necklines, have a low back, or have the appearance of exposing cleavage, plunging necklines, or a low back. (Low back means any opening below the bra strap.) The midriff should not be exposed at all, whether through cut outs, sheer fabric, or two-piece dresses/outfits.
- Gentlemen are expected to dress appropriately formal for the given occasion.
- **Eighth grade promotion attire will be chapel dress only.**
- High School Commencement attire:
  - Guys wear slacks, collared shirts, and neckties.
  - Everyone wears dress shoes.
  - Girls wear dressy chapel day attire.
  - Decorations or other attachments or accessories will not be permitted on graduation caps or gowns, nor shall they be carried or otherwise accompany a student at commencement.

## SENIOR PHOTOS

Each student in the senior class is asked to submit to the school one or two senior pictures for use in the senior class composite and in the school yearbook. These photos will also be used for professional academic purposes like awards nominations, the commencement program, and other publicity purposes. Photos are to meet the following requirements:

- Primarily head and shoulders—cropped at the mid-chest line or higher
- Eyes looking toward the camera
- No hands or feet in the picture
- **Compliant with the secondary school dress code**
- No strapless sleeveless, or cold shoulder attire; no spaghetti straps or low necklines
- No graphic t-shirts; no hoodies
- No hats, caps, or props
- Portrait orientation, not landscape

As students and parents plan senior pictures, **ask the photographer to include shots that would meet the above requirements.** Suitable photos should be submitted to the school office manager no later than the first week of December of the student’s senior year. Any questions should be directed to the secondary principal.

## ELEMENTARY SCHOOL DRESS CODE

<b>Required Dress: Students are required to dress uniformly, neatly, and modestly.</b>	
<b>Acceptable</b>	<b>Not Acceptable</b>
Solid color (any color) polo or oxford shirts	Shirts with lettering, pictures, or patterns
Solid color (navy blue, khaki, or black) pants	Other colors for bottoms, jumpers, or dresses, or denim, except jeans or shorts on Cougar Wear day
Solid color (navy blue, khaki, or black) shorts, capris, skirts, skorts, or jumpers no shorter than <u>two inches</u> above the knee	Clothing that is shorter than two inches above the knee
	Form-fitted clothing, including knit shorts or yoga-type pants
	Athletic shorts or sweats
	Oversized or sagging pants or shorts
	Pants or shorts with holes or rips, distressed

Solid color (any color) polo dresses following the length guideline stated above	Sleeveless, strapless, cold shoulder or spaghetti strap tops, shirts, or dresses
Leggings under girls jumpers, skirts, or dresses	Leggings worn in order to bypass the “no shorter than two inches above the knee” rule
Solid color crew or v-neck sweater over a polo or oxford shirt	<b>Hooded jackets of any kind</b> in the classroom.
Solid color zippered, snapped, or buttoned sweater or light jacket	Coats in the classroom.
<b>Hairstyles</b>	
Natural colors only	Unnatural hair colors/shades or extreme cuts
Well-groomed and neat	Hair hanging over the eyebrows
	(Boys) Hair hanging over the collar or covering more than half of the ear
<b>Shoes</b>	
Shoes suitable for outside activity	Flip flops or slides
Closed-toed shoes on PE days in case of outdoor activity	Shoes that leave marks on the floor
<b>Other</b>	
<b>CCS Spirit Day</b> (last school day of the week)  CCS Cougar shirt – any style or color  Uniform bottoms or jeans/jean shorts  <i>(Jeans may not be ripped, frayed, bleached, have holes, etc.)</i>	Extreme makeup
	Earrings (for boys) or body piercings
	Visible tattoos of any kind
	Hats, headwear, sunglasses in the classroom

**SCHOOL CLOTHING EXCHANGE – COUGAR CLOSET FOR GRADES K–5**

Parents of elementary students are encouraged to access the school uniform closet for good used school uniforms. The Cougar Closet is usually open at the beginning of the year and during

Parent-Teacher Conferences or by appointment. **This clothing is free of charge.** We ask that you contribute gently-used school uniforms your child has outgrown. You may leave clean donated items at the front office or return them when the Cougar Closet is open for browsing.

## **DROP OFF**

All students (K–12) who arrive before 7:50 a.m. should report to their designated areas. The south doors will be unlocked at 7:30 a.m. for K–5 students and supervision provided in the commons at that time. Students in Grades 6–12 enter through the west doors near the office and go to a designated part of the gym. Students in Grades 9–12 will be dismissed from the gym to get ready for first period class at 7:50 a.m. Students in Grades 6–8 will be dismissed from the gym at 7:55 a.m. Students in Grades K–5 will be dismissed to class at 8:00 a.m. **After 8:00 a.m., the parent dropping off an elementary student must check in with the office and escort their elementary student to his or her classroom.**

Students are NOT allowed to access or play electronic games before school starts. No student should be in the hallways, at their locker, or in the locker rooms prior to 7:50 a.m. without a pass from the office.

## **ELEMENTARY PICKUP PROCEDURE**

When picking up students, to ensure student safety, parents are asked to enter the campus through the driveway directly east of the old fire station and pull up to the front of the school at the south doors. Vehicles in the pickup line should face west. Parents should display a name card on the passenger visor to aid teachers in quickly loading students into cars. **Elementary children not picked up by 4:00 p.m. will be sent to after-school care and charged an extra fee.**

## **DRUGS, ALCOHOL, TOBACCO, E-CIGARETTES/VAPING/JUULING**

Students are to abstain from using drugs, alcohol, tobacco, and e-cigarettes/vaping/JUULing products at all times whether on or off the school property. Failure to do so will be grounds for dismissal. CCS reserves the right to conduct random drug testing at any time.

On-campus use: Possession or use of drugs, alcohol, tobacco, and e-cigarettes/vaping/JUULing products on campus or at any CCS activity or event is grounds for the dismissal of the involved student.

Off-campus use: In support of parental values and the laws regarding substances for teens, CCS takes a strong stand against the use of drugs, alcohol, tobacco, and e-cigarettes/vaping/JUULing products.

If a student openly self-reports or is honest upon suspicion the administration has discretion within the parameters listed below. It is our desire to come alongside parents as they work with their student in this area.

### First Offense While Attending CCS

- The student may be ineligible to participate in extracurricular or leadership activities for the next 15 to 30 school days. A minimum of 15 school days may be required.
- The student may be placed in an accountability relationship with another caring adult on or off campus.
- The student may be assigned to attend an off-campus drug, alcohol, or substance abuse workshop.
- Consideration will be given if the participant self-reports and confesses to an administrator on their own volition or when questioned by administration.
- Coaches or sponsors may implement a more stringent standard than the school expectation.

### Second Offense While Attending CCS

- The student may serve an out-of-school suspension for 3 to 5 days.
- The student may be placed on behavioral probation.

- The student may be ineligible to participate in co-curricular or leadership activities for the next 30 to 60 school days. This includes student council leadership, small group leadership, athletic games and practice, cheerleading, drama production, musical, etc. A minimum of 30 school days may be required.
- The student may be required to undergo Christian counseling.
- The student may be assigned to attend an off-campus drug, alcohol, or substance abuse workshop.
- Consideration will be given if the participant self-reports and confesses to an administrator.
- Coaches or sponsors may implement a more stringent standard than the school expectation.

### Third Offense While Attending CCS

- If self-reported to an administrator, the student will be allowed to withdraw from school.
- If not self-reported, the student may be expelled from school.

## **EMERGENCY, SAFETY, AND DRILLS**

### All Emergencies

- Students may not use phones except to call 911.
- Do not talk with the news media; refer them to the administrator.
- Do not post any comment, image, or video on social media during or after an emergency or a drill.

### Fire and Outdoor Evacuation

A fire or outdoor evacuation warning signal is initiated by an intermittent buzz and strobe light. Teachers will give instructions to students at the beginning of the year. Escape routes are posted in each classroom. Utilize the following procedures:

1. Everyone will leave the building.
2. Students should file out of the building quickly and in an orderly fashion with their class.
3. Teachers are responsible to account for all their students.
4. Students should remain silent; important instruction may not be heard with excessive noise.
5. Everyone should move at least 100 feet away from the building.
6. No one should return to the building until the all clear has been given.
7. In the event of a fire or fire drill, it is the duty of the staff member to see that any handicapped individuals in the room are safely removed from the building.

### Tornado and Sheltered Evacuation

Union Valley Church has graciously allowed Central Christian School to use their basement as a shelter area. All persons are required to go directly to the Union Valley church basement. For imminent emergencies, designated shelter areas are the elementary and middle school classrooms on the north side and the hallway of the middle school building. Teachers will give instructions on tornado drills at the beginning of the year to each class.

