



## ***PURPOSE, PHILOSOPHY, & GOVERNMENT***

For a school to function smoothly, it is necessary that there be consistent guidelines communicated to all. This Parent-Student Handbook is designed to ensure a clear understanding of these policies and procedures. The adherence to these requirements will allow the CCS community as a whole to function with a unified spirit and give your child the greatest opportunity to best utilize the curriculum, activities, and relationships available at CCS. In all instances, the word 'parent' is equivalent to 'legal guardian' when applicable.

Consider these advantages Community Christian School has to offer:

### ***Christian Environment***

Each child is made to feel loved and is given a sense of worth and self-esteem. Operating in an environment in which prayer and Bible study are a daily part. Christian schools are notably free of the adverse pressures and disciplinary problems that often beset non-Christian schools.

### ***Academic Superiority***

Scores on the standardized Stanford Achievement Test each year show that the average achievement levels of Christian school students are one full year ahead of the national norm.

### ***Bible Centered Curriculum***

An emphasis on Bible-centered principles and Christian values more effectively prepares students for the long-range demands of life.

### ***Individual Attention***

The Bible says in Proverbs 22:6 *“Train up a child in the way he should go and when he is old, he will not depart from it”*. We believe there is no better way to fulfill this responsibility than by giving your child a Christian home and an active church life coupled with a high-quality Christian education.

***Pesticide Application Notice***

Periodically throughout the year, it may be necessary that pesticides be applied to external or internal areas of the school building and grounds. If you wish to be given notice of such pesticide applications, please notify the school office. You will be given a form to complete and return to the office if you wish to be notified of pesticide applications that may occur during school hours or school activities. You will be notified at least 48 hours prior to any application of pesticide that is scheduled during school hours or activities. Every effort will be made to apply pesticides when students, staff members, or any other individuals are not present in the area that is to be sprayed.

**INFORMATION FOR ANNUAL NOTIFICATION  
VIA CCS HANDBOOKS****Annual Notification**

The following Notification is required by the Environmental Protection Agency (EPA) Federal Regulation, Asbestos Hazard Emergency Response Act (AHERA) of 1986, 40 CFR 763, Subpart E, Section 763, 84 (c).

During the Calendar Year of 2008 and 2009, the following activities have been scheduled by the School Corporation to fulfill the requirements of the AHERA requirements, and to meet the needs of the School Corporations Maintenance and Custodial Staff:

- Conduct 6-Month Surveillance Activities
- Update Management Plans to include change in LEA Designated Person information
- Update Management Plans as appropriate in conjunction with any renovation activities
- Repair and maintain current asbestos containing materials in the buildings

All AHERA Management Plans for Community Christian School are available for public inspection during regular business hours at the LEA Administrative Office Building. For assistance in review of the Management Plans it is recommended that an appointment be made with the LEA's Designated Person. As required by the AHERA Regulation, the Management Plans for Community Christian School will also be available for review in the school building. A request to view Management Plan will be honored by the LEA Designated Person within five (5) working days of the receipt of such request.

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## **SECTION 1 - CCS FUNDAMENTALS**

### **1.1 CCS Mission Statement**

“To assist students in partnership with their families, to successfully prepare for high school through excellence in a Christ-centered, academic environment.”

### **1.2 CCS Statement of Faith**

- We believe the Bible to be the inspired and only infallible, authoritative Word of God. (II Timothy 3:16,17).
- We believe that there is one God, eternally existent in three persons, Father, Son and Holy Spirit. (I John 5:4-8).
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return in power and glory (I Cor. 15:3, I Peter 2:24, John 3:16).
- We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. (Romans 3:21-30).
- We believe in the resurrection of both the saved and the lost, those that are saved unto the resurrection of life, and those that are lost unto resurrection of damnation (John 17:21-23).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (John 17:20-26).
- We believe in the creation of man by the direct act of God (Genesis 1:1-31, 2:1-2).

### **1.3 Vision of CCS**

Community Christian School is an academic institution committed to providing Christian parents with quality Christian education for their children. CCS promotes a Biblically based worldview that assists parents in training their children to develop sound Christian character which will affect their community and world in a positive manner. The vision of CCS is to be recognized and sought as the standard for educational excellence because of its academic and spiritual development of students and its increasingly positive impact on society.

### **1.4 Adopted School Bible Verse**

“Being confident of this, that he who began a good work in you will carry it on to completion until the day of Christ Jesus. And this is my prayer: that your love may abound more and more in knowledge and depth of insight, so that you may be able to discern what is best and may be pure and blameless until the day of Christ, filled with the fruit of righteousness that comes through Jesus Christ to the glory and praise of God.”  
Philippians 1:6, 9-11

### **1.5 Our School Heritage**

Community Christian School was founded in 1985 by concerned parents who wanted an alternative to public education. The school is entirely self-supporting financially, depending primarily on income from its operation to meet expenses.

We are truly happy that you have chosen Community Christian School as a worthy investment in your child’s education. We look forward to assisting you in the most important task of parenthood: the nurturing and training of your children.

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

### **1.6 Statement of Educational Philosophy**

Community Christian School is dedicated to the education of the whole person (spiritual, intellectual, emotional, and physical) in the whole counsel of God as revealed in both the Scriptures of both the Old and New Testaments.

Because man was created a spiritual being whose chief purpose in life is to glorify God and enjoy Him forever, CCS is committed to leading each student into a vital, personal relationship with Jesus Christ as Lord and Savior and to train each student to serve Christ in every area of life. Such service will encompass family, church, nation, and world.

Because man was created a rational being, CCS is committed to teaching and training students "to think God's thoughts after Him," and to "bring every thought captive to the obedience of Christ." (2 Corinthians 10:5) These goals will be accomplished by comprehensively integrating Biblical teachings into every academic discipline and by assisting the student to acquire a mastery of the Scriptures and to apply these teachings to every discipline of study.

Students are also taught to be obedient to the two greatest commandments set forth by Christ: ***"LOVE THE LORD YOUR GOD WITH ALL YOUR HEART, AND WITH ALL YOUR SOUL, AND WITH ALL YOUR MIND...(AND) LOVE YOUR NEIGHBOR AS YOURSELF."*** (Matt. 22:37, 39 NIV)

**HEART** Because man was created an emotional being, CCS is committed to developing within students an emotional and psychological wholeness as reflected by appropriate self-assessment. This goal means that students are taught to recognize the unique capabilities and limitations with which they have been endowed by their Creator. Students are also taught to respond Biblically in their actions and interactions with others in the diverse circumstances of life.

**SOUL** Because God created man a physical being, his body forms a part of his essence and is a gift from God. Therefore, the body is not to be rejected, nor is it to be worshiped. Rather, the Christian's duty is to understand, care for, and develop the body in discipline. The body of the Christian is the dwelling place of God's Holy Spirit. As such, it is to be offered up to God for His use in glorifying God and through service.

**MIND** Through rigorous and comprehensive academic programs and extracurricular activities, students will be prepared to fulfill their calling as they take their place in the home, the church, and the world and as they determine their vocation or profession. Teachers will seek to develop within each student an inquiring mind and a mastery of the necessary skills needed to apply his or her knowledge in service to both God and man. Because learning is a life-long process, the educational program at CCS seeks to foster in students a love of learning and a desire to know God more fully as He has revealed Himself in both nature and the Scriptures.

The educational program at CCS is dedicated to doing “all things for the glory of God”. Therefore, CCS will strive to promote excellence in all parts of the school program and in student performance. All members of the staff and student body will be expected to perform their responsibilities to the best of their God-given abilities. The aim of CCS is to achieve excellence throughout the educational program.

### **1.7 Philosophy and Use of Education Specialists**

We believe we are able to increase our impact on student achievement by utilizing instructional specialists. Specialists, in this case, refer to teachers who have specific, augmented expertise or training in a certain academic subject. We would expect and have witnessed the benefits academically and socially the students receive through utilizing these specialists, much as one would benefit through the use of a specialist in any other area (i.e., medical, financial, legal, etc.).

Beginning in the 2003-04 school year, Community Christian School’s Pre-Kindergarten and Kindergarten programs piloted the Specialists program. The program operates in a traditional manner on Monday, Wednesday and Friday. While on Tuesday and Thursday, students are engaged in cooperative small group workshops featuring a variety of components. These components include the Occupational Therapy program, Handwriting Without Tears, and Lindamood-Bell’s LIPS Program, which provides intense phonemic awareness and sequencing training. The students also rotate into our computer lab, which is equipped with 14 units and wireless Internet access. The final workshop is Listening and Literacy, which involves student training in comprehension, visual, and auditory discrimination. The students are also able to access the library during this time. Music and P.E. classes are an additional component of the weekly plan.

### **1.8 Course of Study**

Classroom instruction combines the best of traditional and contemporary teaching methods and is classical in content. The standard course in reading, mathematics, history, geography, natural sciences, language arts, foreign language studies, physical education, fine arts, and Bible form the core educational program. The curriculum is also supplemented with a variety of extracurricular activities designed to enhance students’ learning and school experience.

- *Biblical Truth* is integrated through the curriculum and forms the basis for students’ development of a Christian world and life view. The Bible provides the frame of reference for the entire academic program. For consistency, it is required that students use the New International Version (NIV) of the Bible. Memory work may be done in the King James Version if requested.
- *Reading* is at the core of the academic program. Particular attention is given to the development of reading skills in preschool through fourth grade. With substantial emphasis on phonics and phonemic awareness, students are taught a variety of skills needed to assist them in becoming successful readers. Computer programs supplement this curriculum.
- *Literature*, in all grades, is introduced at the level appropriate to the students’ cognitive development. Students are exposed to various literary genres designed to deepen their understanding appreciation of good literature and to foster a love

of reading. Students are taught to recognize and critique the philosophical assumptions, conceptual recommendations, and core values of a literary work in light of a Biblical worldview.

- Language proficiency with an emphasis on traditional grammar and punctuation, vocabulary development, spelling, handwriting, and creative writing enables students to better express themselves in oral and written communications.
- Foreign Language rounds out the language arts program. The language program is designed to lay the foundation for the mastery of foreign languages in order to prepare students for a global community.
- Mathematics skills are also of primary importance in the academic program. Special emphasis is placed on the facts of mathematics and their application. The mathematics program will be further enhanced by both remedial and enrichment mathematics using supplemental computer programs in the computer lab.
- In Science, students study the laws of God in nature and man's use of these laws. In addition to the facts and skills of science, students are taught the relationship between God's special revelation (the Bible) and His general revelation in nature and science.
- History and Geography is taught in all grades. Each teacher also uses the society in which students live to introduce them to God's created order as it finds expression in the home, church, school, state and culture. Students are taught to interpret history in light of His sovereign providence as well as to understand the secondary forces – geopolitical, economic, and religious – that shape human history.
- Penmanship instruction at Christian School has at the heart of its goal, readable handwriting which has a consistent carry-over to all written work.
- Music and the Arts are gifts from God and are to be studied and enjoyed for His glory. CCS teaches not only the skills to recognize and appreciate excellence in the fine arts but also the foundations of music and art. In addition to classroom music instruction, CCS also provides opportunities for private instruction in voice and piano.
- Physical Education is used to teach students respect, develop, and care for their bodies as temples of the Lord.
- Co-curricular and Extra-curricular activities for students include creative writing, science fair, and Richmond area spelling bee. Other activities include basketball, volleyball, and cheerleading. Private lessons on piano and voice are also available.

Since excellence is the hallmark of the entire academic program, CCS encourages and expects all students to maximize their God-given gifts through whatever means possible.

### **1.9 Indiana State Test of Educational Progress (ISTEP)**

In order to maintain our accreditation through the state of Indiana, CCS must implement the ISTEP test during the weeks and months indicated by the Indiana Department of Education. Dates and times will be noted on the CCS calendar.

### **1.10 Accreditation**

Community Christian School is associated with the Association of Christian Schools International. Founded in 1978, ACSI has over 2750 member schools, representing nearly 1,000,000 Christian day-school students. Membership provides many practical resources such as professional development conferences for teachers, accreditation and certification opportunities, student activities, publications, listings in its national directory, and insurance programs. Currently, CCS is participating in the ACSI, STAR (Steps Toward Achieving Recognition) with expected completion of the program spring of 2009.

In June 2006, Community Christian School received Freeway Status through the State of Indiana. CCS has been accorded "Freeway Accreditation" status through the State of Indiana, until the year 2011. This accreditation will allow all CCS students to participate in programs, such as 21<sup>st</sup> Century Scholars and other grant-related programs offered through the State and Federal Governments. It should be understood that State Accreditation does not affect any CCS program through limitations or requirements other than the yearly implementation of the ISTEP (Indiana State Test of Educational Progress).

### **1.11 Governance**

Community Christian School is a non-denominational, independent Christian School. As an independent school, CCS is neither governed by nor consistently funded by any church, denomination, or religious institution. Fiscal and policy-making authority is vested in the self-perpetuating Board of Trustees. The parent-nominated self-perpetuating board is elected to 3-year terms. Board meetings are generally closed, (see section 5.25) but a written request clearly indicating those factors, which, in the opinion of the solicitor require attendance at the meeting, will be considered. These factors will be carefully considered by the Board of Directors. Then, at the discretion of the Board of Directors, a meeting time suitable to both solicitor and Board members will be established to review the needs stated by the solicitor.

### **1.12 Membership**

1. All parents, guardians, teachers, and pastors of children enrolled in the School of the Corporation and who are in agreement with and subscribe to the Corporations purpose and Statement of Faith are eligible for membership in the Corporation.
2. Membership includes eligibility for nomination and election to the Board of Directors, the right to vote in the elections of the Corporation, and the right to participate in activities on behalf of the School.

### **1.13 The Board of Directors (as governance)**

1. The governing body of the Corporation shall be the Board of Directors (Board), consisting of five members.
2. Each member of the Board shall be a member of the Corporation as described in Membership and shall be known as a professing and exemplary Christian as prescribed in the Statement of Faith.

3. Each member of the Board having qualified children shall have at least one of them enrolled in the School of this Corporation.
4. There shall be no more than two members of the Board of Directors who are members of any one organized church. The term "member" shall be construed to include a person who regularly attends a given organized church.
5. Each member of the Board shall serve a three-year term of office and shall serve no more than four consecutive terms. For the sake of continuity, no more than two terms will begin in one year.
6. The selection of the members of the Board of Directors shall be carried out as follows:
  - A. The existing Board as a whole shall propose candidates for prospective nomination to the Board.
  - B. A Nominating Committee made up of existing members of the Board shall be appointed to interview and screen each candidate and report to the Board as to his or her eligibility, suitability, and qualifications.
  - C. The Board as a whole shall then nominate a slate of candidates; the number of candidates on the slate shall exceed the number of vacancies to be filled.
  - D. The Board shall issue to each member of the Corporation a written ballot bearing the names of the nominees and the members shall cast votes by marking the ballots and returning them by the specified date which shall be at least thirty days prior to the expiration of the terms of the retiring members of the Board.
  - E. Board members missing six regularly scheduled monthly Board meetings in a twelve-month period will be automatically removed from the Board.
  - F. The Board has the option to appoint new Board members to positions which have been vacated. These appointed terms will last until the next Board election.
7. A member of the Board of Directors may be removed from office by two-thirds vote of the total membership of the Board of Directors.

