

# Cleveland Christian School

A ministry of Cleveland Christian Fellowship

*“Training up the Next Generation  
with Spiritual and Academic Excellence.”*

## Student Handbook

Revision 5.4.17



## Cleveland Christian School Statement of Purpose

### Called To Excellence

Cleveland Christian School is but one of the many ministries of Cleveland Christian Fellowship promoting the “total family ministry” concept. The pastor, trustees, and staff of Cleveland Christian Fellowship believe God commissioned a school at the local church for our children. We have been given a mandate from God to train our children in the way they should go.

*Deuteronomy 6:7 And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down and when thou risest up.*

*Proverbs 22:6 Train up a child in the way he should go: and when he is old, he will not depart from it.*

Anything short of a God-centered, Bible-based education is an inferior education.

**Our desire is that children be released into the world not only with an educated mind, but also with a highly trained spirit, a fervent love for God and His Word, and a mind and body consecrated and dedicated unto Him.**

We in Christian Education believe all truth comes from God and that we can only make Godly choices by knowing His will, which is His Word. Unless we choose to trust God with the education of our children, they will be taught from a philosophical base which denies God, exalts man, and leads into ways of thinking which are contrary to God’s ways.

Luke 6:40 states, “*The disciple is not above his master: but every one that is perfect shall be as his master.*” This verse is a wonderful promise as we follow God’s mandate from Deuteronomy 6 and Proverbs 22. We can see that it does matter whom we allow to train and teach our children, for a student, when he is fully trained, will be like his teacher.

Attendance at Cleveland Christian School is a privilege and not a right. The goal of this school is not to reform, but to train Christian youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. This school stands without apology for the highest standards of morality and Christian behavior.

We of Cleveland Christian Fellowship believe that, under most circumstances, Christian parents should educate their children in Christian Schools. It is critical that values taught in the home and the church be in harmony with those taught in the school. Cleveland Christian School directs much diligent attention toward academic excellence, but the primary focus is, and will always be, Jesus Christ - King of Kings and Lord of Lords. We believe in the Trinity—God the Father, the Son and the Holy Spirit. We believe that the Bible is the inerrant Word of God. We believe that salvation is by grace through faith in Jesus Christ.

#### **Notice of Non-Discriminatory Policy as to Students**

Cleveland Christian School is a ministry of Cleveland Christian Fellowship, Inc. We are located at 695 South Ocoee Street, Cleveland, Tennessee 37311. Our mailing address is: PO Box 3596, Cleveland, Tennessee 37320-3596.

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

#### **Accreditation**

Accreditation by a state governmental agency is an administrative mechanism designed as an attempt to attain uniform education for all children in government schools. It was established as a governmental means of causing local public school districts to meet what the state educational agencies determined to be minimum academic and facility standards for government schools. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in education institutions according to the criteria developed their educational administrators.

**Cleveland Christian School is not a state accredited school.**

**We do, however, meet all state required standards as defined by the TN constitution for a Category IV Christian School. We use the Accelerated Christian Education (A.C.E.) program, which is listed in the TN constitution as a recognized curriculum. We strictly monitor the academic requirements of our students to insure a quality education. Accreditation of a private Christian school is not necessary for a graduate of that school to enroll in a college or a university. Graduates of CCS have attended colleges all around the country, Christian and secular, many with scholarships. Generally, registrars of such institutions are interested in the academic merits of individual students, not in the name of their school of graduation. Thus, they evaluate each applicant's academic aptitude through nationally standardized entrance exams. Should a student score low on their college entrance exam or chose not to take the entrance exam and/or have a low GPA, the institution may require additional testing or additional course work or a GED exam in order to enroll. A limited number of colleges or positions may possibly require a GED to meet accreditation requirements. In this case, students will be well able to meet these**

**requirements. Contact should be made to the college of choice in advance of High School graduation regarding their admission policies and financial aid available. Some Christian schools are accredited through outside accrediting agencies that the government recognizes. We are not a part of one these organizations due to the extra expense. Many A.C.E. schools are members of the accreditation agencies, using the same curriculum as CCS. Again, we choose not to do so in order to avoid having to double the cost of our tuition.**

## **CONCERNING CERTIFICATION:**

There is no government requirement for teacher certification for private or Christian schools. Teachers at C.C.S. may or may not be state certified. They are all however, required to receive specific training in the use of the A.C.E. procedures and curriculum, which is a self-instructional program.

### **ADMISSIONS PROCEDURES**

**TN State Requirement: K4 Students must by 4 by August 15th; K5 Students must by 5 by August 15th**

1. Parents visit school.
2. Read this handbook thoroughly.
3. Request that your pastor send a letter of recommendation.
4. Submit completed application accompanied by registration fee
5. Interview with the Principal.
6. Submit Tennessee Certificate of Immunization Form which includes a health examination.

### **PARENTAL INVOLVEMENT**

Parent orientation and conferences promote a good understanding between parents or guardians and the faculty/administration of this school. Every parent is required to participate in these informative and helpful programs.