1. Students should go quickly (no running/pushing) with their class to the designated area.
2. Students are to kneel on the floor with their heads down and their hands over their heads.
3. No one should get up or leave the building until the all clear has been given.

The Hutchinson Police Department calls CCS when the weather is threatening. PLEASE DO NOT CALL the school to tell us about possible tornadoes; this blocks our phone lines and prevents us from making or receiving vital calls.

### Lockdown Protocol

If law enforcement informs the school of the need for a lockdown because of a threat from outside our buildings, we will go into a lockdown mode. The teachers will lock the classroom door(s) after all students are accounted for. All doors to the building will be locked. No one, not even parents, will be allowed in or

out of the buildings. Announcements over the intercom will be made. Teachers should have their cell phones ready for personal communication with the school office. All other cell phones should not be used.

#### Intruder Protocol

In the event of an intruder or intruders, the school will follow its intruder protocol guidelines. Teachers should have their cell phones ready for personal communication with the school office. All other cell phones should not be used.

### **FIELD TRIPS**

All students are required to have a written permission slip signed by parents or guardians before attending field trips. Inappropriate behavior on a trip may exclude a student from later trips.

All students are required to have a written permission slip signed by parents or guardians before attending field trips. Transportation on a field trip will be planned by the teacher. If available, school-owned vehicles will be driven by properly licensed and insured drivers. At times, teachers may request parents to help drive students. Parents who drive their own vehicles must leave a copy of their personal insurance and current driver's license in the CCS main office and must sign a consent to drive form that will also be kept in the office.

### **FOOD OR DRINK IN CLASSROOMS AND HALLWAYS**

Students may bring WATER ONLY into classrooms. Water containers must have a secure lid. All other food or drinks are prohibited except for **teacher-endorsed special occasions**.

### **HALL PASS AND BREAK TIME – GRADES 6–12**

Students leaving class are expected to have the appropriate written pass with them. Students are expected to be quiet in the hallways during class periods and when transitioning to and from lunch period. In order to protect instructional time, students may not remain in the hallways when not in class.

Break time will be on Monday, Wednesday, and Fridays before 3<sup>rd</sup> period. All middle school and high school students should proceed to the commons and remain there until dismissed. **Students may not be in the athletic locker rooms, hallways, or classrooms during this break.** Food will not be allowed to leave the commons.

### **HARASSMENT, HAZING, AND BULLYING**

CCS believes that all students have a right to a respectful, safe, and healthy school environment. Every student deserves the right to enjoy school and have confidence that CCS is a place to feel safe, secure, and accepted regardless of color, race, gender, nationality, ability levels, disability, or popularity.

Verbal or physical harassment of any student or employee will not be tolerated and may result in expulsion. Complaints should be addressed as soon as possible with a member of the administration.

Hazing or bullying will not be tolerated under any circumstance by any student. Initiation activities, whether conducted by a group of students or by an individual, are prohibited. Any activity that might be dangerous or embarrassing to individual students or a group of students is prohibited.

Cyberbullying is recognized by CCS as a means of bullying. Cyberbullying occurs when electronic communication technology such as computers, cell phones, or tablets are used (often through social media) to intimidate, frighten, embarrass, exclude, or intentionally hurt others. The school's position is that parents are responsible to ensure that online and electronic communications made by their children are regularly monitored. Cyberbullying incidents should be reported with physical proof whenever possible.

Individuals or groups of students shall not target individuals or other groups with physical horseplay or verbal abuse. Consequences will be assigned for all individuals involved in hazing, whether the participant was directly involved or gave implicit approval through observation. The administration reserves the right to assign consequences up to and including expulsion.

Staff and students are expected to report incidents of harassment, hazing, or bullying to their immediate authority.

## **HOMEWORK**

Central Christian School recognizes the educational value and importance of homework for students. Homework is designed to contribute to each student's education by encouraging responsibility, completing projects, and establishing good study habits. Students are encouraged to continuously prepare for periodic tests in all classes.

### Study Hall

Study halls are designed to give students time to work on homework. If a student does not use study hall time appropriately, the following steps may be implemented to encourage wise use of study hall time:

1. A warning will be given along with instruction on the proper use of study hall time.
2. Second warning: Parents/guardians will be notified by email or a phone call about their student's use of study hall.
3. Third warning: Study hall time may be lost if a student continues to misuse the time.

There are times when homework is necessary due to a student's absences or inability to finish assignments given in class, however, as a general rule, assigned homework should:

- Foster positive attitudes, habits, and character traits.
- Facilitate knowledge acquisition in a specific topic.
- Promote thinking skills.
- Provide preparation for upcoming tests.
- Provide practice of reading or recently learned material.
- Extend understanding of subject matter in a creative way

Parents should:

- Show students how to organize the material to be studied.
- Assist their student with establishing a disciplined study schedule.
- Help their student with study techniques and provide a quiet study location.

Teachers should:

- Be mindful of giving homework on Wednesdays so that students may attend church events in the evening. (CCS discourages teachers from assigning homework that must be done on Wednesdays after school.)
- Recognize the study demands on each student. Teachers will attempt to limit the number of major tests to two per school day. Memory verse tests, spelling tests, and quizzes are not typically considered major tests.

## **LIBRARY**

The library is open each school day and is primarily a learning center. CCS parents are encouraged and welcome to access and use the library during school hours. Students may not be in the library unsupervised.

Library users should obey the following rules:



1. Be quiet in the library, and do not disturb others.
2. No books should be taken from the library unless they have been checked out.
3. Use of the library computer lab will be approved and scheduled through the library proctor.
4. Students are not allowed to access personal email, game sites, or online communities without prior approval from a staff member.

Checking out library books:

1. Books may be checked out for two weeks before becoming late. While the book is late, the student may not check out another book. When a book is four weeks late, a notice will be sent to the student's home.
2. Library books that are in high demand or that are on the reserve book list may not be renewed after the two-weeks check out period has expired.
3. If a student is late in returning a book, he may not check out another book until the late book is returned.
4. Reference books, such as dictionaries, are to be checked out for one night only and returned the next morning before the first period class.
5. Damage to books, beyond normal wear and tear, will be paid for by the borrower.
6. A book which is two months late will be replaced with the replacement fee added to the student's account by the school's business manager.

## **LOCKERS – GRADES 6–12**

Lockers are assigned to secondary students. Only school-issued locks will be allowed on lockers. Locks are assigned upon request. Lockers may be checked periodically or as deemed necessary by administration. There is a \$10 fee for lost locks.

**Students should keep all books and materials in their locker or backpack throughout the school day. Backpacks may be stored directly above a student's locker. Students may not leave books, backpacks, or other belongings on the tops of their lockers or on the floor in front of their lockers overnight. This is for security as well as for appearance and other reasons.**

Students should **not** store unsealed food or drink in their lockers.

Lockers should be kept neat and clean. Locker decorations inside lockers or on the outside of them must be consistent with Christian values. Certain flags, symbols, and depictions of firearms, violence, or immorality are examples of decorations which will not be allowed in or on lockers. Students shall not have items in or on their lockers which are contrary to a wholesome school atmosphere. Rubber cement or reusable adhesive putty like Plasti-Tak is recommended to fasten decorative items on lockers since tape leaves a residue which is hard to remove.

Athletic lockers, locker baskets, and combination locks will be checked out from the athletic director. Students may not leave clothes, books, or other items on the floor or on the benches in the locker rooms. Such items will be placed in Lost and Found.

## **LOST AND FOUND**

Students should take care not to leave items on the floor, in front of lockers, on top of lockers, in athletic locker rooms, or on the bleachers overnight. Items left at the end of the week will be taken to the lost and found closet. There is a 50-cents charge to look in the lost and found closet. After a reasonable time, the school will dispose of unclaimed items.

## **LUNCHROOM GUIDELINES**

In order to have a safe, orderly lunch environment, the following is expected:

- Students are expected to use good manners and respect property.
- Students are expected to refrain from throwing items, talking boisterously, and sitting on tables.

- Students are responsible to clean up after themselves.
- Students may bring their own lunch or participate in the school lunch program.
- Students are NOT permitted to make arrangements for delivery of lunch from local restaurants.
- Parents are welcome to bring food to their children during lunch and are invited to eat with their children at one of the tables designated for visitors. Please enjoy this time with your child. Parents of elementary students, we respectfully ask that you not invite other students to eat at the guest table with you and your child since this can cause hurt feelings. **If parents are eating a school lunch, the lunch fee must be paid in the office prior to eating.**
- Students may not leave campus for lunch unless accompanied by a parent or a responsible adult approved by the parent. Permission from the parent must be obtained prior to the student leaving campus.
- CCS has a closed lunch. **Any visitors during lunch must be approved in advance** and sign in as guests in the front office. Visitors will be given a visitor's badge. The visitor's badge must be visible while the visitor is in the building.
- Parents, grandparents, and youth pastors are welcome to eat lunch on campus. Other guests should be limited to one visit per month.
- Seniors are allowed to leave campus for lunch on Fridays if they have a parental consent form on file in the office and have permission from the administration. This privilege may be revoked by the administration at any time.