The 2009-2010 Board of Directors include:

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Stephanie Lett	765-962-9852	<a href="mailto:dwlmech@verizon.net">dwlmech@verizon.net</a>

#### **1.14 Duties of the Board of Directors**

1. The Board shall establish policies governing the operation of the Corporation. These policies shall be in accord with the Bible, the constitution, and prudent business and management practice. The Board shall assure the operation of the Corporation in accord with these policies.
2. The Board shall select and employ administrators, teachers, and other personnel as required to carry out the education programs and policies of the Corporation.
3. The Board shall devise ways and means for obtaining the funds needed for the operation of the Corporation, determine how these funds should be distributed and disbursed, and monitor and prudently manage the finances of the Corporation.
4. The Board shall promote the Corporation's School and the cause of Christian education in the community.

5. The Board shall establish and maintain proper relationships with local organized churches, para-church organizations, public school systems, government and regulatory bodies, accrediting associations, other Christian Schools and Christian School Associations, the community as a whole, and the news media.
6. The Board shall meet at least once a month to conduct business; other meetings may be called by the Chairperson or by any three other members of the Board. A simple majority of its members shall constitute a quorum necessary to conduct official business. Unless otherwise specified in this constitution, any action by the Board shall result from an affirmative vote of the members present at the meeting.
7. The Board shall serve as the final Board of Appeals in all misunderstandings or disputes involving the Corporation's personnel or members. (See Good Report/Matthew 18 sect. 2.4).
8. The Board shall serve as spiritual leaders of the Corporation, seeking and discerning God's will, direction, and wisdom in conducting the affairs of the Corporation accordingly.
9. The Board shall perform other duties and functions as required.

### **1.15 Faculty and Staff 2009-2010**

All teachers are degreed and are dedicated Christians who support Christian standards. Each teacher at CCS is an example of Christian integrity and is committed to those things that motivate students and build character.

*Martin Luther - "I am much afraid that schools will prove to be the great gates of hell, unless they diligently labor in explaining the Holy Scriptures, engraving them in the hearts of youth. I advise no one place his child where the Scriptures do not reign paramount.*

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Building Aides	Tina Cohee	

	Diana King
	Diane Brown
Cafeteria	Wanda Heil
Extended Care	Anthony Johnson
	Joyce Johnson
	Mindi Newton
Recess	Rodney Shelley
Custodian	Carolyn Gonsalves

### **1.16 Re-Admissions Policy**

No applicant can be admitted until the registration fee is paid, a properly signed enrollment application is filed with the school office, and reviewed by the CCS Admission Committee. The School must refuse to enroll students whose parents have outstanding financial obligations from previous school years.

### **1.17 Admissions Policy**

1. Parents must state in writing that they have read and agree with the school's Statement of Faith, and both parents must agree to have their children educated in agreement with it.
2. Prospective pre-kindergarten students must be 4 years old by September 1 of the school year. Kindergarten students must be 5 years old by September 1 of the school year.
3. Students are selected in order to maintain a student body of strong academic and moral caliber. CCS may contact a student's previous school to ensure that the student is in good standing in both academics and matters of discipline. The Board of Trustees, upon recommendation of the administration and the Admissions Committee, may refuse to admit a student with academic, disciplinary or other problems.
4. The Board and Parents must agree to support Community Christian's Parent Code and conduct themselves in accordance with it.
5. The parents must agree that: (a) the school has final discretion for the grade and class placement of children, (b) the school has final discretion in the discipline of their children within the bounds of the discipline policy, (c) they will meet all tuition and other financial obligations by the 10<sup>th</sup> of each month, (d) they will willingly support the school in prayer and in lending practical help as needed by the school.

### **1.18 Non-discrimination Policy**

It shall be the policy of the school, to admit students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities accorded or made available by the school. The school shall not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, scholarship and loan programs, admission policies, and athletic and other School Administered programs.

### **1.19 Financial Policy (accounts)**

The Board of Directors establishes tuition fees each year. Tuition is charged, per student, on an annual basis. Payment may be made annually or according to a 12-month schedule, from July 1 through June 1. The monthly payment schedule has no correlation to the number of days your child is enrolled in school. Optional programs, activities, graduation and field trips may involve additional charges.

- Parents are expected to meet their financial obligations to the School in full and on time. Penalties will be assessed for late payments as specified in the fee schedule. Delinquent accounts will be reviewed by the Board of Directors each month and at the end of each semester.
- Any account that is 3 months or more past due, student enrollment at CCS will be terminated at the discretion of the CCS Board. Re-enrollment will require payment of the past due amount and prepayment of fees and tuition for the remainder of the academic year.
- Parents who are having difficulty in making payments should contact the school business manager immediately. The School will make every effort to seek some arrangement satisfactory to both the parents and the School.
- Application and registration fee shows a commitment on the part of each family to fulfill the entire year's tuition obligation for each student enrolled. Enrollment may be finalized only by receiving these items in the administration office. The school makes financial commitments based on enrollment data. If, for any reason and at any time, a student withdraws from CCS, a \$450 per student Withdrawal Fee is assessed in lieu of the remaining tuition. The Withdrawal Fee shall be strictly enforced and will not be waived. The Withdrawal Fee is in addition to any monthly payments already made.

### **1.20 Re-enrollment and Additional Fees**

Families are required to re-enroll students for the following school year by approximately the first week of February. The re-enrollment fee is \$100.00 per student (\$200.00 per family maximum). All openings as of approximately March 1 will be offered to the public.

***Families wanting to re-enroll or choose not to re-enroll in February, but later desire to return to CCS for the same school year after the March 1<sup>st</sup> deadline, will be charged \$200.00 per student (\$500.00 family maximum) at time of re-enrollment. They must also complete current enrollment forms. The decision to re-interview a family will be determined by the Admissions Committee.***

### **1.21 Financial Assistance**

While we strongly support Christian day school education and ideally wish to see anyone who wishes this for their children to be able to afford it, we also believe that we should call parents to be responsible stewards of their time and resources. This involves honest evaluation of whether it is financially feasible to send children to a private school and may include reorganizing priorities of budget and spending. We strongly discourage borrowing money or failing to tithe in order to pay tuition for private schooling.

Financial Assistance will be made each year from a separate "Financial Assistance Fund," not from the General Fund of the school. Decisions to provide financial aid/grants are primarily based on need as determined by gross annual income and number of dependents in the family. Families with a greater number of students in the school will be given additional consideration. Financial aid/grants from CCS are based on need and availability.

## SECTION 2 – GENERAL INFORMATION

### **2.1 Avenues of Communication**

Communication for all involved at CCS is a two-way process. Following you will find many avenues for communication we have found helpful to our families and constituents. If you have exhausted these avenues and still do not understand the program, policy or procedure, please do not hesitate to telephone, e-mail or send a note to the school. We will get back with you as quickly as possible. If you have ideas which would enable us to better serve you through a communication avenue, please do not hesitate to recommend the procedure to us. We truly appreciate our parents and look forward to serving you and your student.

- Visit the CCS website for most vital information at: [www.ccsrichmond.com](http://www.ccsrichmond.com)
- “The Call” is the CCS weekly newsletter. It is available online at the above address, or if the internet is not available to you, by request from the office.
- E-mail addresses for all faculty, staff and administration are available through the office, or as listed on the above website. (refer to section 1.12 and 1.14 of this handbook) All faculty and staff monitor their e-mail on a regular basis.
- Homework is available online. Please check with your teacher if you have difficulty understanding the process.
- Closings, delays and other vital emergency related news will be available through the following agencies: WKBV (1490) AM, WKBV (101.3) FM, WFMG (101.3) FM, KICKS 96 (96.1) FM, WHON-AM (930) AM, WFCJ (93.7) FM; WJYW (88.9 and 93.3 FM), JOY-FM, CDR (95.3) FM, Whitewater Community Television Channels 11, 20 and 21; RTV – 6 and Fox Channel 59.
- Various handbooks and publications are available to you as a resource. Please access your copy from CCS (one copy free to all families) or print your own through the above website.
- If all else fails, there is still the telephone. The school office is open from 7:30 am until 3:30 pm. The telephone number for CCS is: (765) 935-3215. If you do not access someone immediately, please leave a message. We will gladly return your call as soon as possible.

### **2.2 Promotion of Non-School Activities**

In practice, CCS officially promotes programs or activities, which are provided by the school. CCS will, however, make available information regarding opportunities, which are in line with CCS’ core statement of faith. Materials such as pamphlets, fliers, bulletin inserts, or educational literature which support extra curricular programs, camps, musicals, etc. while not officially sanctioned by CCS, will be displayed on the Community Bulletin Board inside the main doors of the school. If noted, additional information will be made available on the top of the shelving unit outside the PK classroom.

### **2.3 Parent Code**

1. I understand and support Community Christian School's mission, educational philosophy, standards of conduct, and all policies and procedures outlined in the Student Handbook.
2. I will cooperate fully in the educational functions of CCS, doing my best to make Christian education effective in the life of each of my children, including nurturing Biblical principles in my home.
3. I will pray earnestly for CCS. I understand that school policy requires that our family attend a Bible-believing Christian church. Weekly worship and active fellowship by CCS students and their parents is expected.
4. I will pay all of my financial obligations to CCS on or before the due date. If I am ever unable to pay on time, I will notify the school business office in advance (a) giving a reasonable explanation for the delay, and (b) stating when payment can be made.
5. I will support the school by gifts beyond the required tuition as God leads and enables.
6. I will fulfill my parent sponsor hours obligation for CCS as opportunities arise and God provides time and talent.
7. I will recommend CCS to other Christian families as appropriate opportunities arise.
8. I will make every effort to attend all required meetings and parent functions of the school.
9. I will always follow a scriptural approach (Matthew 18 – See Good Report Sect. 2.4) to resolve issues of clarification, concerns, or grievances with the person or persons involved, and refrain from sowing discord among uninvolved persons.

Unless this procedure has been followed, Administrators and Board members will not discuss concerns or questions.

### **2.4 Good Report**

In an effort to exalt Jesus Christ and to build the body of believers, we have chosen as a Christian School to commit ourselves to the habit of "Giving a Good Report". In order to achieve this commitment, we will utilize the scriptural process of Matthew 18 to restore godly relationships.

The scriptural basis for "Giving a Good Report," springs forth from the example of faith shown by our early Judeo-Christian forefathers. In the book of Numbers, Chapters 13 and 14, God honored the "Good Report" of Caleb and Joshua upon their return from spying out the Promised Land. In sad contrast, God cursed the Israelite community because they believed the bad report that was given by the ten remaining spies.

We at CCS want to be part of the faithful heritage of Caleb and Joshua and choose to give a good report. We desire to give a good report no matter how grim, distasteful, hurtful or repugnant the offending circumstances may be. This decision rests not in an attempt to ignore or repress the offending circumstances, but to settle disputes in a way that would honor Christ and build the Body of believers. It is in this way that we say to the watching world and to our children, "We choose the way of the Lord!"

Therefore, we will commit ourselves in obedience to God's Word to follow the steps found in Matthew Chapter 18:15-16. We will use this scripture as a guide to settle

disputes of any kind at CCS. We further commit any strained relationship to the Lord. We do this in order to avoid the snare of gossip and slander that the evil one would place before us.

Following are direct steps to be used to maintain a “Good Report.”

- *Covenant* In obedience to God’s Holy Word and commitment to practicing Biblical Resolution Management, I promise to follow the Principle of “Giving a Good Report.” That is, my words are to glorify God, build harmony at CCS, and avoid conflict. I will do as Matthew 18 admonishes – go to an offending brother “first alone”.
- *First Step* When I am unable to give a good report about my brother or sister, young or old, I will go to him/her *privately* in an attempt to set things right. I will not first share the offense with another person. I will try to understand their actions based upon their perspective.
- *Second Step* If my brother or sister will still not listen to me, I will take one or two trusted “witnesses.” I will NOT choose these “witnesses” because they will agree with me or will take my side. I will take with me ONLY those persons who have deep spiritual wisdom, are highly respected and trustworthy. (Possible suggestions: An unbiased Pastor, Administrator or Co-worker).
- *Third Step* If the dispute with my brother or sister is still not resolved, I will seek the assistance of the entire administration (including the full Board of Directors), in order to resolve the dispute. I am committed to pleasing God through resolving my conflicts, even if it means separating myself from the source of my irritations.
- *Commitment to This Process* I will not seek to find others who have also been offended, nor share my concerns with potential “witnesses” prior to the meeting with my brother or sister. The purpose of having a witness is not to validate my hurt but rather to open my heart and mind to the possible needs I may have regarding my relationship with others. I realize my friends may naturally listen to my concerns, but also take up my offense. I will, therefore, not cause them to become a party to a possible division and disharmony because of our friendship. Whenever I feel an urge to share the offense with my friends, I will pray and commune with God about my hurt.
- *Ultimate Goal* I commit myself to be spiritual rather than “normal” and supernatural rather than “natural” when it comes to solving my problems with others. I want God’s will and way to resolve my conflicts and will do as the Holy Bible teaches, regardless of my normal and natural feelings. My ultimate goal is to glorify God through bearing much fruit and avoiding and resolving conflicts.

Finally, after each of these steps has been followed, it should be understood that as Christians and pursuant to our desire to settle our disputes peacefully, we will accept in a humble and submissive manner, any direction given by the Administration. In every instance, the Administration will operate as our Final Court of Appeals.

### **2.5 Confronting School Leaders**

I believe in the scriptural admonition to not rebuke a Spiritual Leader, other than in grave matters of misconduct and open sin (1 Timothy 5:19). I will earnestly pray for and follow those God has placed in leadership over me. I will not allow anyone to criticize them without following the principles in Matthew 18 and without the specific person present.

If I have a problem with a school leader, I will go “first alone” to them. I will not share my concern with anyone. I will listen and try to understand their perspective of the problem.