The first such meeting will be held at the opening of school. Parent meetings will then be scheduled periodically throughout the year. An awards service will be held at the end of the school year. Parent conferences with a Supervisor are scheduled as needed.

To better understand our program, all new parents are asked to tour the learning center in order to receive instruction on the routine and procedures of the classroom

### **TUITION**

C.C.S. is a ministry of Cleveland Christian Fellowship and does not receive any government funds, therefore it is necessary that fees and tuition be paid when due.

For your convenience, tuition is calculated into a tuition scale of ten monthly installments, August through May.

### **PAYMENT POLICIES**

All tuition payments are due and payable on the 15<sup>th</sup> of the month and considered delinquent after the 30<sup>th</sup> of the month. If for some reason a payment cannot be made it is **mandatory** to notify the school office IMMEDIATELY.

If an account falls past due for 30 days, the parents will be contacted. A \$20.00 late fee will be added to accounts that become past due. If an account continues to be delinquent, the student will be released from school. Students will not be allowed to re-enroll if there is a past due amount on the account.

Payments may be made by cash or check. Make checks payable to Cleveland Christian School or CCS. No deductions will be allowed for absences from school--whether personal, weather related or holidays. There may be a charge of \$20.00 for any check returned due to insufficient funds. If an account receives a returned check for any reason, more than once during the school year, we may request that all remaining payments be made in cash.

In the case of a child withdrawing from school for any reason, all payments must be made for the month in which the child is withdrawn, and no fees will be refunded. No report cards or transcripts are released until all accounts are cleared. No student will be allowed to graduate until all accounts are cleared. Please call the office if you have any questions.

## **TRANSPORTATION**

Parents/Guardians are responsible for the transportation of their student to and from school.

## **ATTENDANCE**

Punctual and regular attendance is essential for a quality education. When students are regularly tardy or absent, it encourages a lack of responsibility and develops patterns of slothfulness. Excessive tardiness or absences will necessitate a conference with the parent and principal, possibly leading to revocation of student's privileges, suspension or being released from school.

Absences that are considered excused:

1. Personal illness.
2. Death in the family.
3. Appointments that have been arranged with the school prior to the absence.
4. Accompanying a parent out of town after notification of a school official.
5. Unusual conditions or situations beyond the control of the parent (car trouble, dangerous road conditions).

A written excuse dated and signed by a parent or guardian must be presented to the office when a student returns to school after an absence. The note should explain the specific reason for the absence. If the absence is foreseeable, a note should be sent in advance. Doctor, dental, and other appointments are to be scheduled after school hours, if possible. We require that contact be made with the school office each time your child is not in attendance.

A student is considered absent if he or she arrives after 11:00 a.m. or checks out of school before 1:30 p.m.

A student is considered tardy if he or she is not in the learning center at the beginning of the school day. The school day begins at **8:30 a.m.**, and students will be considered tardy after that time. Five tardies will result in detention/loss of play time. If, in the opinion of the Administration, the absences and/or tardies are unnecessary, the student will be considered truant.

## **SCHOOL ARRIVAL**

**The building will be open at 7:30a.m.**

Students should not remain in their vehicles after arriving on campus.

## **SCHOOL HOURS**

**Reading Readiness and Learning to Read:**

8:30 a.m. to 1:30 p.m. Monday through Friday

Students may remain until the end of the school day at 3:30. They will finish their academic work by 1:30. The afternoons will be for nap-time and play-time. All students dismiss at 2:30 on Wednesday. K4 students must be signed-in and signed-out daily.

**Grades 1 through 12:**

8:30 a.m. to 3:30 p.m. Mon., Tue., Thur., Fri.

On Wednesday, school is dismissed at 2:30 p.m.

Supervision is provided for students arriving between 7:45 and 8:30 a.m., and in the afternoon, 3:30 until 3:45 p.m. For the security of your child, it is important that arrangements are made to pick up your children immediately following school dismissal.

**AFTER SCHOOL DISMISSAL**

All children must be picked up by 3:45 p.m., and no later than 4:00 p.m. Parents are responsible for making arrangements to have their children picked up promptly! There are no teachers on duty beyond 4:00. Any child remaining after 4:00 will be left with the Principal. If parents are to be delayed past 3:45, contact should be made with the school office. If the delay exceeds 4:00 p.m., a \$10.00 charge may be added to the student's account.

**RELEASE FROM CLASSES**

When it is necessary for a parent to take a child out of class for a doctor's appointment or other reason during the day, release of the student must be made through the school office. A student must be signed out when leaving and signed in upon returning. If a student does not return the same day after having been signed out, he must bring a note explaining his absence to be re-admitted to class the next day. **Students who leave campus without signing out from the office will be considered inexcusably absent from missed classes. This will result in a suspension.**

If a high school student must leave campus, a signed note from the parent is required as part of the sign-out procedure. Students excused from classes in this manner must still sign out with the school office.

**SCHOOL OFFICE**

School offices open at 7:45 a.m. and close at 4:00 p.m. We must restrict the use of office telephones to official school business. Students are encouraged to take care of all personal business before coming to school. Phone messages from parents to students should be only for situations of absolute necessity.