## **MEDICATIONS**

All medications must be turned in at the front office upon arrival at school. This includes such things as fast-acting asthma inhalers. No student is allowed to have prescription drugs in her/his possession during school hours unless arrangements have been made with the administration.

All prescription medicines must be in their original container with the directions still in place. In addition, a signed note from a physician (which includes the directions for administering) **must** accompany the medication.

Non-prescription medication must be authorized by a phone call or a signed note from a parent. Office personnel may administer Tylenol (or the generic form acetaminophen) only for students whose parents have signed the school's Consent for Treatment Form. Only the suggested amount (or less) of the medication will be given. A record is kept of all medications dispensed by the school's staff.

## **MUSIC, GAMES, AND ELECTRONIC DEVICES**

The use of headphones, earbuds, cell phones, smartwatches, or any other electronic devices is **not permitted** during the school day. If used during the school day, the item will be confiscated. Approved electronic devices (i.e., computers, iPads, Chromebooks, and calculators) that are used for non-academic/school purposes without the consent of a teacher, will also be confiscated.

## **NONDISCRIMINATION POLICY**

Central Christian School (CCS) does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational and admission policies or its athletic and other school-administered programs. CCS will enroll only those students (Grades 6–12) who give evidence they desire a Christian education. CCS will enroll only those students (Grades 9–12) who give evidence and their testimony of having accepted Jesus Christ as their personal Savior.

## **OFF-LIMITS AREAS**

The following areas and items are off-limits to students without permission by teachers or staff members:

- Office areas, including desks, computers, and phones
- Personal property belonging to others
- Maintenance equipment and janitorial supplies

- Copy room - Students needing copies must come to the front office and wait in the lobby while copies are being made.
- Locked buildings, rooms, and storage areas
- Roofs of campus buildings
- Electrical circuit boxes
- Gymnasium (before, during, or after school, except assigned classes or with special permission from administration)
- The stage
- Faculty desks, chairs, files, computers, and phones
- Teacher workroom

## **PARENTSWEB (RENWEB) COMMUNICATION SYSTEM**

We believe it is the parent's God-given duty to oversee their children's education and to bring them up in the admonition of the Lord. ParentsWeb helps to facilitate this duty. Parents will be given a login to access ParentsWeb which can be opened through a link on the CCS website ([www.cougarccs.com](http://www.cougarccs.com)). Assignments, missing assignments, grades, notes from your student's teachers, quick email access to school personnel, and other information is on ParentsWeb. Students may also be given a login in order to access similar information.

## **PARENT-TEACHER-STUDENT CONFERENCES (PTS CONFERENCES) GRADES 6–12**

Regular communication between parents and teachers is extremely important.

- For the first semester, at least one parent, along with the student, will be required to attend a scheduled conference. For Grades 7–12, parents are to sign up to meet with at least three of their children's teachers.
- During the second semester, selected students and their parents are asked to participate in group meetings with their teachers. PTS conferences are not held with all families. Parents may request meetings with individual teachers. These meetings will focus on how the student is doing academically, socially, and spiritually. Often a collective report from all teachers produces a better picture of what needs to be done to encourage student progress.

## **PARENT-TEACHER CONFERENCES (PT CONFERENCES) GRADES K–5**

We ask that elementary students **not** attend Grades K–5 parent-teacher conferences, except at a teacher's request. K–5 parent-teacher conferences will be held twice each year, at the end of the first quarter and again in the second semester. Every effort will be made to meet with every student's family in person during both scheduled conference times.

One conference will be held for each child. In order that all conference attendees receive the same information and are able to jointly discuss issues or concerns regarding the student, we respectfully request that parents work together to find one time that will accommodate all parties.

In addition to these scheduled conference times, parents and teachers are encouraged to communicate as needed. Parents may keep up to date on their student's performance by accessing ParentsWeb on a regular basis. Parents are also encouraged to communicate their concerns to the classroom teacher and the administration via ParentsWeb. **Meetings with teachers and administrators, by phone, email, or a prescheduled personal meeting, may be scheduled anytime a parent has a concern.**

## **PARTIES**

School-sponsored parties and events are scheduled throughout the year. CCS is not opposed to students attending parties not sponsored by the school, however, the student will be held accountable for attendance at an inappropriate party, for not keeping with CCS standards, or for any inappropriate conduct. The school's name is not to be used in conjunction with non-school sponsored activities.

**Grades K–5:** In elementary school, students celebrate Thanksgiving, Christmas, Valentine’s Day, and Easter with classroom parties. These parties are the responsibility of room parents who sign up to help teachers with specific tasks during the year. Room parents are asked to coordinate games, refreshments, paper products, prizes, etc. with other willing parents. Additionally, an occasional party may occur as a class reward. This kind of party is the responsibility of the teacher.

Treats for birthdays are always welcome, but we respectfully ask that you contact your child’s teacher to determine the best time to bring these items. Please do not bring birthday party invitations to hand out at school unless you have one for each child in the classroom.

## **PROFANITY, VULGARITY, AND DEROGATORY SPEECH**

Students are expected to use encouraging, wholesome speech (Ephesians 4:29) in their interaction with others. Those who profane the Lord’s name, put down others, or use vulgarities are subject to disciplinary action. The use of double-meaning words or phrases which suggest immoral or impure ideas is not permitted. This policy pertains to both written and oral communication, along with any graphics, graphic design, or artwork.

## **PUBLIC DISPLAYS OF AFFECTION AND SEXUAL PURITY**

We encourage the development of strong Christian friendships, and it is expected that boys and girls will develop wholesome relationships. It is important to maintain conduct that is within the bounds of Scripture and good taste. For this reason, public and physical displays of affection are not permitted on campus or at any school event. Examples include holding hands, romantic embraces, kissing, etc.

In accordance with I Thessalonians 4:1–12, students attending CCS are to abstain from all forms of sexual misconduct. Failure to do so will result in disciplinary action and could result in expulsion.

## **RESTROOMS**

Students have ample time between classes, during break times, and at lunchtime to use the restrooms. On occasion it might be necessary to excuse a student from class. Students are asked to help keep the restrooms neat and free from litter.

## **SCHOOL HOURS**

Half-day kindergarten (morning)	8:00 a.m. – 11:30 a.m.
Full-day kindergarten	8:00 a.m. – 3:30 p.m.
Grades 1–12	8:00 a.m. – 3:30 p.m.
Lunch for Grades K–5	11:30 a.m. – 12:00 noon
Lunch for Grades 6–8	12:28 p.m. – 12:55 p.m.
Lunch for Grades 9–12	12:35 p.m. – 1:00 p.m.

## **CCS OFFICE HOURS**

7:30 a.m. – 4:00 p.m. during the school year  
Summer office hours may differ.

## **SOCIAL MEDIA**

All existing policies and behavioral guidelines extend to the online environment just as they do on school premises. Students will be held to the same standards during summer break. Students may not do the following:

- Post obscene, discriminatory, defamatory, harassing, or threatening messages about or to another student, his/her family, a staff member, the administrator, or the school.
- Post explicit photographs or videos. Students are reminded that possession of or transfer of explicit online photographs or videos of others can constitute a criminal act.

- Use social media to share homework or answers to quizzes or tests.

## STUDENT BEHAVIOR AND CONDUCT

Students are required to abide by these standards throughout their enrollment at Central Christian School. Central Christian School was founded on the conviction that young people should be able to gain an excellent education in an environment that encourages spiritual growth. CCS maintains that the Bible is the sole authority on all spiritual matters, and that spiritual growth begins with the initial act of saving faith and continues throughout life.

Students will have prayer and Scripture reading and/or memorization in their classes. They will also have opportunities for Christian service and discipleship. Students are encouraged to set aside time daily for personal devotions, to be active in their local church and youth group, and to build wholesome social relationships with fellow believers.

Central Christian recognizes that the home is primarily responsible for development of Christian character and a Christian conscience in the student, that church involvement is of critical importance, and that the school is responsible for building on the foundations of home and church.

We believe each student's conduct should be consistent with biblical principles. The development of a disciplined life begins at home. **Parents must be mutually supportive of CCS.** Things said or done that diminish respect for and confidence in a student's authorities will harm the student.

The highest form of discipline is self-discipline.