If I am not satisfied with their explanation and continue to have animosity, I will ask their permission and counsel to find a “witness” who will listen to our conflict. If the “witness” finds I have misunderstood the situation and should continue no further, I will trust God to complete His work in my life by casting my burden on the Lord and leaving it there. If the “witness” agrees with my concern and finds the ministry leader wrong and the leader refuses to hear the “witness”, we will then find a group of two or three other “witnesses” who will hear the matter and determine what God is doing through this conflict.

### **2.6 Parent Questions, Suggestions, Concerns**

In obedience to the wisdom of the Scriptures, all grievances or concerns must be addressed in accordance with the principle outlined in Matthew, Chapter 18 (See Good Report – 2.4). Initially, this means speaking privately with the particular teacher, coach, FACE Leader or appropriate staff member in a constructive and supportive attempt to get clarification or resolution regarding a concern. Only after parents have made honest attempts to clarify or resolve a concern and have been unable to do so satisfactorily should they contact the next level of authority. Generally, this next appeal means speaking with the principal (or athletic director, then principal). If this procedure does not produce a satisfactory resolution, then the parents may proceed to the school’s Board of Directors by bringing the matter to the Board in writing. Unless this procedure has been followed, Administrators and Board members **will not** discuss concerns or questions.

***CCS can not maintain the enrollment of any student: who is disruptive or who endangers the safety or well-being of the other students or faculty; whose family is disruptive or endangers the other students or faculty; or, whose family’s behavior at school or comments or statements about the school are counterproductive to the fostering of a harmonious relationship between the family, faculty, and staff – all as determined by CCS at its sole and absolute discretion.***

### **2.7 Parent Sponsor Hours**

Community Christian School requires all parents donate a minimum of 20 hours of their time to the school. This translates to approximately 2 hours per month. If you are unable to donate time, parents are required to make a one time per year contribution to the general fund in the amount of \$120.00.

### **2.8 F.A.C.E. (Families Advancing Christian Education)**

The Community Christian School Parent Teacher Organization (F.A.C.E.) is a group whose goal is to get parental support to aid teachers in achieving Christian educational goals, and, to build relationships between CCS families by keeping parents informed of and involved in school activities. FACE is a very active ministry arm of the CCS Board or Directors. Moms, Dads, Grandparents, alumni, and friends all join together to make CCS a wonderful place to learn and grow. Fundraising is an essential part of life in the “Not for Profit” sector. CCS is designated a 501 (c.) (3), by the US federal government. Therefore, fundraising is a very important aspect of FACE. Gifts of classroom supplies, teacher appreciation, and many other requests for the “extras” are found on the FACE

agenda and fundraising calendar. Please read the weekly newsletter, The Call, for dates and times for meetings.

### **2.9 Visitors/Volunteers Policy**

Parents may visit classrooms at any time after the first two weeks of school. Visiting is not suggested during the first two weeks. Arrangements should be made with the teacher at least one day in advance. Upon arrival at the school, visitors/volunteers should report to the School Office rather than going directly to the classroom. Parents or visitors in the building without proper identification will be sent to the office to receive such I.D.

### **2.10 Frequently Asked Questions**

- **Student Going On Vacation** Indiana code mandates children attend school 180 days per academic year. When a child is to be absent from school for vacation, this must be pre-arranged at least seven days in advance. To stay in good standing with our school attendance policy, vacations scheduled during regular school days must be pre-arranged through the building principal. Vacations scheduled during standardized testing days (usually April) are strongly discouraged. Make up work will be at the discretion of the classroom teacher.
- **Early Pick-Ups** When a parent/guardian calls to indicate an early pick-up of a student, that parent/guardian must report to the office and office staff will call student from the classroom.
- **Communication** Parents, please do not call teachers at home to report a student's absence. This needs to be done through the school office. We discourage the practice of asking teachers about other teachers. This puts them in an awkward position. Any staff concerns should be referred to the building principal. It is extremely important to write a note to the teacher rather than send a verbal message through your child. We trust our children; however, signals can get confused using this form of communication. Also, please return permission slips in a timely manner. Children have been denied special privileges such as field trips, etc. because a permission slip was not returned.
- **Parents Receiving Children** Receiving children at the classroom door can be disruptive. The official school dismissal time is 3:02 p.m. for Middle School students and 3:10 p.m. for elementary. Do not expect your child to be released before this, unless you sign them out in the school office. Please wait at the school entrance for your child.
- **Teacher Appointments** On the spot Parent/Teacher Conferences cannot be honored. Teachers are responsible for the supervision of students and their days are tightly scheduled. Teachers are always willing to sit down and discuss concerns with parents. Please contact the office to fill out a request for an appointment.
- **Siblings in School** Siblings in school are always welcome with their parents. However, we expect parents to maintain their supervision and help them comply with our school rules. It really sends a mixed signal when siblings are afforded special consideration regarding school rules when other students are expected to comply. Please help us avoid injury or accident by maintaining strict supervision of siblings.
- **Change in After School Routine** Community Christian serves approximately 140 students daily. It is not uncommon to have many telephone calls between 2:00 and 3:00 p.m. daily citing changes in after school routine. With the exception of 2

or 3 calls, most can be avoided through better planning. We request that if you must call, do so before 1:30 p.m. This helps to avoid last minute rush and hopefully keeps signals clear. Also, if there is a change, we must have parent/guardian notification. This is best communicated through the use of a note to the teacher. Often students have a different idea about where they are to go after school. It usually occurs during an extremely high level of activity such as dismissal. Approximately 3,000 children across this country are reported missing daily. If your child does not have a note explaining the change in routine, they will be expected to follow their regular school dismissal routine. Your utmost cooperation is essential regarding this matter.

- *Extended Care* Our after school session(s) start at students' dismissal. Students who have not been picked up within 15 minutes of school dismissal **MUST** sign into extended care. Teachers are relieved of door duty and in order to provide supervision, students must begin extended care at that time. Students who know they will be using extended care must sign in within 5 minutes of dismissal. Extended Care **will not be provided** in the afternoon of the **first and last days of school**.
- *Student Appointments* Advanced notice of student appointments are greatly appreciated. For the most part, appointments have to be scheduled in advance with professional offices. A note, the day before, is a courtesy your child's teacher will appreciate. It is difficult for your child's teacher to make preparations with a last minute notice. Please allow for sufficient notice in an effort to make timely accommodations.
- *Parental Involvement*. Parental involvement is an essential component to a successful school. Please make an effort to attend F.A.C.E. meetings during the school year. Your involvement with the school as a room parent or classroom assistance can have a very positive impact on the importance your child places on the value of school. Several opportunities exist through the school year for parental participation. Often we see the same familiar faces who faithfully serve the students at Community Christian. These parents have taken upon themselves a desire to help make our school a better place. Your participation and assistance are welcomed by the teachers and staff.

### **2.11 What to do if...**

*I am absent?* Have your parent call the school by 9:30 a.m. on the day you are absent and bring a note explaining the reason for your absence when you return to school.

*I am late to school?* Parents need to sign you in at the office and receive a tardy pass before going to your classroom.

*I forget my lunch?* Let the office know so that they can call your home. You may purchase a lunch from school as available.

*I forget my school supplies or homework?* Explain your problem to your teacher. She/he may allow you to use the phone to call a parent or you have to accept the consequences.

*A student threatens me or tries to start a fight?* Tell the person to stop. If he or she does not, you need to report this to an adult. Your teacher, principal or your parent will help you.

*My parent is not here to pick me up after school?* Parents are sometimes late. If after five minutes your ride is not here, come to the office for help.

*I am going to a friend's house after school?* You must bring a note explaining this to your teacher.

*I have party invitations to hand out?* As a courtesy to all students we ask that children not bring invitations to school to pass out unless all children in the class will receive an invitation. It is very disturbing to those students who do not receive one. Therefore, to promote a loving environment, we ask that you honor and support this policy.

**2.12 General Education Intervention/(GEI Plan)**  
**(In place If your child needs extra assistance)**

1. Community Christian School has a written formal system that provides general education intervention procedures for students whose classroom performance is adversely affecting their academic, social, and/or behavioral progress.
2. The purpose of the system is to render a school team approach to provide the classroom teachers with the opportunity to discuss a student's academic and/or behavior difficulties and to receive suggestions or recommendations from a consultation team.
3. The system is to be implemented when academic and/or behavior difficulties meet the criteria of being either persistent and/or significant which require formal problem solving interventions. Less significant difficulties may be addressed in an informal manner at the building level.
4. The team may consist of, but will not be limited to, the student's teacher(s), school counselor, building administrator, school psychologist, special education teacher, speech therapist, school nurse, remedial reading, teacher, or other school personnel. The team members may vary depending on the student's needs and educational concerns. The parent may be included as part of the Educational Intervention Committee (EIC) when appropriate at the Educational Intervention Committee (EIC) discretion.
5. Teachers, counselors, building administrator, and/or other building support staff may request the assistance of the Educational Intervention Committee (EIC) by completing Referral for Educational Intervention Committee Conference (form #1 EIC 9/92). A pre-referral checklist may be completed and attached to the referral by the personnel initiating the request to assist in defining the concerns.
6. The completed request Classroom Information for Educational Intervention Committee Conference submitted to the building administrator or his/her designee.
7. The building administrator or his/her designee appoints the Educational Intervention Committee, notifies the team members of the time and place, and chairs the Educational Intervention Committee meeting within twenty (20) instructional days of receipt of request. The building administrator or designee requests all documentation (i.e., samples of classroom work, report cards, tests, anecdotal records, observations, and/or other pertinent information or reports) be made available at the meeting to assist in the planning.
8. The team develops an Educational Intervention Plan (form #2 EIC) for educational interventions giving timelines for attempting the interventions and designating the person(s) responsible for implementation. The Educational Intervention Committee (EIC) may request parent consent for screening in specific areas to assist in planning interventions. Parent's Rights must be provided and consent obtained prior to screening by a speech/language pathologist or school or school pathologist.
9. The parent is given a copy of the Education Intervention Plan. The parent is notified in writing and given a copy of the Educational Intervention Plan prior to the initiation of the interventions if the parent was not in attendance at the meeting.
10. At the end of the specified period of time, if the interventions have not produced a desirable change in the student's education progress, one of the following shall

occur: (a) The interventions will be redesigned and implemented for another specified period. (b) The parent will be asked to consent to an educational evaluation.

11. The parent may initiate a referral for an educational evaluation of the student omitting the Educational Intervention Committee (EIC) process (forms available upon request).
12. The school may initiate a referral for an educational evaluation of the student if in the school's educational opinion the nature and severity of the disability so dictates.
13. For more information contact your building principal.

### **2.13 The Learning Center (TLC)**

The Learning Center is dedicated to providing academic assistance primarily to Community Christian School students whose families choose these services as a part of SES (Student Educational Support)\*. Secondly, students within the community at large may seek to utilize the services of The Learning Center\*. The Learning Center provides remedial and accelerated instruction for students in content subjects as well as study skills and other academic assistance. (\*There is an additional charge for these services. Financial assistance is available for qualified applicants.)

### **2.14 Transfer/Withdrawal**

Should it be necessary to withdraw a child during the school year, parents should notify the school as far in advance as possible. Transfer of student records and transcripts is arranged between the offices of the two schools involved.

### **2.15 Updating Information**

The school's administrative office should be notified immediately about any change in the family's address or telephone number, work locations and phone numbers, and emergency contact phone numbers, cell numbers, medical or custodial changes.

### **2.16 Discipline Policy – Dignity, Honor, Respect**

The school is best able to provide an enriching, enjoyable, and constructive educational experience for each student by maintaining a positive and disciplined learning environment where consideration is given to each person's needs. It is the school's responsibility to provide the proper learning environment for students. It is the student's /families'/staff's responsibility to make a commitment to live within the rules and regulations that are necessary for us to function together each school day in a God-honoring manner.

*\*Students represent Community Christian School 24 hours a day. It is vital that a student's conduct be above reproach and honoring Christ and to the reputation of CCS on and off school grounds including participation in online websites/blogs. Violations are dealt with according to the school's discipline code.*

- **Philosophy** A major element of a Christ-centered educational process is the achievement and maintenance of levels of conduct and discipline that are consistent with God's standards as revealed through His Holy Word. The Christian concept of discipline involves discipling -- the process of helping one to adopt values that are internalized so that character is shaped rather than behavior merely controlled. Christian discipline is the process of bringing one to maturity in Christ so that the qualities of "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control" (Gal. 5:22-23) are increasingly evident in daily living.

- *Authority, Responsibility and Respect* God has given parents authority over their children and responsibility for their discipline. Parents have conferred this authority on administrators and teachers during the school day and at school activities. It is the responsibility of students before God to demonstrate obedience and respect to parents, teachers, administrators, and others in whom God has vested authority.

**Discipline Procedures** A significant degree of disciplining can be considered a normal process for young people undergoing the difficulties of growth. Normal discipline can involve one or more of the following responses:

- Personal counseling and prayer with the teacher/staff member
- Sending the student out of class
- A penalty given to the student
- Assignment of a worksheet designed to cause reflection and change
- Notification of behavior problems to parents by telephone/letter
- Student conference with member of discipline team
- A parent-teacher-student or parent-teacher-discipline team member conference
- Withdrawal of privileges such as recess or participation in extra-curricular activities
- Detention study hall assignment

Student misconduct could result in, but is not limited to, the above procedures.

**The following behaviors are prohibited by our students and our special education students; unless an individualized education program (IEP) is implemented, specifically allowing the behavior in question:**

***Level 1 Offenses: Punishable by (but not limited to) warning or detention:***

1. Disrespect or insubordination to any school employee, volunteer or substitute teachers.
2. Yelling, pushing, shoving, running, slamming, and other disruptive behaviors.
3. Use of profanity or indecent displays including public display of romantic affection.
4. Cheating, lying, dishonesty, or spreading damaging rumors
5. Continual disruptive behavior(s) including but not limited to horseplay or throwing objects or other activities which tend to disrupt the educational environment.

***Level 2 Offenses: Punishable by (but not limited to) In-School Suspension:***

6. Continual and repeated misconduct.
7. Leaving school grounds without permission
8. Failing, in a substantial number of instances, to comply with directions of school personnel and volunteers that constitute an interference with school purposes or an educational function. This includes dress code violations.
9. Engaging in harassment of another person, which includes sexual, verbal, gestures, or physical or any other type of harassment.
10. Unauthorized entry into a locker.
11. Fighting, challenging, verbal or written threats or any form of intimidation. This includes behavior appearing to promote or encourage conflict between others.
12. A serious breach of conduct inside or outside the school that has an adverse affect upon the school including inappropriate student use of websites such as Myspace, Facebook, etc.