**SCHOOL PHONE**

**Students must have permission to use the office phone. Request to use the phone will only be allowed at the discretion of the Learning Center Supervisor.**

**Students are not allowed to use their cell phones during the school day unless they have permission from their teacher. They may be required to turn their phones in at the beginning of class and then pick them up as they are dismissed.**

**ILLNESS**

Generally, students who are contagious or are ill enough to be unable to function in the classroom should remain at home.

Students are expected to remain at home when they exhibit the following conditions:

- A temperature of 99.6 degrees or more. The temperature should be normal for 24 hours before the student returns to school.

- General conditions such as a continuous discharge from the nose or eyes, cough, sore throat, nausea or vomiting, earache, consistent headache, diarrhea, undetermined rash or scaly patches over any part of the body, intense itching, or open, draining lesions. The student must remain home while there is a possibility of infecting others.

- Presence of any communicable disease, until treatment or remission, such as chicken pox, pink eye, strep throat, head lice, or ringworm. This list is not exhaustive, but these are the more common diseases that require medical treatment. Students may return only after clearance by the office.

- Students who contract head lice must receive proper treatment before returning to school.

If, in the judgment of school personnel, a student should be sent home because of illness or injury, parents are expected to pick up the student as soon as possible. The school has limited space available and cannot serve as a “holding area” for children who should be at home. Older students may drive themselves home if they are able to do so and if their parents have given the school office permission to release them.

### **MAKE-UP WORK**

Students will be responsible for making up any work missed due to an absence. Parents may contact the school office to request assignments.

### **MEDICINE**

CCS must be cautious in dispensing medication to its students. Ideally all medication should be given at home. C.C.S. recognizes that some students may have special needs that require medication to be administered during school hours. Medication must be sent to the school in the original container and accompanied by a written request which will include the following: date to be given, student’s name, name of medication, dosage as indicated by the physician if different than the manufacturer’s recommended dosage, time to be given or how often, and the signature of parent or guardian. If these criteria are not met, the school reserves the right not to administer medication to your child.

Medication must be turned in to school personnel for dispensing. Students are not permitted to carry medication to classrooms or lockers.

**CCS does not have any type of medication available to dispense other than antibacterial ointments and cough drops.**

### **PHYSICAL EDUCATION**

The athletic program of this school is a coordinated effort; therefore, students are requested **not to bring athletic equipment from home.** They are not to expect use of school equipment except during planned and/or authorized activities.

#### **P.E. Excuses:**

Vigorous physical exercise provides an important release of energy and is an integral part of each child’s education. Participation is encouraged in each activity unless a physical condition or illness prevents it. If you feel it is necessary to exclude your child from P.E. and/or Recess, please send a note to his/her teacher. Junior and senior high students who seek to be excluded from physical education need to bring a signed note from their parent to their respective P.E. teachers. Each class period will be graded individually based on class participation, dress and attitude. When a student is absent on a P.E. day, a note must be turned in to the P.E. Instructor on the first school day immediately following the absence, or they will receive a zero for the class missed.

#### **Academic Eligibility:**

All students are eligible for sports and extracurricular activities the first four weeks. After that time, eligibility requirements must be met. (See Athletic Handbook for more information.)

#### **P.E. Uniforms:**

Students in the Elementary (3<sup>rd</sup> – 6<sup>th</sup> grade), Junior High and High School levels are required to wear the approved purchased uniform for each class day (*no exceptions*). The purchased uniform consists of a T-shirt and shorts. No boots, sandals, dress shoes will be worn during class (only tennis shoes). During the winter months, students *may* purchase athletic gray (ash gray) sweatpants or sweatshirts to wear over the purchased uniform, but they are not required. All P.E. clothes should be clean and in good repair.

The uniform will be available for purchase through the school after the beginning of the school year. Parents will be notified of details such as cost, sizes, etc., through a Parent letter.

Since lockers are not available, students should have a small gym bag or back pack to keep their clothes in during P.E. class.

**P.E. Equipment:**

Equipment is used during P.E. class and/or by permission from a teacher.

**HOMEWORK**

The responsibility for scholastic achievement is placed on students. It is believed that no student should need to take academic (PACE) work home. The goals set by the student and reviewed by the supervisor are no more than the student is capable of completing during the school day. Should the student not meet his goals for that day, homework will be sent. Should the student have homework, a green slip giving the pages to be completed will be taken home along with the PACE. The homework slip is to be signed by the parent and returned the following day. All homework is to be completed before the beginning of the next school day. Any unfinished homework will be added to the day's work. No resource books may be taken home.

From time to time, homework will be assigned in elective and extracurricular classes. Students are responsible for noting when assignments, homework and projects are due and to turn them in on time and completed to the best of their ability.

**Elementary school children, especially those in grades 1-3, should read aloud for 15 minutes each day at home. Reading skills are vital in education, and this simple practice, done faithfully, will have a remarkable effect on a child's reading.**

**HOME COMMUNICATIONS**

**HOMEWORK SLIP:** A green form sent home with PACE's to make parent aware of homework to be completed. Must be signed by parent and returned the next school day.