*1 Corinthians 8:9 Be careful, however, that the exercise of your freedom does not become a stumbling block to the weak. (NIV)*

*Galatians 6:10 Therefore, as we have opportunity, let us do good to all people, especially to those who belong to the family of believers. (NIV)*

## BIBLICAL GUIDELINES FOR SCHOOL BEHAVIOR

1. **Responsibility:** Be accountable for one's own conduct and be reliable in every situation.  
Colossians 3:17, Luke 16:10–11
2. **Honor:** Show respect for each other and those given the responsibility of authority over you.  
Romans 12:10, 1 Peter 2:17
3. **Submission:** Yield to those in authority, both in attitude and actions.  
Romans 13:5, Hebrews 13:17
4. **Obedience:** Do what is asked without challenge, excuse, or delay.  
1 Samuel 15:22, Proverbs 5:12–14, John 14:15

Central Christian School expects each student to maintain Christian standards of courtesy, kindness, morality, and honesty. We require each student to refrain from profanity, indecent language, gambling, cheating, sexual immorality (including homosexuality), stealing, the use of any type of tobacco, alcohol, or other drugs, vaping or JUULing, pornographic materials, and from participation in unlawful, violent, or destructive acts. We strongly discourage unwholesome entertainment including music, movies, books, and video games. We believe that students should pursue conduct that unquestionably aids in personal holiness and service to others both on and off campus.

Students who violate these standards, whether on or off campus, will be disciplined; this may include being required to withdraw from school.

**This is an agreement between the school, the parent, and the student.** It should be clear to the parent and student that **the school enforces these standards both on and off campus.** It should also be evident to the school that the parent enforces these standards in the home and while the student is associated with CCS.

**DISCIPLINE PROCEDURES**

Discipline will be administered to correct inappropriate behavior, not to punish. All students will be given the opportunity to admit their misbehavior, show remorse, and become a positive influence at Central Christian School.

In the event of negligent or willful property damage, the student and/or his/her parents will be responsible for the cost of repairing or replacing the damaged property.

**Behavior Plan – Levels – Definitions, Examples of Offenses, Procedures, and Consequences**

**Level 1**

<b>Definition</b>	Behaviors that <b>DO NOT</b> significantly violate the rights of others or cause a safety issue
<b>Examples of Offenses</b>	<ul style="list-style-type: none"> <li>· Dress code violations</li> <li>· Running in the hallway or classroom</li> <li>· Getting out of seat without permission</li> <li>· Leaving the classroom without permission</li> <li>· Refusing to do work</li> <li>· Making inappropriate noises</li> <li>· Disrespecting others' or their property</li> <li>· Drinks (other than water) in the hallways, lockers/locker rooms</li> <li>· Items on top of locker other than backpacks</li> <li>· Other offenses as determined by teacher or administration</li> </ul>
<b>Procedures and Consequence Framework</b>	<ul style="list-style-type: none"> <li>· Inform student of rule violated</li> <li>· Describe expected behavior</li> <li>· Contact parent if necessary</li> <li>· Inform student of appropriate consequence</li> <li>· Incident and consequence may be documented in FACTS</li> <li>· Detention or other appropriate consequences assigned by teacher</li> </ul>

**Level 2**

<b>Definition</b>	Behaviors that significantly violate the rights of others, cause a safety issue for self or others, and/or chronic Level 1 behavior
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<p><b>Examples of Offenses</b></p>	<ul style="list-style-type: none"> <li>· Five (5) or more repeated Level 1 behaviors</li> <li>· Arguing with teacher or other authority/talking back</li> <li>· Disrespectful attitude</li> <li>· Foul language</li> <li>· Instigation</li> <li>· Claiming work as own when it has been copied, plagiarized</li> <li>· Cheating</li> <li>· Lying</li> <li>· Theft</li> <li>· Threatening statements or actions</li> <li>· Use of cell phone or other electronic device during the school day, taking pictures or videos, texting, calling, etc. during the school day</li> <li>· Other offenses as determined by administration</li> </ul>
<p><b>Procedures and Consequence Framework</b></p>	<ul style="list-style-type: none"> <li>· Inform student of rule violated</li> <li>· Describe expected behavior</li> <li>· Removal of student from situation if needed</li> <li>· Contact parent</li> <li>· Incident and consequence documented in FACTS</li> <li>· Conference with admin or school chaplain (as needed)</li> <li>· Detention or other consequences as deemed appropriate by administration</li> </ul>

**Level 3**

<p><b>Definition</b></p>	<p>Behaviors that require immediate removal, are chronic Level 2 behaviors, and/or require administration involvement</p>
<p><b>Examples of Offenses</b></p>	<ul style="list-style-type: none"> <li>· Three (3) or more repeated Level 2 behaviors</li> <li>· Fighting</li> <li>· Throwing classroom objects at others</li> <li>· Making racial, ethnic, religious, or sexual slurs</li> <li>· Possessing look alike weapons</li> <li>· Deliberate, malicious destruction of school property</li> <li>· Bullying, harassment, intimidation – repeated negative actions (electronic, verbal, or physical) against another student or adult</li> <li>· Assault of students</li> <li>· Public displays of affection – kissing, holding of hands, hugging, or other displays of affection while on school property or during school sponsored functions.</li> <li>· Sexual harassment</li> <li>· Misuse or inappropriate use of school technology or internet</li> <li>· Forgery</li> <li>· Inappropriate physical contact of any nature</li> <li>· Other offenses as determined by the administration</li> </ul>

<b>Procedures and Consequence Framework</b>	<ul style="list-style-type: none"> <li>· Immediate removal of student from situation</li> <li>· Inform student of rule violated and</li> <li>· Describe expected behavior</li> <li>· Conference with admin or school chaplain (as needed)</li> <li>· Contact parent</li> <li>· Incident and consequence documented in FACTS</li> <li>· Suspension of 1 to 5 days (in or out of school) or other consequences as deemed appropriate by administration</li> <li>· Student placed on Behavioral Probation</li> </ul>
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Level 3 procedures and consequence framework could also entail the following:

- The student is ineligible to participate in extracurricular or leadership activities for the next 15 to 30 school days. A minimum of 15 school days is required in all cases.
- The student will be placed in an accountability relationship with another caring adult on or off campus.

\*Coaches or sponsors may implement a more stringent standard than the school expectation.

#### Level 4

<b>Definition</b>	Behaviors that require immediate removal and require administration and/or law enforcement involvement
<b>Examples of Offenses</b>	<ul style="list-style-type: none"> <li>· Two (2) or more repeated Level 3 behaviors</li> <li>· Possessing weapons</li> <li>· Assault of staff</li> <li>· Use or possession of illegal drugs on school grounds or on/at school-sponsored functions</li> <li>· Other offenses as determined by the administration</li> </ul>
<b>Procedures and Consequence Framework</b>	<ul style="list-style-type: none"> <li>· Immediate removal of student from situation</li> <li>· Inform student of rule violated</li> <li>· Describe expected behavior</li> <li>· Contact parent</li> <li>· Contact law enforcement (as appropriate)</li> <li>· Incident and consequence are documented by administration in FACTS</li> <li>· Immediate expulsion of student</li> </ul>

School administration may make exceptions to the above behavior plan guidelines, and implementation may be paced on a case-by-case basis.

#### Administrative Removal of Students

Students may be suspended from school for up to five days by the school administration. Suspensions may be in school or out of school. This is determined by the school administration.

The administration or classroom teacher may remove a student from the classroom or school activity without prior notice if the continued presence of the student poses a danger to other persons or to property or if the child is choosing to disrupt the educational process.

**When repeated offenses occur by the student, and/or there is a lack of cooperation on the part of the parent/guardian, the administration may place the student on probation. The**



**probation period may be any length of time from two weeks to nine weeks (the length of a grading period). Probation is the same as notification of intent to remove a student from CCS. It may be given for academic or behavior difficulties.**

A student may be expelled for conduct which violates the Central Christian School Code of Conduct. Such expulsion could be permanent. Expelled students are subject to never re-enrolling at CCS.

The following procedures will be followed:

1. Both the student and parents are given prior notice of the intent to expel and the reasons for the action.
2. If a student is removed on an emergency basis, the parent will be contacted immediately, and an explanation will be provided.

### DETENTIONS

The intent of discipline is restoration. Teachers, staff, or the administration may assign a detention for tardies and other minor misbehavior. Students who demonstrate a negative pattern of behavior by accumulating significant numbers of detentions per quarter may face the following disciplinary actions:

- Saturday School (includes a \$15 per hour fee)
- Suspension
- Other further disciplinary action

Most detentions will be served in a designated location during lunch period or after school. **Detention dates can only be changed if the detention is in conflict with a paid professional appointment made prior to the assignment of the detention.** The detention will be rescheduled to the nearest possible date. When a student is issued a detention for misbehavior, he/she will be required to turn their cell phone into the main office daily for the remainder of the quarter. The phone may be picked up at the end of each school day.