***Level 3 Offenses: Punishable by (but not limited to) Out-of-school Suspension and/or Expulsion:***

13. Repeated and/or gross misconduct of rules.
14. Use of drugs, alcohol, tobacco, paraphernalia, or controlled substance.
15. Attitude and actions which are antagonistic to the basic goals of the school and which produce adverse effects on other students.
16. Possession of fire producing objects.
17. Possession of weapons.
18. Vandalism.
19. Engaging in any activity forbidden by Indiana laws.
20. Unlawful/unmerited 911 call or unlawful/unmerited summoning of law enforcement or emergency personnel.

**Additional Discipline Procedures**

More extreme or persistent cases of misconduct will be treated with one or more of the following measures:

**Discipline by the Disciplinary Team**

Students may be referred to the Disciplinary Team for any violation of school's standards of conduct or for violation of school policy.

Referrals are generally handled as follows:

- 1<sup>st</sup> referral: Counseling, student calls home, detention given
- 2<sup>nd</sup> referral: Parent contacted, two detentions given
- 3<sup>rd</sup> referral: Suspension

**More than 3 referrals within 9 weeks: probation**

**Failure to complete the conditions of probation: students may forfeit their privilege to attend CCS.**

**Probation**

Probation can be imposed for as long as nine weeks during which time the student will **not** be allowed to participate in extra-curricular activities and will relinquish all positions of trust and responsibility.

At the end of the designated period, the student will be restored to full status if behavior has significantly improved. If the problem still exists at the end of the designated probationary period, the administration may:

1. Extended the period of probation.
2. Recommend expulsion to the Board of Directors.

**Suspension**

A student may be suspended for a period of one to five days at the discretion of the Disciplinary Team and/or principal. A covenant agreement will be created, outlining the specific behavior corrections needed. The covenant will be used as a "plumb line" to gauge change in the students' behavior. **All assignments or tests missed during period of suspension must be completed.**

**Expulsion Procedures**

The Board of Directors, after other disciplinary procedures have failed or when major moral or social offenses have been committed may expel a student from the school.

**Appeal Procedures**

In the event that a parent feels the administration and/or Board of Directors have made an unjust decision, the parent should request in writing a meeting with the Board of Directors to appeal the decision. Board meetings are generally closed, but a written request clearly indicating those factors, which, in the opinion of the solicitor require attendance at the meeting will be considered. These factors will be carefully considered

by the Board of Directors. Then, at the discretion of the Board of Directors, a meeting time suitable to both solicitor and Board members will be established to review the needs stated by the solicitor.

### **2.17 Student Attendance Policy**

It is the goal of Community Christian School that each student maintains regular school attendance, defined by an attendance rate of 95% or better. Daily attendance is directly related to success in school. Students who have good attendance records generally achieve higher grades, enjoy school more, and are better prepared for the work world after graduation.

The Indiana Compulsory School Attendance Law requires students to attend school regularly. All students are expected to be in class and be on time each day. The school recognizes that there are legitimate reasons why a student might be absent, such as illness. Such absences are considered unavoidable and would be “excused”.

While the student may make-up the academic work missed during the day, it is impossible to make-up the total educational experience that can only be gained by being present in the classroom. It should be understood that **assignments of a long term nature will be due on the due date**, unless an exemption due to special circumstances, is worked out ahead of time with the classroom teacher.

The school Administrator or Administrator’s designee determines **excused or unexcused absences**. An absence will generally be excused if the student is ill; has an appointment (medical, dental, etc.); experiences a death in the family or other family emergency; or, has a pre-approved absence or other emergency absence accepted at the discretion of the teacher and school administrator.

**It is the parent’s responsibility to notify the school by 9:00 am, on the day of the absence.** Such notification may be in person, by phone call, or in writing (including electronic) and include the reason for the absence.

**Excessive absenteeism**, even for excused reasons, may require intervention. If a parent does not send the student to school because of illness or mental or physical incapacity, Community Christian School, may request a Certificate of Child’s Incapacity signed by a physician. Indiana Code 20-33-2-18 specifies that it is unlawful for the parent to fail or refuse to produce the certificate within six (6) days after it is requested.

The responsibility for a student being present at school every day rests with the student and parent. The school will work with the family to help ensure the student is in school each day. After reasonable efforts by the school have been exhausted and the student continues to be absent, the school may seek assistance from other community agencies.

### **Attendance Intervention Tiers**

Community Christian School will use the following procedures when students exhibit excessive unexcused or questionable excused absences.

**Tier I:** will be utilized for **(1-3) unexcused absences**.

**Tier II:** will be utilized for **(4- 6) unexcused absences**.

**Tier III:** will be utilized for **(7 or more) unexcused absences**.

### **Tier I: Administrative (1-3 unexcused absences)**

- A. The school will monitor and record attendance, at minimum, on a daily basis.
- B. After one (1) unexcused daily absence, the school will begin building level interventions. These may include but are not limited to:
  - a. phone call to parent/guardian
  - b. letter of concern to parent
  - c. conference with student and/or parent
- C. After two (2) unexcused absences, the school will notify the parent in writing of the student's absence problem and the possible consequences of continued absence.
- D. After three (3) unexcused daily absences, the school may refer the student to Community Christian School's Discipline team\*, for further action. The Discipline team may recommend other building level interventions such as: making a home visit, and/or developing an attendance contract.

### **Tier II: Discipline Team\* (4-6 unexcused absences)**

- A. Once the student has accumulated four (4) or more days of unexcused absences, a warning letter will be sent by certified mail from the school to the parent, with a copy to be placed in the students file. The letter will alert the parent that the student is in danger of becoming labeled as a habitual truant.
- B. If the student accumulates two (2) additional days of unexcused absences, the Disciplinary Team, which includes the classroom teacher, may determine that the student is a habitual truant. A total of **six (6) unexcused** absences will require the student be moved to Tier III intervention.

*\*The Discipline Team will at minimum, consist of the following members: Administrator, and classroom teacher.*

### **Tier III: Administration/Discipline Team/Board of Directors/Legal Authorities (7 or more unexcused absences)** required to be declared truant.

- A. If a student incurs one (1) additional unexcused daily absence (7), the Administrator will request the board of directors convene for an Attendance Intervention meeting.
- B. Once the student has accumulated two (2) more days of unexcused absence, the CCS Administrator may determine that the student is "habitual truant." A total of nine (9) unexcused absences are required to be declared a habitual truant at Community Christian School. (Failing the 95% attendance rate benchmark.)
- C. A request for **Expulsion and/or Prosecution** may occur if a student continues to be truant after all avenues of intervention have been exhausted. For students of any age who have excessive truancy problems, the parent or guardian will be referred to the Wayne County Prosecutor's Office to institute proceedings against the parent for failure to ensure that their child attends school according to current state, and locally adopted statutes.
- D. Once the student is determined to be a "**habitual truant**," CCS will take the following steps:
  1. The parent will be notified of such action in writing sent by certified mail. A copy of the letter will be on file at the school. Instructions for parental appeal of the truancy status will be included in the letter. The habitual truant letter will also contain the date and time, established at the convenience of the board of directors, and parent, for an Attendance Intervention Meeting.
  2. An Attendance Intervention Meeting will be conducted by the Administrator and Discipline Team. An attendance contract will be established at the meeting and will remain in effect for one calendar year. Refusal or failure to appear at the meeting, or

violation of the attendance contract, will result in referral to the Wayne County Prosecutor.

3. The parent will have ten (10) days to appeal the decision. If an appeal is requested, the Board Chairman shall appoint an impartial hearing examiner to determine whether the student should continue to be designated a habitual truant.

4. If no appeal is requested or if an impartial hearing examiner determines the student should continue to be designated a habitual truant, the following agencies will be notified for appropriate action in compliance with the Indiana statutes:

a. In extreme cases, students may be referred to Wayne County Probation for assistance and intervention.

b. For students ages 11 and younger, the family may be referred to the Child Protection office of the Wayne County Division of Family and Children for assistance and intervention.

c. Students age 12 and older may be referred to the juvenile division of the Richmond Police Department for violation of the compulsory attendance law.

d. In accordance with Indiana Family and Juvenile Law (I.C. 20-33-2-28, I.C. 20-33-2-18, and I.C. 35-46-1-4), charges may be filed by the Wayne County Prosecutor's Office against a parent/guardian who fails to ensure that their child attends school as required. Prosecution will result in possible jail time up to three years and fines up to \$10,000.00.

### **2.18 Tardy Policy (Adopted August 20, 2009- Amended 9/17/09)**

- Any student tardy after the beginning of the school day, and NOT due to an officially sanctioned reason, will have a tardy marked.
- 3 tardies per nine week will equal one lunch/ recess missed. Excessive tardiness will be individually handled by the disciplinary committee and homeroom teacher.
- Officially sanctioned tardy reasons are doctor appointments, snow/weather emergencies\*, or funeral.  
Note: It is up to the parent to provide documentation of these exceptions and provide it to the Administration to avoid an unsanctioned tardy and subsequent charge/absence hours.
- Unsanctioned tardies will result in time being rolled into absence hours as follows:
 

.5 hour to 1.5 hours	¼ day absence
1.5 hours to 3 hours	½ day absence
3 hours to 5 hours	¾ day absence
Over 5 hours	full day absence

\*\*The parent must provide proof if a students' home school district is delayed or closed, due to the poor weather. The students absence/tardy may be forgiven if documentation of closure or delay is presented to the school office.

### **2.19 Promotion Standards**

**SECTION I:** *Has the student demonstrated grade level expected proficiency of standards?*

Promotion Standards: Students must demonstrate grade-level expected proficiency of standards, or the student participates in Section II of these guidelines. Grade level expected proficiency of standards is determined by the student's performance in three

areas: standardized assessments, attendance and teacher judgment. A student's performance, which falls below average, shall participate in section II of these guidelines. The intervention shall begin as soon as possible.

- Standardized Assessment  
The student's performance will be ranked as average growth, below average growth, or above average growth. Student performance will be ranked using a combination of ISTEP, standards-based report card data, and other assessment data (as available). The school may require the student to participate in additional testing in order to demonstrate proficiency.
- Attendance  
Quality attendance habits are integral to academic and future success; therefore, the student's attendance shall be ranked as average, below average, or above average.
- Professional Judgment  
The professional educators who know the student best will offer information regarding maturity level, work ethic, responsibility, previous retention, quality of classroom work, performance measured on a standards-based report card, parental involvement, and other relevant criteria.

**Data shall be triangulated to determine whether the student participates in Section II of these guidelines.**

SECTION II: Academic Intervention

The teachers and principal will design an appropriate intervention process formulated for standards mastery that will assist the student and engage the parent during the first semester. At the beginning of the second semester and no later than March, the intervention shall include a personal educational contract when it is determined that documented intervention during the first semester was not successful enough.

The Personal Educational Contract

- Will identify gaps in the student's learning.
- Will identify responsibilities for student, parent and school.
- Will identify which standards are to be met before moving to the next level.

Upon the completion of Step II, the principal shall direct the process to determine whether the student shall be promoted. The principal shall once again consider items under Section I of these guidelines. The expectation is that the student will successfully complete Section II by experiencing significant academic progress. If the student does not successfully participate in the intervention, the matter may require a retention intervention and the parent is so advised at or before spring conferences (see Section III of these guidelines).

SECTION III: Retention

The principal will direct the development of an appropriate personal education contract for the retained student that encompasses some of the attributes of Section II of these guidelines (but not limited to these). Frequent diagnostic assessment linked to instruction is a guiding principle to address the academic deficiencies.

## **SECTION 3 - SCHOOL DAY INFORMATION & PROCEDURES**

### **3.1 School Hours**

Administrative Office	7:30 – 3:30 Monday-Friday
Pre-kindergarten & Kindergarten	8:20 – 11:30
1 <sup>st</sup> – 4 <sup>th</sup>	8:20 – 3:10
5 <sup>th</sup> – 8 <sup>th</sup>	8:10 – 3:02

Please see *The Call* or the CCS Calendar for half day schedules.

**Arrival:** Unless using Extended Care, students in pre-kindergarten through Middle School, should arrive at school no earlier than 8:00 a.m. ALL Students should depart no later than 15 minutes after school dismissal. (Pre-kindergarten and Kindergarten by 11:45 a.m.; first through fifth grades by 3:25 p.m.; middle school by 3:15 p.m.) Students arriving earlier or departing later than these times will report to the Extended Care Coordinator; parents will be charged for Extended Care services in accordance with the current Extended Care fee schedule. (Sect. 4.1 – Extended Care)

### **3.2 Visiting the Building**

Parents are to enter the school building through the main entrance at all times and sign in and obtain a visitor/volunteer badge from the front office before entering the building further.

### **3.3 2 Hour Delay**

If CCS is on a 2 hour delay (fog), Pre-Kindergarten and Kindergarten will begin at 10:20 and finish at 12:20. There will be extended care available on these days also operating on a 2 hour delay.

### **3.4 Cancellations/Early Dismissals**

Classes may close early or be canceled altogether in the case of inclement weather or other emergency situations. In such cases, announcements will be made by local radio stations including WKBV-AM (1490), WFMGFM (101.3), KICKS 96-FM (96.1) and WHON-AM (93). WFCJ 93.7 FM; WJYW 88.9 JOY-FM; CDR 95.3 FM. Also, local television stations including Whitewater Community Television Channel 11 Richmond, WRTV 6, Fox 59, WISH TV 8 all of Indianapolis, and WHIO TV 7 Dayton. In general, closings correspond with the Richmond Community School system, but please listen for all delays and cancellations. In the event of threatening weather, or other emergencies, which result in the early dismissal of school, it is imperative that parents have a contingency plan for pick-up and childcare. Please make certain that ALL individuals who may be called upon to pick up your child is properly listed on your students emergency form. Those who come to pick up students must be prepared to present positive ID. In the event of an emergency, weather related or otherwise, upon arrival at the school, parents should report to the school secretary who will notify the teacher to send the child to the office. Parents or responsible persons should NOT go directly to the classroom to pick up a child for early dismissal.

### **3.5 Office Notification of Absence**

It is important that the proper CCS office personnel always know the location of each student. Therefore, specific procedures have been established detailing how a student absence should be reported. Some absences require prior notification (defined as notifying the appropriate school office of the future absences any time before or during

the school day immediately preceding the absence.) As stated in Section I B of Attendance Policy (See Sect. 2.17), absences requiring prior notification must result in all work for all classes due immediately upon return to school. Family trips, most professional appointments, approved school activities, homebound instruction, and some miscellaneous reasons fall into the prior notice category.

Other absences are more spontaneous in nature and, therefore, do not require prior notification. Personal illness of the student, a death within the family, family emergencies, some professional appointments, and some miscellaneous reasons fall into this category.