**DETENTION SLIP:** A bright yellow form sent home with a student informing the parent of detention to be served. Must be signed by the parent and returned the next school day.

**PROGRESS REPORTS:** Our grading system is designed to give parents a true indication of the student's progress or lack thereof. Progress reports are given to students to present to parents on the Wednesday following each nine-week grading period. The report is to be signed and returned to the school promptly.

**PARENT LETTERS:** Letters are sent home on a regular basis to inform parents of special activities and events taking place at C.C.S. Many letters will require a signature.

Parents, home communications are very important to us. We like to keep you informed concerning your child's education. Students normally receive two demerits for each home communication slip not returned on time.

**FUND RAISING**

Cleveland Christian School strives to keep the cost of Christian education as affordable as possible. We strive to be good stewards of the moneys God entrusts to us. Tuition payments only cover a portion of the costs involved in education. We, therefore, depend upon God's blessing and your support to keep our programs operating.

We have one major fund-raising project each year as needed. The goal for fundraising is to use our time and effort to raise funds for the necessities of a quality education. It is absolutely necessary that each family help us in this endeavor as the primary use of these funds is to supplement what tuition alone does not cover. The alternative to fund-raisers is increased tuition.

Participation in fundraising activities is considered part of your enrollment with the school. We greatly appreciate your cooperation.

**GIFTS**

Tuition is not tax deductible but gifts to the school are. Several parents have blessed the school beyond their tuition payments and have received tax credit at the same time. Anyone desiring to make a donation of goods, property or services, please notify the principal.

We encourage you to remember the school when God adds His blessings to your labor. We are very thankful for the support of our parents. We are very thankful for the vision and support of Cleveland Christian Fellowship which makes Cleveland Christian School a reality.



## **FIRE AND TORNADO DRILLS**

During a fire drill, students are to stand and march out of the building in an orderly manner to a designated place. When signaled, they may return to the learning center in the same orderly manner. Students must walk in line. They are expected to refrain from talking, pushing, or running. Each supervisor will be with his or her group. Practice drills are held each month during the school year. A tornado/shelter drill will also be held. Students should proceed to a designated place and assume a crouched position with their heads protected.

## **CHRISTIAN LEADERSHIP TRAINING**

Devotions are held each morning in the gym with the entire student body and/or in the individual classrooms. Foundational Bible truths are taught and illustrated.

Chapel: Each Wednesday students are presented with a varied format for the presentation of the Gospel and encouragement of Christian growth. Local pastors, staff members, and other special guests preach and teach the Word of God. Students must bring Bibles to all chapel meetings. Students wear regular dress code clothing for chapel services.

## **CHRISTIAN AMERICANISM**

Christian Americanism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law and their natural outgrowth, and love for flag and country.

### **Pledge of Allegiance to the American Flag**

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

### **Pledge of Allegiance to the Christian Flag**

I pledge allegiance to the Christian flag, and to the Savior for Whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty for all who believe.

### **Pledge of Allegiance to the Bible**

I pledge allegiance to the Bible, God's Holy Word; I will make it a lamp unto my feet and a light unto my path, I will hide its words in my heart that I might not sin against God.

## **THE A.C.E. PROGRAM**

Cleveland Christian School uses an individualized program developed by Accelerated Christian Education. Each grade level is divided into 10 or 12 units of instruction in a workbook format (PACE), with prescribed tests. Placement is by diagnostic tests that correlate with the work units. Gap PACEs are sometimes required before entering on the designated entry level.

Cleveland Christian School uses only numeric grades for core subjects. The minimum acceptable grade is 80% for grades 4-12 and 90% in grades 1-3. Grades below the required score will require the work to be repeated until the unit of instruction is mastered and a passing score is achieved. There is a PACE charge for any failed PACE.

For numeric to alpha grade conversion, the following may be used:

94 - 100	A (High School: 93-100)
87 - 93	B
80 - 86	C

## **PACE'S**

PACE's are private property and are not to be shared among students. Student's do not purchase PACEs, but only pay a user fee; therefore, PACEs are the property of the school. After a PACE is completed, the student waits until the next morning before receiving the Test; he will wait an additional night before receiving results and a new PACE. Should a student not pass a PACE test, that work is re-issued and a charge made for the replacement work.

Work in PACE's is done in pencil.

Work must be shown in Math and Science PACE's.

Calculators are not permitted in the lower learning centers except at the Supervisor's station. Simple Calculators may be permitted in upper level classes at Supervisor's discretion.

### **GOAL CHART**

The student should keep his Goal Chart posted on his office bulletin board.  
He should set the exact numbers of pages of the work for that day.  
He should cross off daily goals when they have been scored and corrected.

### **SCORING STATION**

Score keys are to be handled carefully.  
Mark a red "X" beside each wrong answer. (This indicates to the supervisor that you need help). Use only a red pen supplied at score table (never at office).  
Score Key answers are for scoring work only.  
Correct wrong answers in pencil at office.  
Rescore --- circle each red "X" in red when answer is correct.  
Circle in red each PACE page number when all answers are correct on the page.  
Replace pen in holder. Replace Score Key in proper place.