A Saturday School for disciplinary reasons may be assigned by the administration for chronic disciplinary problems. Failure or refusal to serve Saturday School may result in the student being suspended. Parents or guardians should notify the office in advance of the assigned Saturday School if the student is unable to attend due to illness, death in the family, or other emergencies. Failure to serve without prior notification will be viewed as refusal to serve. The fee for Saturday School is \$15 per hour served and will be charged to the student's family FACTS account.

### BEHAVIOR PROBATION

Students may be placed on a Behavioral Probation (BP) for Level 3 or 4 offenses. The BP will commence on the day of the offense and will continue for a period determined by administration. Behavioral Probation requires that the student make immediate and consistent correction to the inappropriate behavior of concern. If there is no noticeable change at the end of the established BP, the parents will be asked to withdraw the student from CCS immediately.

### **STUDENT DRIVERS**

Student driving on campus is a privilege. The following are guidelines governing student drivers:

- Students are to park vehicles in the designated student areas of the parking lot. Repeated offenses will result in a loss of parking privileges. Cars should not be parked north of the library.
- When arriving at school, students are to immediately leave their vehicles and not return to them for the remainder of the school day. This includes during breaks, between classes, and at lunch. (Students must secure permission from office staff and sign out from the high school office before going to the parking lot during school hours.)
- Any student who drives dangerously or carelessly may lose driving/parking privileges on a temporary or permanent basis.

- CCS is not responsible for the safety of vehicles or contents when parked on campus. For student safety and theft protection, all students should lock their vehicles.
- Reckless driving is not allowed on school premises.
- Any student operating a vehicle on school property must have a valid driver's license and insurance.

## **TECHNOLOGY – ACCEPTABLE USE**

As an institution that yields to the leadership of Jesus Christ and His Word, Central Christian expects responsible use of technology by both students and staff. Technology also brings situations to which Christian ethics apply. We believe that the use of technology at school should be restricted to educational and research purposes. The following guidelines and procedures were established to help all users understand and use the available resources accordingly.

Technology compliments the curriculum while expanding student learning opportunities. From time-to-time students may be asked to bring their personal devices that have internet connectivity to school for educational purposes. **In all other instances, use of cell phones, smartwatches, and all electronic devices is PROHIBITED during school hours (7:30 a.m.–3:30 p.m.)** Students are **required** to keep them in their school locker and not their athletic locker. If parents or students need to communicate, please call or come to the office to make all personal calls.

**For wireless internet access outside of the computer lab, students must request a password from the system administrator. Students should NOT share passwords; these logins can and will be monitored.**

- 1. Students may ONLY use technology designated for student use.**
- 2. The right to privacy in electronic communication and work:** CCS acknowledges and respects the right to privacy of all information stored on the network and forwarded through the school's servers. However, it is important to keep in mind that the technology and all the information stored in them belongs to CCS. Under circumstances where CCS acts as the host, CCS is responsible to ensure the legality of all transactions conducted in its name. Central's authorities may access all personal information when deemed necessary to guarantee security and/or work on the system's maintenance.
- 3. The following will NOT be permitted:**
  - a. Using CCS computers for sending or receiving personal email messages that do not pertain to schoolwork or school business
  - b. Displaying or transferring files that contain offensive, racist, violent, or pornographic messages, language, or images through any form of cyber communication
  - c. Hindering the network's performance. This may include sending or forwarding chain letters by email, the use of chat rooms, or downloading and/or storing files from home or the internet which are not pertinent to school activities.
  - d. **Playing games on school computers without a staff member's consent**
  - e. Harassing, insulting, or attacking others
  - f. Trespassing in another's folders, work, files, or portable storage media
  - g. Sharing his/her password or account with others. The user holds complete responsibility over his/her account and will be held accountable for any violations that are committed. Upon completing his/her task, the user must log out from the workstation he/she is using.
  - h. Storing information without the responsible authority's permission
  - i. Intentionally wasting limited resources such as paper, printer, or portable storage media
  - j. Creating or transmitting viruses or malware
  - k. Opening any file containing confidential information
  - l. Copying any file or folder contents without permission from the responsible staff person
  - m. Giving personal information out to strangers via the internet (i.e., personal addresses or phone numbers of students or staff)

- n. Using school equipment for commercial purposes
- o. Message trafficking; many messages on the internet have no practical use. Most of them are messages that have multiplied through forwarding. A large number of these messages are unfounded rumors.
- p. All virus, malware, ransomware, spyware, invasion, and vandalism warnings will be evaluated by the network administrator. **It is strictly prohibited to heed or proceed with any instructions stated in internet warnings.** Students should not respond to warnings from the internet.
- q. Conducting any type of hacking. Any alteration of officially installed systems and/or configurations will be considered a hacking procedure and the penalty for this violation is extremely serious.
- r. Deliberate destruction of files, within or out of the CCS network
- s. Any intentional alteration or destruction of CCS property

#### 4. Students must do the following:

- When assigned an activity by a teacher or staff person which requires the use of technology, stick to the task.
- Immediately report any violation of a policy to the responsible teacher, staff person, or administrator. **If you are aware and do not report a violation, you will face consequences as well.**
- Comply with all copyright and property laws. Rights to text, music, software, and images must be respected according to copyright laws. **It is strictly prohibited for students to copy software onto CCS computers.** Software will only be installed by authorized staff.
- All messages, texts, and documents must be identified by an author. Any message, document, image, or other work transmitted through the network must have its author's identification. Anonymity is strictly prohibited.
- All software used and all media used in presentations will be legitimate and authorized for use by the CCS administration.
- Students will only use school computers in the presence of and/or with permission from a supervising staff member.

Use of the technological resources at CCS is a privilege. Violation of any of the above ethical guidelines will subject the violator to disciplinary action. Central Christian School reserves the right to withhold technology privileges, including the access of personal devices, from any student found not in compliance with CCS policies.

### ARTIFICIAL INTELLIGENCE (AI) POLICY

Artificial Intelligence (AI) refers to the simulation of human intelligence in machines that are programmed to think and learn. It can perform tasks that typically require human intelligence, such as understanding language, recognizing patterns, solving problems, and making decisions.

Using AI for non-educational activities or submitting AI work as original student work within the school context is prohibited. Students must use AI tools solely for educational purposes as directed by teachers or school authorities.

Students must not use AI to access or disseminate harmful or inappropriate content. They should immediately report security breaches, suspicious activities, or exposure to inappropriate content encountered during AI use to school authorities.

Violations of this policy (as determined by administration) may result in disciplinary action, including, but not limited to, restriction of access to school technology.

### PHONE POLICY

- Cell phones, communicative smartwatches, and all other communicative devices are

**PROHIBITED during school hours (7:30 a.m.–3:30 p.m.)**

- If a student needs to contact a family member during the school day, he/she should go to the office and ask to use the school phone.
- Students are **required** to keep cell phones and communicative smartwatches in their school locker (not an athletic locker.)
- If a parent needs to communicate with their student, call the office, and a message can be taken. Texts and cell calls received during school hours are in violation of CCS policy.
- **Phones in classrooms are not to be used by students.**
- Students may use their cell phone, communicative smartwatch, or other electronic devices only before or after the school day buzzer.
- Cell phones, smartwatches, and other electronic devices are not to be seen or heard during the school day without special permission from the supervising authority, and they must be kept in the student's school locker.

Any member of the faculty or administration, given reasonable suspicion that there is content that would violate the Student Code of Conduct, may take a student's cell phone or smartwatch at any time without warning. Students will be responsible for content history. **The administration reserves the right to review content on student phones and smartwatches.**

**VISITORS**

For the safety of our students, CCS has a closed campus. Students are not allowed to give visitors access to our building. All visitors, including parents and siblings, must come through the main entrance on the west side of the main building, check in at the office, and wear a name badge.

**WEAPONS**

Pocket knives, lighters, guns, play guns, swords, weapons, etc. are not appropriate and should not be brought to school or to school activities.

**EXTRACURRICULAR LIFE: GRADES 6–12**

**ATHLETICS AND ACTIVITIES PHILOSOPHY**

The goal of the activities program at Central Christian School is to help students to conform to the image of Christ and bring honor to Him. Success is determined by faithfulness to our Savior and stewardship of His gifts, not human accomplishment. Our desire is that students “increase in wisdom and stature, and in favor with God and man,” as Scripture records of Jesus Christ (Luke 2:52). The result of the knowledge, skills, and attitudes taught should be qualities that reflect the character and work of God.

**ATHLETIC PROGRAMS/COMPETITIVE OPPORTUNITIES**

An effective and successful athletic program is an integral part of the educational experience. Central Christian School views athletics as a ministry opportunity both on and off the field.