### **3.6 Parking Policy** (See Diagram on page 52)

Please follow the loading/unloading rules. They are for the safety of our CCS children. Staff parking is along the sidewalk. This will allow for a loading/unloading lane. Please do not park, leave your car, or block movement in the load/unload lane. In the interest of safety, we ask that you drive very slowly during arrival and dismissal times and that you do not use cell phones or perform other distracting tasks. If you are dropping off/picking up your child, please pull forward to the end of the drive in the loading/unloading lane. This lane is for loading/unloading **ONLY**. Children must load/unload from school side **ONLY**. Classroom teachers are on dismissal duty until 3:20 p.m., however if you need to communicate with your child's teacher, please park in the spaces provided by the road. Students must be accompanied by an adult to cross this area! For additional information, please see the last page of the Parent/Student Handbook.

### **3.7 Building Rules**

1. No student is allowed to be in the building after 3:30 p.m. unless they are enrolled in Extended Care or under the supervision of a teacher.
2. All students need a note signed by their parent/guardian or a call to the office if they are going home with a friend or alter from their regular after school routine.
3. At dismissal, students are to go directly to their cars with parent assistance.
4. Students being picked up need to be picked up immediately after school. The waiting area is restricted to the front entrance or the front sidewalk.

#### Chapel

1. Report with class or group to assembly area quietly.
2. Sit in assigned location.
3. Talk quietly while waiting. No talking during chapel unless directed.
4. Applaud appropriately for recognition or approval (whistling, hooting, calling out, etc. are not appropriate).
5. Leave quietly with assigned group/class.

#### Cafeteria Procedures

1. No running in the lunchroom. Report to assigned table and sit quietly until table is called to proceed through line.
2. Talk quietly while in line and to those at the table (no yelling).
3. Sit in assigned seat, on your bottoms and use manners while eating.
4. Must have permission to leave table to take up trash or buy extras.
5. Pick up and clean up the area where you eat.
6. No talking while lights are turned out. Listen for instructions.
7. Pop or soda drinks may be purchased on Pizza Fridays.
8. No students are allowed in the kitchen area.

#### Hallway Procedures

1. NO RUNNING!!!!
2. Students are to move down the hallway, staying to their right.
3. Hands need to be in control, off walls, doors, etc.
4. Students must remain quiet when moving in the halls.
5. Students should allow adults to pass before proceeding forward.
6. Students must hold the handrail while ascending and descending stairs.

#### Restroom Procedures

1. Students are to take care of their personal business, flush, wash, and exit promptly.
2. Students are to remain quiet.
3. Students are not to play with mechanical facilities, or put paper towels in the urinals and toilets.
4. Writing on the stalls or improper use of facilities will be considered vandalism with possible detention and required reparations made.

#### Conduct and Voice Levels

We believe it is important to adhere to proper, respectful verbal communication. Teaching children how to engage in appropriate conversation also involve training when, where and how to utilize the voice. Therefore, students will be instructed utilizing the following "voice level" system.

Voice Level 0 = No talking. 0 people can hear you talk

Voice Level 1 = Whispering. Only 1 person can hear you talk.

Voice Level 2 = Quiet Conversation, 1 or 2 people can hear you talk.

Voice Level 3 = Presentation voice. A room full of people can hear you talk.

Voice Level 4 = Outside voice. A lot of people can hear you talk.

### **3.8 Lunch**

Students should bring their lunches from home on days hot lunch is not purchased. Milk (chocolate and white) will be available for purchase every day. Food and drinks are allowed only in designated areas and at designated times. Please help your child remember his or her lunch. It is very difficult to turn away a hungry child.

In an effort to encourage healthy children, water, juice and low fat milk will be encouraged. Soda and "empty calorie" drinks are discouraged. In the event of a forgotten lunch, you may purchase a lunch from Community Christian as available.

CCS **does not** attempt to maintain a peanut butter free kitchen. We cannot prevent students from bringing peanut butter or associated allergens with them from external environments into the facility. While we work diligently to create the safest environment possible for our staff and students, we cannot guarantee the elimination of peanut butter and associated allergens from our facility. Should a problem arise, staff are advised of associated risks and are instructed to respond as per their level of training. Students with severe food allergies should carefully consider associated risks prior to enrolling.

Following is the 2009-2010 lunch schedule:

11:00 – 12:00	4 <sup>th</sup> grade	11:45 – 12:45	5 <sup>th</sup> grade
11:15 – 12:15	2 <sup>nd</sup> /3 <sup>rd</sup> grade	12:00 – 12:30	7 <sup>th</sup> /8 <sup>th</sup> grade
11:30 – 12:30	1 <sup>st</sup> grade	12:20 – 1:15	6 <sup>th</sup> grade

### **3.9 Grading Policy**

#### Academic Grading Scale

##### *Pre-kindergarten*

N = Not Yet

I = Improving

C = Consistent Achievement

NA = Not Applicable

##### *Kindergarten – First Grade*

O = Outstanding

S+ = Above Average

S = Satisfactory

NA = Not Applicable

NI = Needs Improvement

U = Unsatisfactory

##### *Second Grade – Middle School*

A+	100	C+	79-81
A	94-99	C	73-78
A-	92-93	C-	70-72
B+	90-91	D+	67-69
B	85-89	D	63-66
B-	82-84	D-	60-62
		F	59

### **3.10 Curriculum – Procedure for Comments, Complaints, and Concerns**

Any parent, guardian, or any individual or group action on behalf of any student enrolled at Community Christian may present a complaint, comment or concern regarding quality and suitability of these matters; school personnel assume the obligation to observe the following procedures in dealing with public complaints. School personnel are required to safeguard quality education and academic freedom. The staff shall:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, learning styles and maturity levels of the students served, particularly regarding literature selections.
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and societal standards.

#### ***Principles***

- A. Parents are ultimately responsible to the Lord for determining what their students do and so not read.
- B. Teachers and the Media Specialist are responsible to the Lord and to parents and their students for the materials they select for use in reaching the goals and objectives of the school's curriculum, but must have freedom to use their mature Christian judgement within the guidelines of this document.
- C. The search for useful books may include those books written by the persons who are not Christian, or who write things that may be judged to be false

when tested with the touchstone God's Word. Our use of such books is based on the following assumptions:

1. God in His grace reveals truth to all men, Christian and non-Christian, through general revelation. Thus, a non-Christian author may have much truth to share with the reader, whether that reader is a Christian or not.
  2. One of the goals of a Christian Education is to prepare students to be discerning observers and participants in their culture. This can be achieved by a careful analysis of selected products of the culture, including films, books, speeches, events, and people.
- D. All materials selected for use in the library or the classrooms, including Material written by Christian authors, must meet the majority of the criteria implied in the following questions:
1. Appropriateness
    - a. Is the work appropriate to the general objectives of the unit or section under the study?
    - b. Is the work appropriate to the specific objectives of the unit or section under the study?
    - c. Is the work appropriate to the mental, emotional, and spiritual level of maturity, interests, and needs of the reader?
  2. Potentiality
    - a. Does the work have the potential of engaging and exercising the reader's power of imagination?
    - b. Does the work have the potential of providing the reader with a significant and/or enjoyable experience?
    - c. Does the work have the potential of leading the reader to a greater understanding of His culture and society?
    - d. Does the work have the potential of leading the reader to reinforce familiar and/or discover new aspects of truth?
    - e. Does the work have the potential of providing the reader with a Significant occasion for exercising and/or defining his Christian faith and commitment?
    - f. Does the work have the potential of sharpening the reader's Sensitivity and increasing his concern and compassion for man's social, moral, and spiritual predicament and needs?
  3. Worth
    - a. Does the work achieve a fusion of technical excellence and moral power?
    - b. Does the moral and/or social significance of the work exceed in value the possible offensiveness of any of its parts?
    - c. Does the work as a whole achieve a moral impact, and does it Reflect an honest penetrating view of human life that is valid in its perception and non-didactic in its stance?

(The principles do overlap. Obviously a book that received affirmative responses to every principle would be acceptable. With each book the teachers would make a final assessment based on careful consideration of the principles.)

### **3.11 Homework**

Homework will be assigned by each teacher and is designed to reinforce and enrich school learning by providing the necessary practice, integration, and application through related home activities and to stimulate voluntary effort, initiative, independence, responsibility, and self-direction. The quantity of homework will follow the general guideline that the average student will spend between 10-15 minutes per grade level per night (i.e. an average fourth grader will spend about 40 – 60 minutes on homework on the average night. Minimal new homework assignments will be given on Wednesdays to allow for mid-week church commitments). See Student Attendance Policy – Sect. 2.17.

### **3.12 Mid-Terms**

Generally students showing academic progress at or below a “C-“ average, should receive a 4 ½ progress report. If the teacher notices a significant downturn at any point in the 9-week period. He/she is encouraged to contact the parents and student for an immediate conference.

### **3.13 Library**

Loan period for books will be two weeks. There is a limit of five books per child to be checked out at any given time. Books can be renewed once for an additional two weeks. Overdue books will be fined at a rate of five cents per day. The only exceptions will be on weekends and holidays when the school is closed and on days a child is ill or otherwise unable to attend school. Lost books will be fined at their replacement value.

If a book is checked out and not returned on the date due, an overdue slip will be given to the student. The Librarian keeps copies of all fine slips and any student has not paid their entire book fines will have their grades withheld at the end of a grading period until all unpaid book fines have been cleared.

### **3.14 Lockers**

Lockers are the property of Community Christian School and are a permanent part of the building. Each student is assigned a locker for storage. The principal or his/her representative shall possess the authority to examine the contents of the locker located on premises when there is a reason to believe that the contents of the locker may include elements which:

- Present an immediate threat to the health, safety, and the welfare of the student or of other students.
- Are illegal to possess.
- Would contribute to the disruption of the normal education program.
- Have been reported lost or stolen.
- **ALL** materials (including coat, books, papers, etc.) must be placed inside the student’s locker, with the exception of one backpack.
- If the student has a backpack, he/she must place it directly in front of his/her locker before going to the next class. (NOTE: This applies for one backpack per student. Any other bags or backpacks must fit inside the locker.)
- The door to the student’s locker must be closed during class time and before the student goes home each evening.
- Any food in the locker must be stored inside of a lunch box or lunch bag of some sort. Any student who fails to abide by this guideline will be required to serve detention.\*
- **ANY** papers found outside of the locker will be thrown away, regardless of their nature. Any books or other materials found outside of the locker will be

- confiscated, and will only be returned after a detention\* has been issued.
- Nothing may be stored on top of the lockers. This is necessary to ensure the safety of the students.

*\*Students will be required to serve detention on the day following the offense. They are to report immediately to Room 6 at the beginning of lunch period with a **COLD** lunch. They will not be permitted to do homework during detention, and they will not be given a recess time.*

### **3.15 Backpacks**

Students are allowed to carry backpacks to school. Backpacks are to be carried (not dragged) up the stairs to the second floor. All backpacks and student bags are subject to inspection by school personnel at any time.

### **3.16 Electronics and Toys**

Students may not bring toys, radios, C.D. MP3 Players, or electronic games to school or extended care without the consent of the school.

**3.17 Cell Phones and iPods** may be brought to school **BUT** they should not be seen or heard between the hours of 8:10 a.m. and 3:15 p.m. At the first offense, the phone will be taken away and picked up by the parent. The second offense would entail revoking phone privileges for the remainder of the school year.

### **3.18 Recess/Playground Rules (see section 5.9 for additional information)**

#### **GENERAL CONDUCT:**

1. All students should display a spirit of sharing and taking turns.
2. Always report broken or damaged equipment or any other dangerous conditions to an adult supervisor.
3. Always OBEY adult supervisors without grumbling or complaining, and with a respectful attitude.
4. When a whistle is sounded all students are to stop activity.
5. If someone appears injured, do not move them. Get an adult to assist you.
6. Please do not take any reckless risks on any piece of equipment.
7. At the end of recess, line up promptly and return to class at levels 1 or 0 as directed by your teacher.

**NOTICE: Anyone who by intention or design deliberately pushes, shoves, hits or violates another student in the course of play, will lose the privilege of playing and be removed from the game for a period of not less than one week.**

- **While in the Gym**

1. NO KICKING balls. If a child kicks a ball without direct instruction from a teacher during P.E., he or she is to sit out of recess for 1 week.
2. NO dodge ball, freeze tag or other games where the child is hit by a ball as a planned part of the game indoors, or outdoors. Those who engage in this kind of play will be removed from recess for a period of one week, unless otherwise specified by the school principal.
3. NO tackle or touch football, indoors or outdoors. Flag football will be allowed ONLY with the direct supervision and permission by the recess/extended care supervisor(s). Those who engage in this kind of play

without permission and without the following supervisor rules will be removed from recess for a period not less than three days and not more than one week, unless otherwise specified by the school principal.

4. NO food or drink is allowed in the gymnasium.

- **While Outside**

Children can play more safely when they have close adult supervision and a basic knowledge of simple playground safety rules. Miracle's Playground Equipment Company has developed a safety sign detailing age appropriateness and guidelines for safer play. The following language can be found on Miracle's safety sign to the right of the playground entrance. These rules are in effect for all students. No age group is exempt. Rules apply to ALL CCS programs, including before and after school care and specials.

- **Skateboards, Skates, Scooters, and Heelys**

Skateboards, Skates and Scooters will not be permitted at school.

### **3.19 Accidents**

Each and every accident in the school building, on the school campus, at school sponsored activities, during activities held in the building by rental groups, or at any school activities held away from school must be reported immediately to school personnel sponsoring the activity.

Accidents at F.A.C.E. functions should likewise be reported to the school principal as soon as possible even if no school personnel are in attendance.

### **3.20 Emergency Drills**

- **Fire Drill Procedures**

Procedures for evacuating the building during fire drills are posted in each room and will be read to each class by the teacher. Follow these instructions for each drill. Each drill is to be treated as an actual emergency situation.

1. The alarm is a continuous bell.
2. Leave the building quickly and quietly. Keep to the side of the hallways.
3. Then outside, clear the building so the last student can be 300 feet from the building.
4. Do NOT return to the building until the all-clear is given by the administrator or designee.

- **Tornado Drill Procedures**

Drills are carried out in accordance with the state law and directions of areas are given by each teacher to each class.

1. The alarm is a blast on an air horn, siren or bell.
2. Move quickly and quietly to designated area.
3. Students should face the locker or wall and clasp their hands behind their head, duck and cover.
4. Remain quiet for further instructions.
5. All windows and doors are to be shut.

Note: All students will comply with established procedures and the specified instructions of staff personnel.

