

# **Elementary Student Handbook**

**2021-2022**



**Central Christian  
School**

# 2021-22 Elementary Handbook

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## OUR FOUNDATION

# Central Christian School

### **VISION STATEMENT**

Central Christian School aspires to glorify God by partnering with Christian families and churches to educate students to help them gain a firm assurance of their salvation in Jesus Christ and instill in them the desire to love and serve God as mature Christians.

### **MISSION STATEMENT**

Central Christian School exists to glorify God by partnering with Christian families to provide students with a Christ-centered education which integrates faith, life, and learning. Students will receive a challenging Pre-K through 12<sup>th</sup> grade education based on the truths in God's Word.

1. Students will be educated daily by those who are disciples of Jesus Christ.
2. Students will be challenged to stand with integrity, faith, and a resolve to serve according to Christ's call on their lives.
3. Students will be equipped to positively impact future fields of study and vocation.

### **PURPOSE STATEMENT**

Central Christian School is a private Christian academic institution, established and maintained by the Central Christian School Board of Trustees for the following purposes:

- To thoroughly train Christian young people in a God-centered, biblical interpretation of all knowledge
- To expose the students to broad academic fields which will serve as foundations of knowledge for life and further training
- To work with the home and the church to provide guidance so that each life may realize the optimum potential which God has invested in His servant
- To provide selected activities and a wholesome environment for the development of individual maturity and social competence

### **CORE VALUES**

To train every student to be complete in Christ by:

- Teaching a Christ-centered curriculum
- Equipping students to live Godly lives
- Affirming Christ-centered relationships
- Motivating students to life-long Christian service

### **PRIORITY LIST**

1. Honor the Lord Jesus Christ
2. Pursue excellence in academics
3. Provide God-honoring activities

## ACCREDITATION AND ASSOCIATIONS

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

### THEME 2021-2022:

Stored Up!

### BIBLE VERSE 2021-2022

“How can a young man keep his way pure? By guarding it according to your word. With my whole heart I see you; let me not wander from your commandments! I have stored up your word in my heart, that I might not sin against you.” Psalm 119:9-11 (ESV)

### SEVEN BIBLICAL GUIDES FOR PARENTING

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

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

Say “no” firmly.

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

God’s grace changes “have to” (rules) into “want to” (resolve).

Let them see your brokenness.

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

**2. Don’t do for your child what they can do for themselves.** (Luke 6:40, Colossians 3:23,

Luke 16:10, 1 Thessalonians 2:11–12)

Children find significance in accomplishments.

Children learn security through accomplishments.

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

Significance = Love / Security = Discipline

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

Teach children to suffer well.

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

God owns our time, talents, and treasures.

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

God’s Truth is absolute,

**7. God calls us to be set apart.** (Luke 6:14–16, 1 Corinthians 6:40)

God desires holiness in us more than anything.

Scripture shows us the most excellent way to live.

### PHILOSOPHY

Consistent with its mission and core values, Central Christian School (CCS) will help students to develop academically through a Christ-centered curriculum and will encourage students to yield their lives to God. A strong academic program requires an excellent work ethic and discipline on the part of students.

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

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

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

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

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

## **DOCTRINAL STATEMENT**

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

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

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

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

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

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

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

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

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

#### **Bible Translation**

Central Christian Elementary School uses primarily the New King James Version for class-related study and memorization, but may look at the King James Version, the New American Standard Bible, the New International Version, or the English Standard Version for comparison purposes.

## **HISTORY**

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

The junior high school was added in 1971, allowing the training of students in seventh and eighth grades. Grades K-6 were added in 1975, giving CCS a K-12 program of Christian education. In order to provide parents a wholesome, Christian environment for their child that establishes excellent preparation for kindergarten, a preschool and daycare center serving children between the ages of 2 ½ to 5 was added in 1980.

It remains the prayer of the teachers, staff, and Board of Trustees that everyone who has ever been touched by CCS will go throughout the world as a positive influence for Jesus Christ.