CCS competes in the following areas:

**FALL**

Boys Football  
Girls Volleyball  
Boys/Girls Cross Country  
Cheerleading  
ACSI Competitions

**WINTER**

Boys/Girls Basketball  
Cheerleading  
Scholars Bowl  
ACSI Competitions

**SPRING**

Boys/Girls Track  
Golf  
Scholars Bowl  
ACSI Competitions

The school community takes great pride in the competitive tradition being established at CCS. All students, participants, and spectators are expected to exemplify Christ-like character. They are also

expected to comply with the regulations and guidelines for good sportsmanship/citizenship set forth by the Kansas State High School Activities Association (KSHSAA) for those activities which are governed by KSHSAA.

## **CLASS ORGANIZATIONS**

Grades 7–12 are assigned a class sponsor and elect officers. High school classes also elect a student council representative. The class president, with the approval of the class sponsor, may call class meetings. Class meetings may not be held unless the class sponsor is present. All class activities must receive administrative approval.

## **CLASS TRIPS**

### FRESHMAN CLASS RETREAT

This trip is usually an afternoon/evening event in August prior to the start of the school year. The trip is planned by the freshmen class sponsors and must be approved by administration. The objective of the trip is to introduce freshmen to their new high school challenge, to develop camaraderie among the students, and to foster spiritual development. Only full-time, currently-enrolled freshman students are invited to participate.

### SENIOR CLASS TRIP

Members of the senior class are allowed to miss classes for a senior trip. Seniors are allowed no more than five days for senior trip, and one of those days is for a missions project only. Seniors are allowed to miss up to two days of in-session school, and the other three days of senior trip must occur during the school's spring break. The senior trip must stay within a six-hour radius of Hutchinson. CCS administration must approve the trip before it is presented to parents. Only full-time seniors are invited to participate.

## **CLUBS**

All clubs must have administrative approval and be led by an approved sponsor from faculty, parents, or friends of the school. Clubs are to be financially self-supporting and should be mutually beneficial to students and the school.

### SPONSORS, CLASS MEETINGS, AND FELLOWSHIP GROUPS

- STUCO meetings will be scheduled as needed on Thursdays during activity period.
- Roundtables will be scheduled as planned on Wednesdays during the lunch hour.
- Life groups will meet as needed on Thursdays during the activity period

## **ELIGIBLE STUDENTS PARTICIPATION REQUIREMENTS**

Whenever it is necessary for a student to be dismissed from all or part of a class period to participate in an extracurricular activity, the student is responsible to have his/her academic work completed in a timely manner and/or to have made prior arrangements with that teacher.

## **FUNDRAISING GUIDELINES FOR CLASSES AND EXTRACURRICULAR ORGANIZATIONS**

It is the desire of the school to encourage organizations to plan wisely and be good stewards of all money raised. Major school fundraising events are generally held from November through February of the school year. Class fundraisers are discouraged during this time.

All class and extracurricular fundraisers need to be pre-approved by the administrator. Class sponsors and officers are responsible for obtaining approval for fundraisers before presenting them to parents, students, or any other groups. Neither teachers, sponsors, nor classes have the prerogative to initiate fundraisers without administrative approval. All correspondence and other written communication about a fundraiser must receive administrative approval. Generally, the reselling of purchased items for profit will not be approved.

## CONCESSION STAND FUNDRAISERS

- Volleyball and Football: The eighth grade class is awarded the responsibility to operate the concession stand during the football and volleyball seasons each fall. Funds raised go toward eighth grade promotion and freshman trip expenses.
- Basketball: The junior class is awarded the responsibility to operate the concession stand during the basketball season. Funds raised go toward the Junior-Senior Banquet, their senior trip, graduation, and other junior class activities.

## **GOVERNING ORGANIZATIONS AND RULES**

CCS is a member of the Heart of the Plains League (HOPL) and the Kansas State High School Activities Association (KSHSAA) and is subject to the rules and regulations that govern these organizations.

## **JUNIOR-SENIOR BANQUET (JSB)**

Only full-time students are allowed complimentary admittance to JSB, which is a formal event. Non-CCS students and part-time CCS students may be invited to participate in JSB, but will need to pay a fee established by the junior class and approved by their sponsors. CCS administration reserves the right to approve all school-sponsored JSB activities.

## **MUSIC**

Music is an integral part of the CCS experience. Students are encouraged to participate in vocal and/or instrumental music. Concerts are held throughout the year, and high school students earn one credit per year upon completion of class.

## **SOCIAL FUNCTIONS**

Plans for all school-sponsored social functions must be coordinated through the office including the date, location, time, and sponsors. When parents call the office, it is important to be able to give them adequate information that will allow them to determine if their children may attend. Any social function not cleared through the office will be considered private (not sanctioned by CCS), and the school will not provide promotional or other support that may imply endorsement of such functions.

## **STUDENT COUNCIL**

The Central Christian High School Student Council (STUCO) exists to encourage leadership development, strengthen CCS programs, and promote school unity. It is operated according to the *Student Council Constitution*. The student body elects the officers. Each high school class has representatives who serve on the student council.

## **YEARBOOK**

The yearbook staff is determined by course selection and approved by administration in consultation with the yearbook advisor. Participation on the yearbook staff may require time commitments beyond the regular school day. One credit per year is earned upon completion of class.

## **YOUTH LEADERSHIP RENO COUNTY AND YOUTH PHILANTHROPY COUNCIL**

Middle school students have an opportunity to participate in a fall youth leadership program sponsored by the Hutchinson Chamber of Commerce and Leadership Reno County. Six sessions are held, and they include learning about specific leadership skills, dialoguing with community leaders, and working on a joint community project.

High school students have an opportunity to participate in Youth Philanthropy Council, a fall program sponsored by the Hutchinson Community Foundation. It is a youth-led, grant-making program designed to involve Reno County students in philanthropy.

# **COMMUNICATION WITH PARENTS AND STUDENTS**

## **PARENTSWEB**

We believe it is a parent's God-given duty to oversee their children's education and to bring them up in the admonition of the Lord. ParentsWeb helps to facilitate this duty. Parents will be given a login to access ParentsWeb which can be opened through a link on the CCS website ([www.cougarsccs.com](http://www.cougarsccs.com)). ParentsWeb has assignments, missing assignments, grades, notes from teachers, quick email access to school personnel, and other information. Students may also be given a login in order to access similar information.

## **CCS WEBSITE**

The CCS website [www.cougarsccs.com](http://www.cougarsccs.com) includes a staff directory, announcements, the school calendar, information on school organizations and activities, the Cougar Tracks newsletter, the Alumni Times newsletter, job openings, admissions information, re-enrollment information, and other helpful information.

## **CCS NEWS WEEK-AT-A-GLANCE**

The CCS News Week-at-a-Glance is a newsletter focused on upcoming events and announcements. It is sent weekly when classes are in session. It is emailed to families, grandparents, staff members, high school students, and others who have indicated an interest in receiving it.

## **CCS NEWS MONTH-IN-REVIEW**

The CCS News Month-in-Review is a newsletter that includes articles and photos about CCS happenings during the preceding month. It is emailed to families, staff members, high school students, and others during the first week of each month. It is a collaborative effort between the high school yearbook class and the director of marketing.

## **SPECIAL ANNOUNCEMENTS**

Special announcements are occasionally made by a group text from the school or they are sent home in the form of fliers to bring parents' attention to special school activities or information. These are sent as needed.

## **COUGAR TRACKS**

Cougar Tracks is a newsletter published three times a year and sent to families, alumni, and friends of CCS. Cougar Tracks can also be found on the school's website.

## **MEETINGS**

Meetings with teachers and administrators may be scheduled when a parent has a concern. These may be held by phone or by a scheduled appointment for a personal meeting.

## **PARENT-TEACHER CONFERENCES (SEE PAGE 43 FOR DETAILS)**

Regular communication between parents and teachers is extremely important.

- During the first semester, at least one parent will be required to attend a scheduled conference. For Grades 7–12, parents are to sign up to meet with at least three of their children's teachers.
- During the second semester, selected students and their parents are asked to participate in group meetings with their teachers. PTS conferences are not held with all families. Parents may request meetings with individual teachers. These meetings will focus on how the student is doing academically, socially, and spiritually. Often a collective report from all teachers provides a better picture of what needs to be done to encourage student progress.
- In addition to these conferences, parents and teachers are encouraged to communicate as needed. Parents may keep up to date on their student's performance by accessing

**ParentsWeb** on a regular basis. Parents are also encouraged to communicate their concerns to classroom teachers and the administration using ParentsWeb.

## **PARENT SURVEYS**

Parent surveys are occasionally sent home to evaluate programs and to seek parental input on school issues.

## **SCHOOL ACTIVITIES**

School activities provide opportunities for communication and friendships. Athletic events, music programs, banquets, outreach events, and fundraisers allow staff, students, and parents to interact in less formal settings.