- **Other Drills**

Community Christian School may practice other safety drills periodically even though not required by state law. (Earthquake, flooding, hazardous chemical spills, bomb threats, hostage, etc).

### **3.21 Parent-Teacher Conferences**

Parent-Teacher Conference periods are scheduled for each school year for the purpose of apprising parents of student's progress and facilitating communication between teachers and parents. Parents should make appointments for a conference during each scheduled conference period.

From time-to-time, as may be needed, teachers will ask parents to come in for special conferences. Parents who wish to initiate conferences may do so at any time by calling the school office and making arrangements to meet with the teacher.

### **3.22 Telephone**

Neither teachers nor students are normally available to receive telephone calls during the school day. Messages will be placed in teachers' boxes and calls may be returned during their free periods or at the end of the day. Messages will be given to the students at the lunch period or at the end of the day. Students are not permitted to use the telephone except in emergency situations. Emergency messages will be given to teachers or students immediately.

## **SECTION 4 – AFTER SCHOOL EXTENDED SERVICES & ACTIVITIES**

### **4.1 Extended Care**

The Extended Care childcare program provides services before, during, and after school for students in PK-8. Our morning session begins at 7:00 a.m. and ends ten (10) minutes prior to school start. Student who arrive at school before 8:00 am. **MUST** sign into extended care. Our after school session(s) start at students' dismissal and end at 5:30 p.m. Students who have not been picked up within 15 minutes of school dismissal **MUST** sign into extended care. Teachers are relieved of door duty and in order to provide supervision, students must begin extended care at that time. Students who know they will be using extended care must sign in within 5 minutes of dismissal. ANY student who is not picked up by 5:30 p.m., a \$5.00 fee for 5 minutes will accrue. **EXTENDED CARE will not be provided in the afternoon on the first and last days of school, or the final day before Christmas Break.**

### **4.2 Field Trips**

Teachers at Community Christian School will schedule field trips for their classes when opportunities outside the school will enhance their yearly objectives. Parents may be asked to provide transportation when field trips are taken and a waiver is to be signed by the parent or guardian, relieving the school and/or driver of any liability in case of accident.

**INDIANA CHILD PASSENGER LAW**

**Effective July 1, 2005**, Indiana state law requires that all children ride properly fastened by a child restraint, which can include a belt-positioning booster seat, until their 8<sup>th</sup> birthday.

**Exemptions:**

- If all lap/shoulder seat belts are being used by other children, then a child over 40 pounds may be restrained by a lap only safety belt without a child restraint in a rear seat. (Booster seats cannot be safely used with a lap only safety belt.)
- Additional exemptions include vehicles manufactured without safety belts, a school bus, taxi, public passenger bus, motorcycle, ambulance or other emergency vehicle.
- **Children at least 8 years old until their 16<sup>th</sup> birthday are required to ride properly restrained in a child restraint system or seat belt in all seating positions in all vehicles.**

It is strongly recommended that all children 12 and under ride in the back seat. If the child must ride in the front turn off air bag or move front seat as far back as possible from air bag.

*Indiana Passenger Law*

Each **front seat** occupant of a passenger motor vehicle that is equipped with safety belts shall have a safety belt properly fastened about the person's body at all times when the vehicle is in forward motion.

	AGE/WEIGHT	SEAT TYPE/POSITION	USAGE TIPS
<b>Preschoolers/ Toddlers</b>	1 to 4 years/at least 20 lbs. to approx. 40 lbs.	Convertible Seat/forward-facing or Forward-Facing Only or High Back Booster/Harness  <b><i>Seats should be secured to the vehicle by the safety belts or by the LATCH system.</i></b>	<ul style="list-style-type: none"> <li>• Tightly install child seat in rear seat, facing forward.</li> <li>• Harness straps/slots at or above child's shoulders (usually top set of slots for convertible child safety seats.)</li> <li>• Harness straps snug on child; harness clip at armpit level.</li> </ul>
<b>Young Children</b>	4 to at least 8 yrs/unless they are 4'9" (57") tall.	Belt-Positioning Booster (no back, only) or High Back Belt-Positioning Booster.  <b><i>NEVER use with lap- only belts – belt- positioning boosters are always used with lap AND shoulder belts.</i></b>	<ul style="list-style-type: none"> <li>• Booster used with adult lap and shoulder belt in rear seat.</li> <li>• Shoulder belt should rest snugly across chest, rest on shoulder; and should NEVER be placed under the arm or behind the back.</li> </ul>

			<ul style="list-style-type: none"> <li>Lap-belt should rest low, across the lap/upper thigh area – not across the stomach.</li> </ul>
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### **4.3 Extension Activities**

It is customary and expected in the extended school community as well as at Community Christian School, for students to participate in and represent their school in academic, performance and other assemblies outside of normal school hours. It will be considered customary and expected at Community Christian School (CCS), as well. (Some examples of such assemblies include: Spelling Bee, Holiday Programs or Plays, Science Fair, etc.)

Students are encouraged to attend these events as part of the school academic and social experience. Should a CCS parent elect not to have a child participate in an extension activity, due to a mitigating circumstance or other reason, an additional project will be assigned and must be completed in lieu of participation in the extension activity.

### **4.4 Extra-Curricular Activities**

These activities exist at Community Christian in addition to the normal classroom activities.

Clubs – Clubs may be established by the staff and principal for the benefit of all students. These may be academic or artistic and serve as enrichment to the daily curriculum. These will be reviewed and determined annually.

School Skates – School skates are for students attending Community Christian. School behavior guidelines are to be followed at all school skates. Parents and siblings may skate with their guests. Parents may allow children below the age of six to skate in the beginner's rink under their supervision. All school skates are held at the "The Skate" in Richmond. Parents are responsible for transportation and those staying to chaperone may enter without charge.

### **4.5 Athletics**

Typically students in fourth through Middle School may participate in the basketball program. Students in Middle School may participate in the volleyball program. Students in 5<sup>th</sup> through Middle School may participate in cheerleading. Students participating in these programs must meet the following criteria:

1. Students may not participate if they have any grades below a C-.
2. Students' grades will be checked for eligibility at both mid-term and at the end of the grading period.
3. Students may not participate in athletic programs if they are on social probation.
4. Students may not participate while suspended from school. After a second suspension, the student cannot play for the rest of the school year.

### **4.6 Athletic Committee**

The CCS Athletic Committee of the Boards, working with the Athletic Director, establishes the athletic programs and activities of the CCS Eagles. This group believes that God is sovereign over all, including sports. Athletics provide opportunities to learn Christ-like character and to reflect His glory in competition. The group is committed to

assisting and promoting CCS athletics with time, talents, and treasure. For information, contact the athletic director.

## ***SECTION 5 – PROGRAMS, PROCEDURES & RELATED POLICIES***

### ***5.1 Academic Probation***

Any student (Grades 6 and up) with a failing grade in any one or more subjects or an overall GPA below 2.0 at the time of a mid-term or quarterly report card is placed on Academic Probation for the next 4 ½ weeks. CCS will send an academic probation notice to parents to alert them to the situation and will request that a parent speak with the appropriate teacher concerning the student's performance. With the help of the teacher and parents, the student is encouraged to complete all assignments and prepare for tests and quizzes. Continued academic probation may result in expulsion.

### ***5.2 Canine, Animal, and Pet Guidelines***

1. Students are strongly discouraged from petting stray or familiar pets on school grounds.
2. Leashed canine pets on school grounds are strongly discouraged.
3. All live animals and insects need to be confined to an appropriate container (not glass) while on school premises. Students are not to handle live specimens.

### ***Animals on School Property***

(The only exceptions to the following pertain to "service animals" which include our "Reading Buddies").

1. Animals should be in the classroom by teacher invitation only.
2. Students who are considered allergic should not touch pets.
3. All animals (canine and feline) must wear a tag declaring their health.
4. Animals should not be shared in other classrooms unless invited by the classroom teacher.
5. Animals should be related to classroom curriculum.
6. Animals should not be visible in the carpool line or outside of the vehicle.

### ***5.3 Cheating***

Any student cheating on a test will automatically receive an "F" for the test or homework. Teachers may also choose to issue detention.

### ***5.4 Child Abuse Policy***

Typically, child abusers will not remain where workers are trained to identify child abuse and are encouraged to report suspicious behavior. Abusers thrive on secrecy. We at CCS are committed to bring all secretive sinful behavior into the light as well as to follow the civil statutes in force for our state in order to protect our students.

Therefore, when child abuse is suspected the safety and well being of the child or children will be first concern.

School officials will notify the custodial parents regarding this process and in the case of suspected abuse within the school, the school's insurance company will be notified. The following is the current Indiana Code, IC 31-33-5.

Sec. 1. In addition to any other duty to report arising under this article, an individual has reason to believe that a child is a victim of child abuse or neglect shall make a report as required by this article.

As added by P.L. 1-1997, SEC. 16.

Sec. 2. (a) If an individual is required to make a report under this article in the individual's capacity as a member of the staff of a medical or other public or private institution, school, facility, or agency, the individual shall immediately notify the individual in charge of the institution, school, facility, or agency or the designated agent of the individual in charge of the institution, school, facility, or agency.

(a) An individual notified under subsection (b) shall report or cause a report to be made.

As added by P.L. 1-1997, SEC. 16.

Sec. 3. This chapter does not relieve an individual of the obligation to report on the individual's own behalf, unless a report has already been made to the best of the individual's belief.

As added by P.L. 1-1997, SEC. 16.

Sec. 4. A person who has a duty under this chapter to report that a child may be a victim of child abuse or neglect shall immediately make an oral report to:

(1) The local child protection service, or (2) The local law enforcement agency. As

added by P.L. 1-1997, SEC. 16.

*\*Adopted April 2005*

If a child is an alleged victim or perpetrator of child abuse or neglect, consent of each parent, guardian, or custodian must be made verbally and in writing in order to interview the child at CCS. These verbal and written consents must be obtained prior to the interview. (See paragraph below for exceptions.) This is also true in situations where a child who is not a victim or alleged perpetrator, needs to be interviewed, absent any immediate threat to that child.

There may be exigent circumstances that would warrant concerns for the child's safety. In these circumstances, permission of the parent verbal or written, to interview the child may be waived. Examples: The child may be experiencing sexual abuse at the hands of a non-parent, guardian or custodian, and the parent, guardian or custodian may not be providing protection to the child. In this case, a unanimous action of the board of directors is required, before an interview is to be conducted at Community Christian School, without parental notification and written permission.

### **5.5 Criminal Trespass**

It can be argued that individual members of the community enjoy a limited right of access to school facilities while conducting legitimate school-related business. However, a person's conduct while so engaged cannot be such as to constitute a disruption or interference with the accomplishment of regular school functions. When such incidents occur, the building principal or other administrative official in charge of the particular facility can, and should request that the person leave the premises. Failure to do so can result in prosecution for criminal trespass.

I.C. 35-19-4-2. It shall be a misdemeanor for any person to refuse to leave the premises of any institution established for the purpose of the education of students enrolled therein

when so requested, regardless of the reason, by the constituted officials of any such institution.

### **5.6 Drug-Free School Zone**

Schools in the state of Indiana have been declared Drug-Free Zones. Indiana Code 35-48-4-4 states that it is illegal to possess, use or sell a controlled substance or alcohol beverages on school property, within 1000 feet of school property, or on a school bus. All individuals (including students) in violation of this law must be reported to law reinforcement authorities. Violation of this law is a Class B or D offense depending on the circumstances. Violation of these rules will also mean expulsion from school.

1. Possess, provide to another person, or be under the influence of any substance which is or contains tobacco, alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, caffeine-based pills, substances containing phenylpropranolamine (PPA), or a hallucinogen – whether prescription or sold over the counter (without a prescription), or any substance represented by the provider to be any of the listed substances (a) on school grounds at any time or (b) at any school sponsored activity at any location. Use of medication by student prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication does not violate this rule. Any student who is unsure if possession, use or providing another person with any particular medicine or substance would violate this rule should contact the Principal or authorized school official before possessing, using or providing the medication or substance.
2. Possess or provide to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, or hallucinogens on school premises at any time or any location. Examples of things which are not to be possessed or provided to another person are: pipes, rolling paper, clips, etc.

### **5.7 Harassment**

#### **I. SCOPE**

This policy applies to all faculty, staff, parents, students and volunteers of Community Christian School.

#### **II. PURPOSE**

To provide an environment free from unlawful and improper “harassment” of employees, students and volunteers of Christian Community School.

#### **III. GENERAL POLICY**

It is the School’s position that it is the responsibility of every Community Christian School employee, student and volunteer, to cooperate in maintaining an environment free from unlawful and improper harassment. Community Christian School considers harassment a serious act of misconduct, and violations of this policy may subject an individual to disciplinary action, including immediate discharge or dismissal. As used in this policy, the term “harassment” includes sexual and racial harassment, as well as harassment based on any other protected classification.

*It is considered harassment if:*

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, enrollment or participation at Community Christian School or its functions.

2. Submission to or rejection of such conduct by an individual is used as a basis for decisions affecting an individual's continued relationship with Community Christian School.
3. Such conduct substantially interferes with an individual's performance or creates an intimidating, hostile or offensive working or school environment.

Some examples of what may be considered harassment, depending on the facts and circumstances, include the following:

1. Verbal Harassment, e.g., derogatory comments regarding a person's race, color, sex, religion, ancestry, ethnic heritage, mental, or physical disability, age, appearance or other classification protected by law, threats of physical harm, or distribution of written or graphic material having such effects.
2. Non-verbal harassment, e.g., gestures, leers, or the display of signs or pictures.

In particular, sexual harassment may be defined as unwelcome verbal, physical or sexual conduct including, without limitation, sexual advances, demands for sexual favors, or other verbal or physical conduct of a sexual nature, regardless of whether designed or intended to promote an intimate relationship.

### **5.8 Movie/Video Policy**

Non-print materials, such as videos, have become increasingly valuable sources of information and creative expression. CCS supports the use of media in the instructional program. CCS faculty are expected to use sound professional judgment in the selecting of video and other media resources used with students, and are to be aware of both the Federal Copyright Law and Fair Use practices as they apply to the use of such media in the classroom.

By law, when a teacher shows any video that does not include "public performance rights" he or she must comply with the "Fair Use" provision and Chapter 1, Section 110 of the Copyright Law. The following is a summary of the guidelines from those documents.

Videos shown in school should:

- Be used with students in "face to face" instruction with the teacher
- Be directly related to the curriculum and the current instruction
- Be correlated to instructional objectives
- Be shown in the normal instructional setting, not in such large group settings as the auditorium
- Not be used for fundraising. No admission should be charged for a film showing
- Be "lawfully made". That means that the teacher has not duplicated a copy in violation of Fair Use, without the knowledge of the copyright holder or that the teacher has not knowingly purchased an illegal copy. It is reasonable to assume that videos acquired from rental stores and libraries are lawfully made copies.