## **LIFESTYLE STATEMENT**

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

authority. A Christian lifestyle should reflect the Biblical perspective of integrity and appropriate personal and family relationships, personal conduct, and moral behavior. The Biblical role of CCS is to work in conjunction with the home to mold students to be Christ-like.

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

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

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

If a student has a concern or complaint about a specific teacher, coach, and/or administrator, it is essential that the initial communication be with the specific individual. The student should speak with the person first. If the concern continues or is not resolved, then the parent should speak with the individual.

The next step would be to speak with the appropriate administrator. If the student needs help in determining how to speak with the individual, he/she should seek adult counsel.

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

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

### **OPEN DOOR**

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



# **ACADEMIC LIFE**

## **ACADEMIC HONESTY**

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

### **Cheating**

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

Some examples of cheating include the following:

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

The administration reserves the right to determine other instances of cheating that may not be included in the list above. Any student suspected of cheating will be referred to the administration. If it has been determined that a student has cheated, that student will receive a zero on the assignment or the assessment. The parents will be notified, and further disciplinary action may be taken.

## **GRADING SCALE - KINDERGARTEN and 1<sup>ST</sup> GRADE**

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

## GRADING SCALE - 2<sup>ND</sup> THROUGH 5<sup>TH</sup> GRADE

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

### **HOMEWORK**

Central Christian School recognizes the educational value and importance of homework for students. Homework is designed to contribute to each student's education by encouraging responsibility, completing projects, and establishing good study habits. There are times when homework is necessary due to a student's absences or inability to finish assignments given in class, however, as a general rule, assigned homework should:

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

Parents should:

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

Teachers should:

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

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

We believe it is the parent's God given duty to oversee their children's education and to bring them up in the admonition of the Lord. CCS's ParentsWeb helps to facilitate this duty. Parents will be given a login to access ParentsWeb which they can access through the Central Christian School website. ([www.cougarsccs.com](http://www.cougarsccs.com) – lower left corner) Parents will find assignments, grades, missing assignments, notes from their child's teacher(s), quick email access to teachers and other staff in the school, family school directory, school calendar, and much more through ParentsWeb. Students may also be given a login in which they can access similar information if the parent desires.

### **REPORT CARDS AND GRADE NOTICES**

ParentsWeb, our online gradebook, is regularly updated by our teachers with their students' most recent grades. At any time throughout the semester, the parent and/or student may view

the most recent and cumulative grade, check current/upcoming assignments, or be informed of missing assignments. Grade cards and all other grade related reports and notifications are posted for parents online via ParentsWeb. Teachers are asked to post grades within three school days after the entire class has completed and turned in an assignment/test.

## **PROMOTION POLICY**

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

## **PARENT/TEACHER CONFERENCES (PT Conferences)**

Regular communication between parents and teachers is extremely important. To provide for this, classes will be dismissed for two days each semester. We ask that elementary students not attend parent/teacher conferences, except at a teacher's request. In addition to this scheduled time, parents and teachers are encouraged to stay in contact and meet as needed. Parents may keep up to date on their student's classroom activities, calendars, lunch menu, and more by accessing ParentsWeb on the school's website ([www.cougarsccs.com](http://www.cougarsccs.com)) on a regular basis. Parents are also encouraged to communicate their concerns to the classroom teacher and the administration via ParentsWeb.

## **STANDARDIZED TESTS**

Central Christian School administers the Northwest Evaluation Association's Measure of Academic Progress (MAP) online achievement test twice each school year, once at the beginning of the school year and once at the end of the school year for students in Grades 2–9. This test enables the teacher to adjust curriculum based on the level of student mastery of various skills and knowledge at the beginning of the year. The test at the end of the year reveals the progress that each student has made and enables teachers and administration to prepare for the upcoming year. Students are tested in reading, language usage, and math. Students in Grades 4–9 also test in science. Parents receive MAP test results by email soon after the MAP testing window closes for the testing season.

A winter MAP test may be administered to certain classes when there is a need to verify students' academic growth.

Grades K-3 will also be testing for reading fluency and accuracy three times a year—in the fall, winter, and spring. This testing tracks a student's progress with reading and helps us determine and correct reading errors.