# **OPPORTUNITIES FOR PARENTS**

## **PARENT TEACHER FELLOWSHIP**

The Parent Teacher Fellowship (PTF) is Central Christian School's volunteer parent group. All CCS parents, faculty, and staff are PTF members. Each school year, PTF plans many events and activities with the objective of encouraging CCS students, faculty, and staff. Helping with PTF events and activities is a great way for families to be involved at school.

The PTF Committee members are CCS parents who are appointed by school administration and/or existing PTF Committee members. The officers of PTF meet monthly to plan events and make decisions regarding the use of funds acquired through PTF efforts.

The mission of Central Christian's PTF is to glorify Christ by bringing parents, teachers, staff, and members of our local community together in a collaborative effort to support the school's tradition of excellence in Christian education. The goal of PTF is to come alongside CCS faculty and staff in support of their efforts to help students realize their academic and spiritual potential.

## **BOOSTER CLUB**

The Booster Club supports CCS athletics and other extracurricular activities such as band, choir, scholars bowl, and yearbook. For more information, please contact the school's athletic director at 620-663-2174.

## **FUNDRAISERS**

Tuition and fees revenue does not fully cover Central Christian School's expenses. In addition to donations, fundraisers are essential components of the school's annual operating budget. One blessing of volunteering with these projects is the camaraderie and friendships that develop. It is extremely important that the entire school community participates in and supports the school's fundraisers.

### Stewardship Dinner (November)

The annual Stewardship Dinner, held each November, seeks to affirm the importance of a biblical worldview education and to encourage families and constituents to consider supporting CCS with prayer and financial gifts.

### CCS Benefit Meal & Auction (February or March)

A meal is served, and silent and live auctions are held at the Benefit Meal & Auction. Parents, businesses, and friends of the school donate crafts, furniture, collectibles, vacations, sporting event



tickets, personal services, and dining experiences to be auctioned to the highest bidder. Please plan to attend and support this annual fundraiser held in February or March.

## **ADMISSION POLICIES**

### **PHILOSOPHY AND COMMITMENT**

The authority of Central Christian School is the Bible. The Christian training that the school provides is in accordance with the CCS doctrinal statement and philosophy of Christian education. At Central Christian School, we work to develop the academic talents of each student through Christ-centered teaching, and we encourage students to yield their lives to God's perfect will. We pledge to keep God's Holy Word at the center of the student's learning and experience.

Central Christian enrolls families who value and practice the authority of the Word of God in personal and family life and are active in an evangelical church. Admission to Central Christian School is granted to those families who desire that their children grow in the Lord. CCS is seeking families who, as a result of these commitments, see a Christian school education as vital to their children's development.

### **ADMISSION STANDARDS**

The Board of Trustees of Central Christian School has adopted the following policies to govern admission to the school:

- Central Christian School is a ministry specifically to Christian families.
- In order that the families represented in the school are aligned around common purposes, at least one parent must profess a personal relationship with Jesus Christ as Savior and Lord, and both parents must agree to the conditions of enrollment.
- Families making an application to Central Christian School must attend a Bible-believing church. This does not include churches that accept extra-biblical writings as authoritative or deny the deity of Jesus Christ.
- Students in Grades 9–12 must provide a written testimony of a personal relationship with Jesus Christ as their Savior.
- Students in Grades 6–12 must express a desire to attend Central Christian School.
- Students with a history of behavior problems or students who have been expelled from another school are not eligible for admission to Central Christian School.
- CCS desires to meet the needs of all of our students and encourage them to reach their full potential; however, we do not have special education classrooms, so admittance to CCS for students with disabilities is determined on a case-by-case basis. Depending on availability, we offer the dyslexia remediation program Alphabetic Phonics for an additional fee. We also have a good relationship with the Reno County Educational Cooperative (RCEC) whose mission is "the education of exceptional children and youth." RCEC provides services to our students as needed.
- CCS does not discriminate on the basis of race, color, or national or ethnic origin in the application of its admissions standards or policies.

### **ADMISSION POLICY FOR STUDENTS WITH PRE-EXISTING INDIVIDUAL EDUCATION PLANS (IEPs)**

Though CCS desires to provide a Christ-centered, biblically sound education for all students, there are limits to what CCS can provide to students who have been identified as having a learning disability or behavioral concerns as noted on a Behavior Intervention Plan and are in need of special education services. An Individual Education Plan (IEP) developed by a group of individuals at another school or facility (such as the Reno County Education Cooperative–RCEC) may include instruction, staff, supports,

resources, and services that CCS cannot supply. To be considered for acceptance into the CCS educational program:

Parents of a student with a pre-existing IEP will provide CCS with the most recent copy of the IEP and give permission for staff to contact individuals who have worked with the child in prior years.

Students with IEPs may be admitted to CCS only after careful consideration of the written IEP and a discussion among a team of individuals at CCS which may include the superintendent, principal, admissions director, coordinator of academic support, literacy specialists, and selected teachers.

Once a decision has been made, parents will be notified of the team's decision. The decision to accept the student for admission will be determined as follows:

- If the student needs services that can be provided through our partnership with RCEC (such as speech or physical/occupational therapy, and/or gifted programs), a student with a current IEP may be accepted as a student at CCS after the normal application and eligibility process has been completed.
- If the student needs services to address issues such as dyslexia or a reading disability, a student with a current IEP may be accepted conditionally if the team reviewing the IEP believes that the student could successfully be mainstreamed into the regular classroom setting with the additional instruction provided by the Literacy Excellence Program (provided space is available; services require an additional yearly fee).

Continued enrollment will depend upon the student demonstrating satisfactory academic progress alongside his/her peers in the regular classroom on grade level. Progress would be measured by a set of benchmarks developed by the staff (literacy specialists and teachers) who will be working with the student prior to beginning instruction with the student. If the student is not progressing, or in fact, is found to be regressing, parents will be expected to withdraw the student in order to place the student in an educational setting where the student's needs can be effectively met.

If the admissions team determines that the student's needs go beyond the scope of what is offered at CCS, the student will not be accepted into the CCS program. CCS staff will not be expected or required to follow a student's IEP.

If a student with a current IEP is accepted to CCS after the normal application and eligibility process has been completed, a Learning Accommodation Plan (LAP) will be written and provided to teachers who will be working with that student.

The LAP will replace the IEP and will list accommodations that CCS is able to provide for that student in order to meet his/her educational needs. LAPs are written by our coordinator of academic support with input from parents and teachers. More information about LAPs can be found in this handbook in the Academic Life section.

### **ADMISSION OF STUDENTS WITH PRE-EXISTING 504 PLANS**

Another legal document used by the public schools for students with health or other concerns is called a 504 Plan. A student with a current 504 Plan does not qualify for special education services. A 504 Plan may include instruction, staff, supports, resources, and services that CCS cannot supply.

To be considered for acceptance into CCS, parents of students on a current 504 Plan must give permission for the admissions team to contact individuals who have worked with the child in prior years or semesters.

Students with 504 Plans may be admitted to CCS only after careful consideration of the written plan and a discussion among a team of individuals at CCS which may include the superintendent, principal, admissions director, coordinator of academic support, literacy specialists, and selected teachers. Once a decision has been made, parents will be notified of the team's decision.

A student with a current 504 Plan may be accepted conditionally if the team reviewing the plan feels that the program offered at CCS could benefit the student. While at CCS, the student would need to demonstrate acceptable educational progress and/or behavior. If the student does not demonstrate acceptable academic/behavioral progress, parents would be expected to withdraw the student in order to place the student in an educational setting where the student's educational/behavioral needs could be effectively met.

CCS staff will not be expected or required to follow a 504 Plan written prior to acceptance into CCS. If a student with a pre-existing 504 Plan is accepted to CCS, a Learning Accommodation Plan (LAP) will be written and provided to teachers who will be working with that student. The LAP will replace the 504 Plan and will list accommodations that CCS is able to provide for that student in order to meet his/her educational needs. Accommodation plans are written by the coordinator of academic support with input from parents and teachers. More information about accommodations can be found in this handbook in the Academic Life section.

## **APPLICATION PROCEDURE**

Each family seeking admission to Central Christian must complete these steps before students may be considered for admission:

- Complete an application form online at our website [www.cougarsccs.com](http://www.cougarsccs.com). Submit the online application, and pay the application fee (per family) online using a debit or credit card.
- Bring or send to Central Christian School the following:
  - ✓ A copy of the student applicant's birth certificate
  - ✓ A completed and signed Request for School Records Form
  - ✓ A Reference Form from a pastor
  - ✓ A Reference Form from two adult friends
  - ✓ A completed and signed Consent for Treatment Form
  - ✓ Updated immunization records. If the student is a kindergartener, the school will also need a Kindergarten Health Assessment Form or Physical Form from his/her doctor. (These forms are available to download and print from CCS's online application.)
- Meet with either the administrator or his designee. If necessary, an appointment will be made to administer an academic assessment. If a student is coming from a non-public school, a series of MAP screening tests will be given to help determine grade or subject placement.