### **TESTING TABLE**

After the PACE is completed, scored, restudied, and turned in, the Test is issued the next morning. Tests are administered at the Testing Table or Student's desk. Students who score an 80% or better on Tests are issued a new PACE. Tests scored below 80% must be repeated. **A repeated PACE should be completed in a week.**

### **ANNUAL AWARDS SERVICE**

At the end of each school year, an awards service is held to recognize students who have excelled by meeting the requirements in any of the specific award areas. This is a very exciting time for students, parents, and staff.

Gifts, certificates, plaques, letters, and trophies highlight the Annual Awards Service. Students compete during the year to attain awards.

SCRIPTURE MEMORY AWARD - Given to students who successfully complete all monthly scripture memorization for entire the year. **The assigned Scripture Memory passage given the first of each month is required in order to be eligible for all academic awards.**

Awards are also given in the areas of academics, perfect attendance, music and sports. Other awards and recognition are given as deemed appropriate.

### **INCENTIVE PROGRAM (May Vary By Classroom)**

Level "A" Responsibilities:

1. Complete 2 PACE's per week during current quarter
2. Maintain academic balance.
3. Accumulate no more than forty-five minutes detention during preceding week.
4. Memorize current month's Bible selection.

Level "A" Privileges:

1. Fifteen minute privileged breaks.
2. May read approved literature and engage in approved extra-curricular activities in office – Student Convention preparation, crafts, puzzles, games, computer, etc.

Level "C" Responsibilities:

1. Complete 2 PACE's per week during current quarter

2. Maintain academic balance.
3. Accumulate no more than thirty minutes detention during preceding week.
4. Memorize current month's Bible selection.
5. All literature assignments up-to-date.

Level "C" Privileges:

1. Fifteen minute privileged breaks.
2. May read approved literature, listen to inspirational tapes, etc. in office.
3. May engage in approved extracurricular activities in office or participate in other assignments and projects outside of learning center.
4. May be out of seat without permission for learning center functions. (Supervisor will determine functions.)
5. May serve on approved projects: errands, office aide, student monitor, etc.

Level "E" Responsibilities:

1. Total PACEs to be completed by the end of the week to earn privileges for the following week:

Week	1	2	3	4	5	6	7	8	9
# PACEs	3	5	7	9	12	14	16	18	21

2. Maintain academic balance.
3. Accumulate no detention during week
4. Memorize previous month's Bible selection.
5. Read a PACE literature book or a book approved by the supervisor.
6. Be available for participation in school activities: chapel, guest tours, etc.
7. Must be engaged in some form of Christian service in local church: bus ministry, usher, play piano, nursery, visitation, teach class, choir, etc.

Level "E" Privileges:

1. May take breaks at own convenience (Break may be scheduled to meet learning center needs – Does not apply to high school).
2. May attend approved off-campus functions of spiritual or educational nature.
3. May be out of seat without permission for learning center functions – as determined by the Supervisor.

**Teachers may implement all or part of the Privilege incentives. Responsibilities will vary by classroom.**

### **APPLICATION FOR PRIVILEGES**

Students who believe they have fulfilled the responsibilities for a level of privilege status and desire privilege status should assume responsibility for requesting an Application for Privileges on the Friday preceding their week of privileges. They should complete the form and submit it that day.

A student may earn more and more privileges as he assumes more and more responsibilities.

Remember: privileges are incentives designed to promote learning achievement.

### **REQUIREMENTS FOR HONOR ROLL**

1. Academic Balance for the Quarter, (3 PACE's in each subject)
2. Overall average of 94 to 100. High School (93 to 100)
3. Scripture Memory

## **NATIONAL HONORS CERTIFICATE**

A National Honors Certificate is available to students who qualify by meeting these requirements:

1. Average score of 12.9 or higher on a national achievement test at the end of the senior year.
2. Complete A.C.E. college preparatory curriculum with a minimum of twenty-eight units and with a PACE average above 94%. (High School 93%)

## **MEALS**

Lunches are ordered four days each week from local restaurants, and the high school learning center offers hot dogs on Fridays. Menu choices and prices will be supplied each week for the following week. Drinks may be brought from home or purchased at the school. For the health and mental alertness of the students, we ask that parents and students be selective in the choosing and planning of lunch items.

Students should not leave campus during lunch unless accompanied by a parent and only after they have signed out through the school office. With parental permission, High School Seniors may earn the privilege to leave campus for lunch.

Students are to eat only in assigned areas. All trash is to be placed in wastebaskets. Students are to leave their eating area neat and clean. Students will be assigned to clean up the cafeteria on a rotating basis.

## **FIELD TRIPS**

Field trips are scheduled periodically during the year. Parents will receive notices of the scheduled trip date and will be asked to sign field trip permission forms. Sometimes a fee may be requested from each student to cover admission or transportation costs. Parents are encouraged to attend field trip outings with their children.

## **PICTURES**

Individual student, class, and senior pictures will be taken in the fall. Various combination packets of these pictures may be purchased by the student if desired. These photographs are used for the yearbook as well. Individual pictures will also be made in the spring.