Movies not rated G all have some material, which a parent may object to. All feature films; especially those rated PG and PG-13 should be previewed by a staff member and approved by a member of administration for educational use.

### **5.9 Playground Rules**

1. All students need to display a spirit of sharing and taking turns.

2. Always obey adult supervisors.
3. When a whistle is sounded all students are to stop activity.
4. If someone appears injured, do not move that person. Get an adult to assist.
5. At the end of recess, line up promptly and return quietly to class. No talking inside the building.
6. Please do not take any reckless risks on any equipment.

#### **While in the Gym**

1. NO KICKING balls at all. If a child kicks a ball, he or she is to sit out of recess for 1 week.
4. NO dodge ball, freeze tag or other games where the child is hit by a ball a planned part of the game indoors, or outdoors. Those who engage in this kind of play will be removed from recess for a period of one week, unless otherwise specified by the school principal.
5. NO tackle or touch football, indoors or outdoors. Flag football will be Allowed ONLY with the direct supervision and permission by the recess/extended care supervisor(s). Those who engage in this kind of play without permission and without the following supervisor rules will be removed from recess for a period not less than three days and not more than one week, unless otherwise specified by the school principal.
4. NO food or drink is allowed in the gymnasium.

#### **While Outside**

Children can play more safely when they have close adult supervision and a basic knowledge of simple playground safety rules. Miracle's Playground Equipment Company has developed a safety sign detailing age appropriateness and guidelines for safer play. The following language can be found on Miracle's safety sign to the right of the playground entrance. These rules are in effect for all students. No age group is exempt. Rules apply to ALL CCS programs, including before and after school care and specials.

#### **PLAY STRUCTURE IS DESIGNED FOR KIDS AGES 5-12. ADULT SUPERVISION IS REQUIRED.**

1. Take turns on all play equipment.
2. No pushing, shoving, or rough stuff.
3. Be careful when the equipment is wet.
4. Use equipment correctly for fun and safety.
5. And above all, have fun!

#### **BACK PANEL WARNING:**

1. Installation over a hard surface such as concrete, asphalt, or packed earth may result in serious injury or death from falls.
2. To avoid burns, parents and supervisors should check for hot playground surfaces before allowing children to play.
3. To avoid strangulation, do not wear helmets, necklaces, or clothing with hoods, cords, or draw strings while using playground equipment.
4. Do not play on broken or damaged playground equipment. Report broken or damaged equipment to maintenance personnel immediately.
5. Do not walk up or climb on slides. Slide feet first, face forward, in a seated position, one at a time.
6. Do not climb on or over safety rails, walls, barriers, roofs or swings.
7. Do not run on, jump off, dive off playground equipment.

8. Do not walk or climb on top of overhead ladders (“monkey bars”).  
Use overhead ladders one rung at a time.
9. Swing in a seated position and do not twist or jump out of swings.
  - \*No pushing or under-ducking others on the swing.
  - \*No running through the swings while people are swinging.
  - \*If others are waiting for the swing, the student gets 20 swings then must give up the swing. One swing is forward and back. That student may then wait in front of that swing for another turn.

#### 4 Square

- \* The object of the game is to work your way through all four squares to square one, which is the server’s square.
- \* Players are out when:
  - \* They hit the ball into their own square
  - \* They hit the ball and it bounces on any line
  - \* They hit the ball out of bounds
  - \* The ball bounces twice in their square
  - \* The player touches the ball before it bounces in their own square.
  - \* They hit the ball three times between themselves and the same player. (Both the players involved are out).
  - \* They hit the ball in an overhand manner.
  - \* They gang up on another player (All players involved are out.)
  - \* They catch the ball.
  - \* They step in another player’s square.
  - \* They delay play (All players involved are out).
- \* The first person in line is the judge of the game. If a call is disputed, players are majority vote. Majority vote rules. If the judge is not watching play, the judge must go to the end of the line. If players cannot agree on who is out all four players are out.
- \* If a server serves for six consecutive games, they are the undefeated champion and must go to the end of the line.

#### Capture the Flag

- \* There are two teams
- \* Each side has a flag (If a flag cannot be found, a nerf football will do).
- \* The object of the game is to capture the opponent’s flag/ball and bring it back to your side.
- \* Each team is allowed to have no more than two guards for the flag/ball.
- \* If a player on the opposite team is tagged while on the opposing team’s side, the player goes to a “jail” located at the corner of the opposing team’s side.
- \* The only way to get out of “jail” is to have a player from the player’s team run to the “jail”, grab the player’s hand and run back to your side without being tagged.
- \* If the “rescuer” is tagged, both players must return to “jail”.
- \* There is no guard for the “jail”.
- \* If a ball is being used, you can “capture” it by throwing it back to your side. However, if no one on your team catches the ball, it has not been captured and must be returned to the opposing team.

#### Skateboards, Skates, Scooters and Heelys

Skateboards, Skates and Scooters will not be permitted at school.

#### **GENERAL CONDUCT:**

8. All students should display a spirit of sharing and taking turns.

9. Always report broken or damaged equipment or any other dangerous conditions to an adult supervisor.
10. Always OBEY adult supervisors without grumbling or complaining, and with a respectful attitude.
11. When a whistle is sounded all students are to stop activity.
12. If someone appears injured, do not move them. Get an adult to assist you.
13. Please do not take any reckless risks on any piece of equipment.
14. At the end of recess, line up promptly and return to class at levels 1 or 0 as directed by your teacher.

**NOTICE: Anyone who by intention or design deliberately pushes, shoves, hits or violates another student in the course of play, will lose the privilege of playing and be removed from the game for a period of not less than one week.**

#### **5.10 \*Peer Abuse Policy (Bullying)**

1. This rule applies when a student is:
  - a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including tutoring, extended care or extra-curricular events);
  - b. Off school grounds at a school activity, function, or event;
  - c. Traveling to or from school or a school activity, function, or event; or
  - d. Using property or equipment provided by the school.
2. Peer Abuse (bullying) by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Parents or students who suspect that repeated acts of peer abuse (bullying) are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of peer abuse (bullying).
4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in peer abuse (bullying).
6. CCS will encourage students, staff and parents in meaningful discussions about the negative aspects of peer abuse (bullying). The parent involvement may be through parent organizations already in place.

#### **5.11 Probationary Status**

One mission of Community Christian School is to provide a discipling ministry to its students. We consider CCS an extension of the Christian home. Therefore, it is critical, if not a requirement that each student receive parental support and commitment to their Christian Education and personal walk with the Lord. Each parent, by enrolling their child in CCS and signing the Statement of Faith, is pledging this support to the student and school. Enrollment is a privilege, not an entitlement, and is subject to review and prayerful consideration when deemed necessary by the school Administrator and Board. The school reserves the right to deny or terminate admission to the school based on one or more of the following three categories:

1. Insufficient academic performance or progression.
2. Excessive behavioral problems.
3. Inappropriate parental behavior or lifestyle choices inconsistent with biblical moral principles, which would undermine the mission and purpose of Community Christian School.

It is the parents' obligation to provide an environment at home that will maximize the teaching efforts of the school and contribute to the overall "training up of the child in the way he/she should go" Proverbs 22:6. Parents must model, via their own behaviors, those they desire in their children. Effective parenting skills are essential. These include, but are not limited to:

- Daily prayer for and with the child
- Monitoring and limiting the amount of television watched after school and in the evening by the child
- Setting aside blocks of time for homework, and participating in completing assignments
- Establishing firm bedtimes to ensure adequate sleep for the children.
- Ensuring overall provision of health care
- Modeling and exposing your child to positive role models therefore, protecting her from negative influences, which may impede personal growth and/or foster poor patterns of behavior

### **5.12 School Security/Security Threat Level Plan**

School safety is a priority at Community Christian School. We will continue The following information is regarding our responding to security alerts at the state or national level. We will continue researching and updating our plans to meet the new challenges of the nationwide threat of terrorism. We wish to take this opportunity to communicate with you, so we can work as a team to provide the safest possible environment for our students.

Addressing safety issues has always been a primary concern at CCS. We are actively involved with Wayne County Sheriff's Department, Richmond Police Department, Wayne County Emergency Management Agency, and other local agencies to enable us to gain information and develop appropriate procedures. In our continued effort to maintain parent/student/staff communications, we are providing your family with the following information. We are also asking for your help in implementing these measures:

- Follow the visitor sign-in and identification procedures. Please, refrain from entering the school without reporting your presence to the office. This is a crucial step for safety in school at all times.
- Please understand, in the event of an emergency, our school's first priority is for the safety of **all students**.
- In the event the students must be moved to an alternate location, the alternate will be the Hayes Regional Arboretum, Nature Center, 801 Elks Road. The parent or guardian must go immediately to the Command Center, which will be set up at the Nature Center entrance. The parent or guardian must sign the student out and return the student nametag before the student can leave the building. Students

will not be released to those who are not on the approved pick-up list. For those who are designated First Responders, please make sure your pick-up list is complete and extensive enough to cover your specific needs.

- Report any school safety concerns to the building principal or board chairman immediately. If you want to make an anonymous report, please leave a message on the school answering machine.
- The first day the country goes to a **RED Terrorism Alert**, We will have school and services, unless a state, county, or federal official indicates otherwise.
- All extra-curricular activities will be cancelled and access to buildings by community groups will be restricted.
- **Parents may make the decision to keep their children home, but need to report the absence immediately to the office.**
- Students will only be released to parents or designated persons with proper ID using pre-determined sign-out procedures.
- Phone calls to release students will not be considered appropriate. The school has no way of monitoring who is making the call. Also, in the event the students have been moved, the school has no way to manage in-coming calls. Please make sure your pick-up list is complete and on file in the office. This is especially crucial for First Responders.

### **Security Threat Level Plan**

Under a security alert with a threat level of Orange, the following actions will occur

1. Field trips outside the state will be carefully scrutinized and decided on a case-by-case basis. All trips should include planning for the contingency of the threat level changing during the trip.
2. School will observe increased security and will carefully monitor access to buildings.
3. School will review emergency plans with staff and students at each individual school site. Drills may be conducted.
4. Increased level of supervision to report suspicious activity will be encouraged.

On a threat level of Red:

1. School will be closed if recommended to do so by the appropriate local, state or federal authorities.
2. Action plans and emergency procedures will be reviewed with students and staff
3. After notification of a Red alert, field trips will not be approved.
4. School will be in perimeter lockdown mode. Adults will be posted at the main entrance if available.
5. School will observe an identification check of anyone visiting the building and any deliveries to the building. Visitors must have a legitimate purpose to be on school grounds.
6. Extra-curricular events or after school activities will not be conducted.
7. There will be increased observance of the school campus and students by adults. Adult supervision will be at the highest level.
8. Other than regular dismissal, students will be released to parents under normal sign out procedures unless such release would endanger the school or students.
9. No outdoor activities will be conducted.
10. Students will be released during the day to attend auxiliary programs on a case-by-case basis.

- **We have been advised that a RED Alert could go on for numerous days at a time. Community Christian School officials will make contact at the end of Day 1 of the Alert with County officials to determine appropriate action for the following days of the Alert. Our goal is first of all safety, secondly to give students a sense of normalcy. Further instructions will be given to radio and TV stations, as in the case of weather emergencies.**

### **5.13 Technology Plan**

a) IN GENERAL – The plan is based on the progress of Community Christian School and an assessment by the Technology team of the continuing and future needs of the school in effectively using technology to provide all students the opportunity to meet challenging State academic content and student academic achievement standards.

b) CONTENTS – The plan, referred to in subsection (a), will provide the following:

- (1) Community Christian School will promote –
  - (A) higher student academic achievement through the integration of advanced technologies, including emerging technologies, into curricula and instructions;
  - (B) increased access to technology for teaching and learning for students whose families do not have access to technology available to them for whatever reason; and
  - (C) the use of technology to assist in the implementation of School reform strategies.
- (2) The description of activities that will promote the use of technology in education.

### **5.14 Volunteer Policy**

Volunteers are an integral part of the CCS program. In a very real way, volunteers allow us to keep costs down and school more affordable for everyone. Further time spent working with and for your child's education is time well spent and demonstrates your commitment to his/her education. On the school application, you will note where, how, and when you would prefer to serve. Of course as other volunteer opportunities arise, you may also choose to participate in them as well. Please do not concern yourself about "getting hours" as a volunteer. As we have need, we will call upon you. If you are not available, we understand and will call again. You will always have opportunities to serve at CCS; even in the summer we have projects going on where volunteers are a necessity! Finally, all volunteers must have a Criminal background check. The state of Indiana provides this service to CCS at no charge. We will be sending our bulk applications to the State in July, before the start of school. If you are not able to turn in your paperwork in a timely manner, you may, at a nominal fee, turn in your paperwork to the school office to be forwarded to a private agency which performs background checks. Each volunteer will be accountable to the classroom teacher.

### **5.15 Weapons Policy**

#### **I. Introduction**

Community Christian School considers student possession of/use of/or threat of the use of weapons as a serious offense and will not tolerate such by students on school property, at school events, or any other time while enrolled as a student. Statements made by a student claiming or boasting of a weapon at school or school event will be dealt with in the same manner as a "Threat" below.

## II. Student Action

Students who possess a weapon or who carry, exhibit, display, draw, or threaten any of these items apparently capable of producing bodily harm in a manner which under the circumstances, manifests an intent to intimidate another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion.

## III. Definition

“Possession” includes, but is not limited to, having a weapon on school property or at school sponsored event located: (a) in a space assigned to a student such as a locker or desk, (b) on the student’s person or property (such as on the student’s body, in his/her clothing, purse, back pack, gym bag or vehicle); or (c) under the student’s control or accessible or available, such as hidden by the student.

“Threat” includes, but is not limited to: (a) a statement of personal bodily harm with a weapon; (b) a statement indicating friends or acquaintances with weapons which will commit bodily harm; (c) or the statement of possessing a weapon at school or a school function.