When all information has been returned to CCS and any necessary academic assessments are completed, a decision will be made regarding admission, and the family will be notified. Parents and prospective students are welcome to visit the school. Advance notice of the visit is requested to ensure that staff members are available to provide a tour and to answer questions.

## **CONDITIONAL ACCEPTANCE**

All new students at Central Christian School are admitted on a 9-week provisional status. During this period, observations are made to determine if CCS is adequately meeting the student's needs and to determine if the student is complying with the standards of the school.

If it is determined by the administration that CCS is not adequately meeting the student's needs, or that the student is not complying with the standards of the school (academically or in behavior and attitude) the student will be asked to withdraw or the student's enrollment will be terminated.

Prospective students who have more than one *F* or two *D*'s on their report card from the previous semester may be accepted under the provisions of academic probation. The *previous semester* is defined as the latest term at another school that the student had been enrolled in and received grades from, prior to applying to CCS. Students whose grades do not meet these minimum guidelines will not be considered for admission.

## **ENROLLMENT AND RE-ENROLLMENT PROCEDURES**

In early spring, the school will send out a re-enrollment email to each family. Parents will access the online re-enrollment process through ParentsWeb. After updating and completing re-enrollment information, the packet must be submitted with payment. Updated immunization information will be collected during the re-enrollment process, and it needs to be either uploaded or brought into the office. For new applicants, an enrollment email will be sent out by the school when the student has been approved for admission.

### **CONTINUOUS ENROLLMENT FOR RETURNING FAMILIES**

Continuous enrollment may be used in place of traditional enrollment procedures during a given school year. This type of enrollment differs in that it switches the parents' responsibility from 'opting in' by submitting re-enrollment forms to 'opting out' by communicating their intent to withdraw. The other noticeable difference is that there is not a re-enrollment fee to families upon the submission of the enrollment packet. However, a charge of \$20 per student will be placed on FACTS accounts after the grace period for withdrawals passes. Additional information about continuous enrollment will be made available to families by email as well as on the CCS Families page of the school website.

## **ENROLLMENT POLICY**

Attendance at Central Christian School is a privilege. Our purpose is to honor God through a Christ-centered environment and to practice academic excellence. Every student at CCS is encouraged to grow academically and spiritually in the love and admonition of the Lord. All staff members dedicate themselves to this ministry.

If a student does not comply with the rules and policies of CCS, and/or does not make satisfactory academic progress, then for the good of the student and the school, an evaluation of the student will be made. This evaluation will be made in a meeting of the student's teacher(s), an administrator, and the student's parents. A plan will be formulated to address the situation and to bring about desired change in the student's performance.

At the conclusion of the evaluation period, the student's teacher(s) will submit a recommendation to the administrator regarding the student's return for the following school year. Based on this recommendation, the administration will render a decision to accept or reject the student's re-enrollment. The administration will notify the parents and student of the decision as soon as is practicable.

## **CUSTODY DISPUTE POLICY**

Effective Date: August 2024

At Central Christian School, we are committed to providing a supportive and nurturing educational environment for all students. In order to maintain this focus and ensure the welfare of our students, it is the policy of CCS that neither the school nor its personnel will engage in or become involved in custody disputes between divorced or separated parents.

## 1. Neutrality in Custody Matters

- Absent a court order, court-issued subpoena to testify, legally-enforceable notice to testify at deposition, or a legally-enforceable third-party business/educational record subpoena, CCS and its staff will not voluntarily participate in any custody disputes, including but not limited to disputes over visitation schedules, parental rights, or any legal matters related to custody. This means that CCS and its staff will not respond to requests to speak with parents regarding divorce proceedings or matters, formal or informal. Likewise, CCS and its staff will not participate in discussions with attorneys for either parent before any deposition or court proceeding.
- The school will not provide written statements, affidavits, or testimonies regarding custody issues in the absence of a court order.

## 2. Communication with Parents

- Parents or guardians are expected to resolve any custody disputes outside of the school setting.
- If there are any changes in custody or visitation arrangements that affect the student's participation in school activities or pick-up/drop-off procedures, it is the responsibility of the custodial parent(s) or guardian(s) to provide the school with the appropriate legal documents. If the matter requires verification by CCS with any court, attorney, or other third party, the custodial parent or guardian will need to execute a release upon request so that CCS may inquire about the matter.

## 3. Emergency Contacts and Authorized Pick-Up

- Parents must inform the school in writing of any changes in emergency contacts or authorized pick-up individuals.
- The school will only release a student to individuals who are listed in the student's records or as per the instructions provided by the custodial parent or guardian.
- If the matter requires verification by CCS with any court, attorney, or other third party, the custodial parent or guardian will need to execute a release upon request so that CCS may inquire about the matter.

## 4. Documentation Requirements

- To ensure the safety and well-being of students, the school may require documentation confirming custody arrangements if there are concerns about a student's safety.
- Such documentation should be provided to the school's administration upon request.
- If the matter requires verification by CCS with any court or attorney, the custodial parent or guardian will need to execute a release upon request so that CCS may inquire about the matter.

## 5. Confidentiality

- All information related to custody arrangements will be handled with confidentiality, respecting the privacy of all parties involved.
- Staff members will only discuss custody-related information with authorized individuals as per the school's records.

## 6. Conflict Resolution

- Any concerns or disputes involving the school's role in custody matters should be addressed through the school's designated administrative channels.
- The school encourages parents to seek mediation or legal advice for resolving custody issues.

This custody dispute policy has been approved by the CCS Board of Trustees and is effective as of August 2024. The CCS Board of Trustees retains the right to change, edit, or otherwise revise this policy as it deems necessary.

## **STUDENT PREVIEW FOR PROSPECTIVE STUDENTS**

We welcome students who are interested in attending Central Christian School to visit our campus. We encourage prospective students to preview from 8:00 a.m. to 1:00 p.m. since the afternoons are

sometimes interrupted by off campus activities. If possible, we recommend previewing on a Tuesday which is our chapel day; however, any day could be considered. School administration will assign a current student to be a host, and lunch will be provided.

To participate in a Student Preview Day:

1. Contact the admissions director at least two days before the desired visit. The admissions director can be reached at 620-663-2174.
2. Download and complete a Student Preview Day Form from the CCS website at [www.cougarsccs.com](http://www.cougarsccs.com).
3. Bring a completed Student Preview Day Form to the school office prior to or on the day of visit. School hours are 8:00 a.m. to 3:30 p.m. Please plan to arrive at 7:45 a.m.

## **WITHDRAWAL FROM SCHOOL**

A student's parent or guardian must notify the school office by phone or in writing of the planned date of a student's withdrawal. The student must secure a checkout form from the CCS office prior to his/her departure. This form must be completed and returned. Grades and other school records may not be released to parents until all obligations have been met.

# **TUITION AND FEES**

## **PAYMENT AND COLLECTION OF TUITION**

Tuition may be paid monthly, by semester, or annually through FACTS Tuition Management. Monthly payments may be made on the 1<sup>st</sup>, 10<sup>th</sup>, or 25<sup>th</sup> of each month. Annual or semester payments are due on the first day of class.

**The preferred method of payment is by automatic withdrawals from a checking or savings account.** Credit card payments are available, but they carry fees which will be passed on to the credit card user..

**All tuition accounts must be paid in full no later than May of each year.**

If a tuition account becomes 45 days delinquent, parents will be expected to withdraw their student(s) from Central and their account may be sent to the school's collection agency. Student records and report cards will not be released when there is an outstanding balance on the account. If a student withdraws after entering classes at CCS, tuition is due and payable for the portion of the school year that the student has completed. **NO REFUND WILL BE MADE OF FEES FOR THE SEMESTER.**

## **FEES**

Central Christian School charges the following fees in addition to tuition:

- Application fee: A one-time charge per family that helps with the administrative expense of interviewing, testing, and enrolling students. This fee is non-refundable.
- Lunch fees: Students/families who choose to eat lunch meals prepared by our food service staff are charged for the lunches they eat. Applications for free and reduced-price student meals are available. Fees for lunches are payable through family FACTS accounts and will be paid to the school monthly.
- Saturday School fee: This is charged to the family FACTS account and is paid to the staff member who supervises Saturday School with the student. (\$15 per hour)
- Early/late semester exam fee: This fee of \$30 per test will be charged to the family FACTS account and is paid to the student's teacher.

FACTS Tuition Management also charges families an annual fee.