## **PARENTAL VISITS**

It is the desire of the administration and faculty to be of service to both parent and student, and each teacher welcomes a visit from any parent. We do ask that any visit to a classroom be made by appointment with the teacher.

Any parent who wishes to have a conference with a teacher or administrator is welcome to do so. The parent may call the school to schedule an appointment.

## **PARENTAL VOLUNTEERS**

The jobs are not always glamorous, but are definitely vital to our program at C.C.S. We are ALWAYS in need of workers to help with substituting, supervision, teacher aide, and working with children who need extra help. The more we are willing to give, the more our children will be blessed. Call the school office to volunteer.

## **SCHOOL CLOSING**

When student safety is threatened due to severe weather conditions or emergencies, school will not be in session. In the event this should occur, information will be announced over local television stations and their web sites.

## **STANDARDS OF CONDUCT**

Students of this school are to refrain from talking about or engaging in fornication, cheating, swearing, smoking, gambling, drinking alcoholic beverages, and using narcotics. Students who participate in such activities will be suspended or expelled. Students are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, kindness, language, morality, and honesty. Students must agree to strive toward unquestionable character in dress, conduct, and attitude. Holding hands, kissing, or caressing are prohibited on campus or during school sponsored events and activities.

Interpersonal relationships should reflect Jesus' example at all times. Students shall refrain from behaviors or activities that result in the put-down of individuals or groups of students. Coarse jesting is unacceptable behavior. Cliques and clubs that, by definition, exclude relationships among students are prohibited. Notes written from one student to another are usually negative and often involve gossip. Note writing/passing on campus is prohibited. The sale or distribution of any object or substance without prior authorization of the administration is prohibited. Submission of assignments not the work of the student is included in the definition of cheating.

A safe learning environment is critical to an effective school. Horseplay, running in the halls, or making loud noises in the halls can be dangerous and is prohibited. Fighting and other forms of verbal or physical assault are strictly prohibited. All students should keep "hands off" other students. No pushing, shoving, etc. No student will have in his possession, either on his person or in his locker, any kind of knife, matches, lighters, fireworks, explosives, or weapons. We have a no tolerance rule concerning violent or aggressive behavior, alcohol, firearms and tobacco. Students will be released from school.

No cards or dice should be brought on campus unless specifically requested by a classroom teacher. Gum chewing, because of its negative effects on carpet, parking lot and playground, is prohibited. Eating of food or candy is restricted to the eating areas unless specifically authorized by the faculty or administration.

Use of electronic equipment (CD player, IPODS, video games, etc.) is not permitted on campus except by permission. Should these types of items be brought to school, the student is responsible for their care. They should be kept in their backpack.

Skateboards are not permitted on campus.

## **LEARNING CENTER RULES**

A student is not permitted to communicate or be out of his office without permission. He should not turn sideways or around in office or tip back in his chair.

Activities not related to materials issued are not to be conducted in an office unless privileges have been earned.

The Christian flag should be raised for supervisor guidance in academic difficulties. The American flag is to be raised for monitor assistance in nonacademic activities and academic activities so prescribed by the Supervisor. Personal questions should be asked on break time.

## **STUDENT OFFICES**

Offices are assigned and changed only by the Supervisor, and they must be cared for by the student.

Tacks, chair cushion, small decorations, etc., may be brought in by the student after approval from the Supervisor.

Anything placed in the office must be approved by the Supervisor.

Students are not to lean or sit on office or divider.

The Goal Chart is to be kept up to date; use pen in setting goals. Place Goal Chart five inches from upper right-hand corner of bulletin board.

Progress Card is placed five inches from upper left-hand corner of bulletin board. No marks are to be made on it. (\$2.00 charge for duplicate)

## **DISCIPLINE**

The real goal for a school's discipline policy is to promote the development of self-discipline in its students. The policies and procedures of C.C.S. are designed to help students and faculty work with each other in a controlled and pleasant atmosphere. In this light, discipline is a positive process. Praise, positive recognition, and participation in special activities are the natural consequences of proper conduct: C.C.S. believes that discipline of oneself and learning should go hand in hand to build character. The combination of an academic education with self-discipline best prepares a child for adulthood.

This is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that we will reform him.

### **All new students are admitted on probation for the first six weeks.**

The student must at all times conduct himself in a manner becoming to a Christian. Gripping is not tolerated! If your child does come home complaining about a policy or discipline, please follow these procedures:

1. Give the staff the benefit of the doubt.
2. Realize that your child's reporting is emotionally biased and may not include all the information.
3. Realize that the school has reasons for all rules and that they are enforced without partiality.
4. Support the Administration and call the school for all the facts.

When a child's attitude is not in accord with school policies or principles, the child will be placed on probation and both parents will be called for a conference. If the administration feels the situation has not changed within two weeks, parents will be asked to withdraw the child.

## **DISCIPLINARY PROCEDURES**

The paramount rule is "Do Not Disturb". Demerits are given for disturbance or broken rules. Demerits are an indication that a student may need direction in the development of principles of character in his life. Conferences with supervisor, principal, and parents are sometimes necessary to assure this growth.