A “weapon” includes, but is not limited to: (a) a firearm, which is a weapon or device from which a projectile may be fired by an explosive; or (b) an air gun, which includes any air pistol or air rifle, designed to propel a BB, pellet or other projectile by discharge of compressed air, carbon dioxide or other gas. or any items which appear to be realistic firearms or air guns; or (c) a sling shot, which is a piece of metal, or a stone fastened to a short strap, chain or thong, used as a weapon; or (d) a sling shot, which is a forked piece of wood, metal or plastic or similar substance having an elastic band fastened to the prongs for shooting small stones and pebbles, or (e) a sand club, chains or metal knuckles; or (f) a device commonly known as “throwing stars” multi-pointed metal objects designed to embed upon impact; or (g) any knife which is a cutting or stabbing instrument with a sharp blade set in a handle; or (h) a dirk, which is a type of dagger; or (i) any device commonly known as “nun-chu-ka-sticks” consisting of two or more lengths of wood, metal, plastic or similar substance connected with wire, rope or other means; or (j) a stun gun; or (k) explosive device including fireworks.

## IV. Incident Reporting and Action

Any faculty member, staff member, or administrator with the knowledge of “possession”, “threat” or “use of weapons” as described above shall immediately report to the building principal/director/designee, who shall: (a) submit a report to the appropriate jurisdictional police authority, and (b) remove the involved student(s) from school pending full investigation by school and law enforcement authorities.

## **5.16 Illness/Injury**

If a student becomes ill during the school day, he/she will be encouraged to complete the day unless there is evidence of a progressive illness, i.e., vomiting, diarrhea, temperature above 100 degrees, etc.

If the student displays any of these progressive illness symptoms, a parent or guardian will be contacted and expected to make arrangements for their student. Parents should remember that it is imperative not to send a child with progressive illness symptoms to school. Excessive illness and subsequent absences for your child and others can be slowed if wise caution is exercised at the onset of an illness.

Should a student become ill or receive an injury while at school, he or she will be treated in the classroom. If the injury is of such a nature that it cannot be treated in the classroom, the student will be sent to the office where first aid will be administered. In the event that a serious injury or severe illness should arise, school personnel may seek emergency medical transportation and care. CCS will have at least two faculty or staff members certified in Red Cross First Aid and CPR at all times.

CCS does not retain a full time school nurse. CCS does not own, possess or utilize a defibrillator.

### **5.17 Immunizations**

All Kindergarten students and sixth grade students receiving their second MMR inoculation (required by Indiana state law) must return a health record and immunization form completed by a physician by **no later** than September 1. Admittance may be denied if this information is not submitted to the office. This is a State of Indiana requirement. Proof of CHICKEN POX VACCINE is required or a note signed stating that the student has had Chicken Pox. Students must submit health forms as evidence of the examination. All students need documentation of immunizations as required by law. Health and immunizations forms will be made a part of the student's permanent records.

Transfer students or students entering the school for the first time at any grade level must have physical examinations or be able to submit the required health forms signed by a physician.

### **5.18 Medication**

No employee, volunteer, or any member of Community Christian School is permitted to prescribe or recommend any type of medication, drugs, or any substance of a medicinal nature for consumption by any individual while acting within the scope of his/her duties. The school will cooperate with parents and doctors concerning medications. In compliance with Public Law 34-5 prescription medications must be accompanied by an RX label and doctor's written statement signed by the parent/guardian is on file. One note will suffice for the entire school year unless there is a change in dosage. Non-prescription medications must be clearly labeled with the student's name and in the original container.

### **Policy and Statutes**

All medications (prescription and non-prescription) shall be administered in compliance with Indiana Statute IC 34-4-16.5-3.5. The requirements of this act are as follows:

1. Only employees designed by the school administrator are qualified to give any medication and the medication must be administered by the school employee in the presence of another adult.
2. The term "medication" includes over-the-counter medication such as aspirin and Tylenol.
3. Written permission of parents or guardians is required.
4. All written permissions must be kept on file at school. A new permission form must be submitted each school year.
5. It is the parent or guardian's responsibility to inform the school of any medication needed by their child and provide necessary written permission required by law.
6. All medication (prescription and non-prescription) must be kept in the secured area designated by the building Principal.

7. All mediation (prescription and non-prescription shall be administered through this policy. **STUDENTS ARE NOT TO CARRY ANY MEDICATION ON THEIR PERSON DURING THE SCHOOL DAY.** All medication brought to school should be delivered immediately to the school office for its safekeeping and administration.

### **5.19 Fundraising/Scrip**

Fundraising activities at Community Christian School must be approved by the Administrator. A project request must be cleared through the office. This request must be signed by the Administrator. Forms are available in the Administrator's Office.

As an on-going fundraiser, CCS participates in a Scrip program. Scrip is "substitute money", and looks and functions just like gift cards and certificates. The program allows our CCS families to purchase scrip for everyday expenses like food, clothing, and entertainment; while earning a percentage of each dollar of scrip purchased back in revenue. Please see the additional pages at the end of the Parent-Student Handbook for the current retailer list.

### **5.20 Lost and Found**

A location for lost and found items will be designated and communicated to students and parents. The school is not responsible for lost or damaged items. All students' clothing should be clearly labeled with student's name. Students may bring books but these should also be clearly marked with the owner's name.

### **5.21 Student Directory and Service Information**

Soon after the beginning of school, you will information for our CCS student directory. The directory is available through Sycamore Education - Student Information System. Please respect the privacy of our school families; we ask that you not use the directory as a source of names for outside sources or businesses or for direct solicitations of non-school business.

The following information is considered "directory information" (under terms of the "Family Educational Rights and Privacy Act") and may be published or disseminated as appropriate: name of student and parents; home address; home phone number; student's birth date; e-mail address(es); honors and awards; clubs and teams to which the student belongs; pictures of the student participating in school events, etc. If you would prefer that any or all of this information not be released (for example, in the official student directory) please notify the school office in writing, letting us know which information you do not want classified as "directory information." The Service Commitment information will be forwarded to the FACE committee for use in event planning.

### **5.22 Calendar**

Each year prior to the beginning of the school term, the School will publish a School Calendar for the forthcoming term. The calendar will indicate the dates of the first day and last day of classes, the terms of each grading period and the dates of all holidays, vacation periods and scheduled parent-teacher conferences. Where practical, the calendar will correspond to the Richmond Community School System.

### **5.23 Weekly Newsletter**

*The Call* Newsletter is a weekly source of news, announcements, information, and reminders about activities at school. Often, during the year, local organizations and businesses want to send information about their programs to parents and students. This information will be included in *The Call* which is emailed to parents on Mondays. Additional copies of these items can be found in the foyer of CCS. *The Call* includes the updates on activities of F.A.C.E. (Families Advancing Christian Education)/PTO, athletic events, and a calendar of upcoming events that should be noted on a school-wide basis.

### **5.24 Dress and Appearance**

These standards for dress and appearance have been established to adhere to Biblical standards for modesty. Although Christianity is a matter of the heart, outward appearance is also important as a testimony for Jesus Christ.

In the Community Christian School programs, the administration will be emphasizing and enforcing the following dress code values:

- Hair should be neat and clean. **No hair shall be permitted in the eyes and will apply for all students.**
- Blouses and shirts, pants, shorts and skirts, should be worn to adequately cover the body and **should be free from rips, tears, or holes.**
- **Tank tops or spaghetti straps shall not be permitted.**
- **Shirts that by design or size display the midriff area (stomach or small of back) shall not be permitted.**
- **Clothing shall be loose enough not to accentuate the undergarments, which should not be visible.**
- **Skirts shall be no shorter than fingertip length and not dragging the floor.**
- Students are to wear shoes at all times. **“Flip-flops,” or shoes which do not have backs or heel straps to ensure the shoe is adequately secured to the foot, shall not be permitted.** We strongly recommend that children wear athletic or tennis shoes for their comfort and safety.
- One’s appearance should not be vulgar, obscene, promote secret organizations, or lead to a disruptive atmosphere.
- **With the exception of girl’s earrings, no tattoos or piercings shall be allowed.**
- Students are not to wear hats, gloves, or other distracting clothing or costumes and sunglasses in the building or classroom. Special dress and appearance guidelines will be recognized for special activities.
- Students are allowed to wear modest shorts in school. Certain popular styles may be considered vulgar or obscene and disruptive. **No biker shorts shall be permitted.**
- Students should not participate in or encourage engagement in speech or conduct, which is profane, indecent, lewd, vulgar, or offensive to school purposes. This includes communicating these messages through clothing, jewelry, hairstyle or other popular trend.

If in the judgment of teachers and administrators, reasonable discretion has not been exercised; to avoid undue distraction, to provide proper cleanliness or to maintain proper levels of common decency, the school will intervene.

Students who violate the dress guidelines will be asked to wear a school issued garment and notify his/her parent that such action has been taken. If the parent chooses to bring to school another set of clothing, the student will make such changes at passing periods. Typical tardy procedures will apply.

**Note:** Should a second offense occur, the same procedures will apply and a disciplinary referral will be issued.

### 5.25 Special Events

- *All School Prayer Meeting*

At least one time per year, usually at the beginning of the school year, the CCS family will gather for corporate prayer. Our goal is to cover and dedicate the school, students, and teachers for the cause of Jesus Christ. We urge everyone to attend, including students, extended family, and community members.

Depending upon the size of the group, we may remain in the gymnasium or spread throughout the building into the classrooms. This is a very precious time for our families to join together for prayer.

- *Open Board Meetings*

The CCS Board of Directors provides an open forum for a "State of the School" discussion as well as sharing "vision" for the direction of the school or other topics of general interest. These meetings are typically a bi-annual event.

- *Missions Month*

Missions and outreach is of great importance at CCS. Typically, we conduct Missions Month during the month of February. All grades may participate in fund-raising for missions, but grades 1st and up are given a special privilege. Each student is given a single dollar bill, with instructions and examples of how to "multiply" their (talent/dollar). All monies which are collected are divided between those projects which are brought to our attention of the school, and whose purposes match the standards of the CCS statement of faith.

- *Grandparent's Day*

Each year CCS has a very special day to celebrate the legacy of family and faith. Our Grandparents Day brings families together in order to demonstrate to the children, the support which is found in the community of faith.

Grandparents spend time in the child's classroom as well as attending a short Chapel, which highlights the students' gifts and talents. Each child and grandparent in attendance creates a memory, which will not fade with time. If a student does not have a grandparent available, CCS will coordinate an "adopted grandparent". Please make your request for an "adopted grandparent" early so that we can match your student to an appropriate substitute. Typically, there will be a morning program for PK-2<sup>nd</sup> from 9:30-10:30 am. and an afternoon program for 3<sup>rd</sup> – 8<sup>th</sup> from 1:00-2:00 pm. **All** students who leave with grandparents for lunch (with permission) must return to CCS by 12:45 p.m. in order to prepare for the afternoon presentation.

- *CCS Carnival*  
The carnival is a yearly spring event for CCS. Typically there are games throughout the building and a raffle. The room parent should line up volunteer help to facilitate the games in the classroom and donations for the raffle.
- *Teacher Appreciation Day*  
Teacher Appreciation Day occurs in the spring. It is a time for parents and students to express their appreciation for all the teachers do throughout the year. The room parent coordinator is fully responsible for the coordination of this day.
- *CCS Field Day*  
Field Days are generally held as a celebration or event in conjunction with teacher training, GEI, or other teacher in-service. Room parents are responsible for providing activities, workers, or other items as requested.
- *Book Fairs*  
Typically the school librarian coordinates at least one book fair per year. The proceeds go toward our “CCS Reads” program or other school library needs.
- *CCS Reads*  
The “CCS Reads” program develops a school wide reading program based on a particular book decided by the librarian. Teachers are given the option to develop the themes from the particular work. There is a grand finale at the end of the month long event where the children will take part in a variety of games and fun activities for further enrichment. Typically the event takes place in early spring.
- *“Fun” Days*  
Hat Day, Pajama Day, and other “Fun Days” are sometimes called at CCS. Typically the posters and fanfare which accompany these days will explain, who, why, when, what and where. If you have questions please consult the school website ([www.ccsrichmond.com](http://www.ccsrichmond.com)), “The Call”, or the office.
- *Muffins with Mom, Donuts with Dad*  
This activity is fun for the family. Come and enjoy breakfast together! Usually this event is held in early fall.
- *Cakes, Crafts, and Spaghetti Auction*  
This a fun(d) raiser for CCS! The evening is opened with a spaghetti dinner and we complete the evening by auctioning items which the students with the help of an adult, create. Items such as cakes, cookies, jewelry, or any other creation will be auctioned. Typically this event takes place in late January.
- *Daddy Daughter Dance*  
The Daddy Daughter Dance is a fun evening for daughters, “adopted” daughters, granddaughters, dads, grandfathers, and daddy-stand-ins alike! The evening involves light hors d’oeuvres, snacks and drinks. Corsages and boutonnieres are provided as part of the evening. We suggest that daddy provides a small memento of the evening and maybe even dinner beforehand! Professional

photography is offered during the evening at an additional charge. This is typically an event held in February.

- *Mother/Son Bowling*  
Mother /Son bowling is fun and fast paced! We meet together for bowling and pizza as well as other snacks and activities. Games and prizes galore! Typically the event takes place in early spring.

### **5.26 Student Records**

Community Christian School Board policy and state laws mandates the keeping of academic and health records while students are enrolled in school. These files are kept confidential and secure against unauthorized access, theft, vandalism, or damage. Access to student files is limited to teachers, the principal, and office personnel. Parents may view their child(ren)'s permanent record or obtain copies of achievement test scores, health records, and attendance per request. Parental viewing of records is done in the presence of a school official who can explain the contents.

No records can be removed or altered by the parent. Parents may challenge the file contents with the principal at a conference. The principal will confer with at least one teacher decide whether to remove or alter the contents. Parents will be notified of the decision. If the parent remains dissatisfied and wants to appeal, the principal will contact the Board Chairperson and arrange a personal or telephone conference between the Chairperson and the parents. The parent and principal will abide by the Board Chairpersons decision.

By law, Community Christian School must allow a non-custodial parent the same access to his/her child's records as afforded to the custodial parent. Access will be denied the non-custodial parent if a court order has been issued to limit that parent's access his/her child's life. A copy of such a court order must be on file in the school office. (20-10.1-22.4-2 Custodial and non-custodial parents; equal access; exceptions, Sec. 2 Dec. 1991, P.L. 46-1990, SEC.3)

Community Christian School requires parental signature for the release of records to another school for transfer. The new school provides the records transfer request. After receiving a signed release, CCS will forward the records by mail. Under no circumstances are official records given to the parent to transfer to another school. Parents of incoming students should sign a student record release at CCS (Records Request Transfer is located on the last page of the CCS Application for Admission Form). We will mail the request to the previous school to obtain the records.

### **5.27 Leaving The Building**

Students are forbidden to leave the school building during the day for any reason unless they have the permission of the principal or office personnel to do so. Under no condition may a pupil leave early or go on an errand without the parent's written permission and the permission of the principal or office personnel.