Disciplinary marks are given to reinforce school rules. Each mark earned affects the student's conduct grade. Conduct grades, along with academic grades are considered when determining eligibility for extracurricular activities and school honors.

The accumulation of demerits will result in detention. When a student receives a detention, a "Detention Slip" is sent home with the student and is to be signed by parents and returned the following morning. Detentions are normally served the next day following the violation. Detention can be served during the lunch hour or immediately after school has dismissed for the day. The individual supervisor will determine which time works best for his or her learning center.

Three disciplinary marks received in one day will result in 30 minutes detention. The following are examples of behaviors which may result in disciplinary marks or detention:

1. Acting foolishly
2. Making distracting noises
3. Not paying attention/daydreaming
4. Coming to class unprepared
5. Not following classroom procedures
6. Talking without permission
7. Showing disrespect to any teacher
8. Complaining/murmuring
9. Gum chewing
10. Note writing
11. Being tardy to class
12. Unexcused absences and tardies
13. Incomplete goals
14. Running in hallways
15. Out of dress code
16. Failure to follow Learning Center operating procedures (flags, chairs, talking, scoring, note passing, etc...)
17. Failure to return PARENT/SCHOOL communications on time.

If there is a more serious infraction, a student may receive up to three days of in-school suspension or three days of out of school suspension. If the violation continues to occur, the student is then released from school.

### **VIOLATIONS THAT REQUIRE DETENTION AND/OR SUSPENSION**

1. Failure to speak the truth.
2. Immoral words or conduct.
3. Known scoring violations (cheating).
4. Fighting.
5. Any other activity considered "Rebellion".

### **SCHOOL PROPERTY**

We must be good stewards of the resources God allocated to us. Students need to learn to respect property and to treat it as God would. Students losing, defacing, or destroying books, materials or property will be obligated to pay for such items.

### **AREAS THAT ARE OFF LIMITS**

#### **ALL CHURCH AREAS**

School or staff office

Other student's offices

Learning Center Control and files

Learning Center when staff is not in attendance

Autos and parking areas

Kitchen

### **TRAFFIC REGULATIONS**

Parents may drop off and pick up students at the main gym entrance. Please observe a slow speed for the safety of our students. Extra care should be taken by drivers on campus. The dismissal of a group young people is a potentially dangerous situation each and every day. All drivers should be alert, attentive and cautious.

### **STUDENT DRIVERS**

Students driving cars or motorcycles to C.C.S. must have a valid Tennessee Driver's License and proof of insurance in order to drive on campus. Students are to park in the designated student/faculty parking area. **We ask that all drivers adhere to a 5 mph speed limit while driving on campus.**

Students are to remain out of the parking lot during break and lunch time. **Reckless or careless driving of any kind will result in disciplinary action and possible loss of driving privileges.** Students may not have bumper stickers that do not glorify God.

When a student applies for a driver's license, he must obtain an attendance form from the school office. Students with excessive absences will not be eligible to receive this form. If at any time during the school year a student fails to comply with the attendance policies of C.C.S., then the school is obligated to return their copy of the attendance form to the state at which time the student's driver's license will be revoked.

### **HIGH SCHOOL JOBS**

Seniors with 30 or fewer PACE's remaining may be excused from school early for outside work PROVIDED THAT:

1. Student maintains five hours on-campus instruction per day and student is academically balanced.
2. Student has a signed agreement from employer.
3. Student has a signed agreement from parent.
4. Student's work site is in harmony with goals set forth by parent, student, and school.
5. Students with after-school jobs may leave early if they are scheduled to be at work within approximately one hour after they are dismissed.

**Requirements or Privileges may vary depending on Teacher/Parent approval.**

## **CLOTHING REGULATIONS AND PERSONAL APPEARANCE**

### **STANDARD OF DRESS**

The dress code represents an attempt to assist you as the parent in raising children who have a heart to follow God.

Dress code is to be strictly adhered to. If you have questions concerning an article of clothing, please call the school office before purchasing. A high standard of dress and appearance is expected and required of all students, faculty, and administration. All clothing should be clean, in good repair, and well pressed. **No pins, badges, or other types of questionable articles may be worn without proper school approval.**

Students and faculty who attend official school activities either on or off campus after school hours must wear clothing consistent with standards of the Learning Center - unless otherwise notified as to a deviation from prescribed dress codes.

If a student's clothing is in question or a borderline case, student should be prepared for a judgment call by a teacher or principal.

Should a student be in violation of the stated dress code, that student will be sent home to return to school properly dressed.

Dress code standards are somewhat subjective and therefore, may vary slightly by classroom. Please check with your student's teacher if you have questions.

Cleanliness is expected in clothing and body hygiene at all times.

### **LEARNING CENTER ATTIRE**

#### **BOYS/MEN**

**Pants:** Cotton (Dockers-Style) pants or Jeans may be worn. They may be any color. All clothing must be hemmed and must not have holes, rips, tears, cuts or frayed edges. Ill-fitted (tight/sloppy) pants are not acceptable. Pants must be worn securely around the waist. No sagging of pants! Belt is to be worn with all apparel so designed. **Summer dress code change:** Boys may wear knee length shorts (no athletic shorts) from the beginning of the year until Thanksgiving Break and then also at the end of the year- after Spring Break.

**Shirts:** Shirts must have a collar and sleeves—may be polo/golf style or button-up (colors and design is optional). No questionable slogans or pictures, no T-Shirts. Shirts must be tucked in at all times. Polo style shirts that are not overly long will not be required to be tucked in when wearing shorts, but button up shirts with a shirt tail will need to be worn tucked in with a belt. During the winter, sweaters with or without collars may be worn and will not be required to be tucked in unless they are designed to be so.

**Shoes:** Most types of boy's footwear are acceptable with the exception of flip-flops, thongs, or shoes that could cause injury such as "cleated" athletic shoes. Boys wearing various types of athletic shoes must wear some kind of socks

**Hair:** Hair is to be off the collar, out of the eyes, and extend no further than mid-ear. Hair should be clean and neatly arranged at all times. Fad haircuts are not allowed such as the shaving of stripes/initials, etc. in the hair. No portion of the head is to be shaved or clipped extremely close. Students cannot have un-natural hair colors. (Blue, orange, pink, green, etc.) No caps, hats, bandanas/scarfs or sunglasses are to be worn inside the school or church building.

**Jewelry:** Earrings are not to be worn by male students.

#### **GIRLS/WOMEN**

**Shirts:** Tops must not be see-through, sleeveless, low-cut or overly tight fitting. Girls T-top styles are permitted. No T-shirts or Tank tops. Shirts must be long enough to keep tucked in or extend well past the top of the pant when sitting. No cropped shirts. Collars are optional. Color is optional; no questionable slogans or pictures.

**Pants/Skirts:** Cotton (Dockers-Style) pants or Jeans are to be worn. They may be any color. All clothing must be hemmed and must not have holes, rips, tears, cuts or frayed edges. Ill-fitted (tight/sloppy) skirts or slacks are not acceptable.

**Summer dress code change:** Girls may wear capris from the beginning of the year until Thanksgiving Break and then also at the end of the year- after Spring Break.

**Leggings/Jeggings with the longer tops are allowed. Tops must extend past the hip area to the tip of the thumb.**

**Knee length skirts and dresses are allowed from grades K4 - 6<sup>th</sup>.**

(No sleeveless, off the shoulder styles or sheer material, please. There are no color restrictions.)

**No skirts or dresses will be allowed from Jr. High - High School (7<sup>th</sup> - 12<sup>th</sup>).**

**We do respect our families with religious convictions pertaining to girls wearing slacks. These students may, of course, wear skirts and dresses, regardless of their grade level.**

**Shoes:** Most types of footwear will be acceptable with the exception of flip-flops, thongs, or shoes that could cause injury such as high heel dress shoes. Girls wearing various types of athletic shoes must wear some kind of socks.



**Hair:** Hair is to be clean and neatly arranged at all times. No caps or hats in school or church building. Scarves, barrettes, or rubber bands for the hair are acceptable. No student is allowed to color their hair an un-natural hair color such as blue, green, orange, etc.

**Jewelry:** Conservative jewelry, such as simple earrings, necklace, bracelet, and rings may be worn if desired.

**Make-up:** Make-up should be limited and applied in such a manner as to not draw attention to self. Make-up on pre-teen girls is not acceptable.

**Note:** Belt is to be worn with all apparel so designed. "See through" clothing is not acceptable.

**NO TATTOOS OR FACIAL PIERCING ARE PERMITTED.**

### **LOST AND FOUND**

Articles of clothing, books, and personal items left in the classrooms or on school grounds will be turned in to the office. All items not claimed at the end of each quarter are given to missions or the needy. Parents or students are encouraged to mark belongings (jackets, sweaters, books, P.E. uniforms, and any other valuable items) with some form of identification.

### **GRADUATION REQUIREMENTS**

Diplomas offered at CCS:

College Preparatory/College Preparatory with Honors

General

Vocational

**A prescribed course of study will be determined through a conference among the staff, parents, and student. Each student must complete all of their individually prescribed courses prior to graduation in order to participate in the graduation exercises. Contact will be made with the parent throughout the High School years regarding the work load required and the work load being completed by their child as they progress toward graduation.**

Seniors who complete all of the requirements for an Honors or College Preparatory Diploma by the end of the first semester, and will be enrolling in the spring semester of a college or university will be considered as having graduated. They will receive their diploma during the graduation service at the end of the school year.

Students participating in the graduation exercise must meet dress code standards and appearance standards as required by the handbook including all regulations concerning hair styles and facial hair. Students not meeting such requirements forfeit their right to participate in the graduation program.

We are very proud of our graduates and of all of our student body. We are blessed to be training up children in the way they should go. It is our goal to prepare them to meet the challenges ahead with a well-educated mind, self-discipline and most importantly, with the knowledge of who they are in Christ and Who Christ is in them. To God be all the Glory for all He has done through Jesus, our Lord and Savior.

*Therefore if any man be in Christ, he is a new creature: old things have passed away; behold all things are become new. 2 Corinthians 5:17*