## **TRANSCRIPTS AND RECORDS**

Copies of student transcripts and records will be sent to other schools when requested by parents. Due to confidentiality requirements and required documentation, CCS requires a written request for a transcript to be sent.

# CAMPUS LIFE

## **ACCIDENTS AND ILLNESS**

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

1. Students should not be sent to school if they have a fever.
2. Students should not be sent to school if they are feeling ill or if they are suffering from a contagious illness, e.g. pink eye, chickenpox, or mumps, etc.
3. The school staff will not give any medication to a student without prior authorization from his/her parent(s).
4. Students may lie down at an assigned place until they feel better. However, if they miss more than one period of class, we will request that they be picked up from school. Children who are mildly ill (e.g. minor cold symptoms) may remain inside from PE with proper approval from the teacher.
5. **If a serious emergency occurs, the school will call the services indicated by the parents on the medical form and then contact the parents.**

## **AFTER SCHOOL CARE: COUGAR CLUB**

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

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

## **ATTENDANCE POLICY AND PROCEDURES**

Part of a Christian education involves the development of good habits that will serve the student throughout life. Regular and punctual attendance is necessary for the proper functioning of the entire school. If a child is arriving at school late, it is expected that the parent will check the child in through the office, then escort the child to the appropriate classroom.

### **School Hours**

Half-day Kindergarten (Morning)	8:00 AM – 11:30 AM
Full-day Kindergarten	8:00 AM – 3:30 PM
Grades 1–5	8:00 AM – 3:30 PM
Lunch for Grades K–5	11:30 AM – 12:00 PM
Elementary Chapel (grades K-5)	8:15 – 8:45 AM Tuesdays

### **Attendance: K–5<sup>th</sup> Grade**

Attendance at Central Christian School is a privilege. Part of a Christian education involves the

development of good habits which will serve the student throughout life. Consistent daily attendance and adherence to the class time schedule is important for the student and the instructor in order for students to receive maximum benefit from their education. Families are strongly encouraged to plan family trips when school is not in session. CCS complies with the Kansas compulsory school-attendance law. The administration plans and schedules each school term to meet or exceed state guidelines. Any absences for full or partial days require an explanation from a parent or guardian. **Failure to communicate an absence will result in the absence being unexcused.**

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

If a student is sick or unexpectedly absent from school, his/her parent should call the school office before 8:10 a.m. on the day of the absence. The purpose of this policy is as follows:

- To ensure the safety of the missing student
- To allow us to keep timely and accurate records of absences
- To classify absences as excused regular or unexcused avoidable. Teachers enter absences by 8:10 a.m. each day. Without a known reason, all absences are entered as unexcused.

If you have previously advised the school that you will pick up your student before the end of the school day, upon your arrival, please go to the school office (not to the classroom) to request dismissal. The receptionist will contact the classroom to request the early dismissal of your student. Parents will then be asked to sign your student out at the school reception desk.

### **Excused Regular Absences**

1. Illness, injury
2. Medical or dental services (Whenever possible, it is much preferred that these be scheduled at times other than on school days or during school hours.)
3. Family-related matters/emergencies (i.e. family trips, church trips, death or illness in the family)
4. Unusual circumstances as determined by the administration, including, but not limited to exclusion from attendance due to noncompliance with state-mandated immunizations in the event of an outbreak or suspected case of vaccine-preventable disease (See Communicable Diseases Policy for more information.)

**Unexcused Avoidable Absences** (The following is not an exhaustive listing, but is provided as examples only.)

1. Personal care appointments such as haircuts
2. Shopping
3. Sleeping late (including after a late-night school or family event)
4. Doing homework
5. Lunch - late return

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

## **Make-up Work Policy**

1. Any long-term assignment or project that was due on the day of the student's absence must be turned in when the student returns to school, or it will suffer a grade deduction for being late. A long-term assignment/ project that was assigned well in advance and is a significant part of the grade may be considered late even if the student's absence is excused.
2. Work that was done or assigned in class on the day of the student's absence must be completed by the day after the student's return to class.
3. If there is a test on the day the student returns to class after an absence, the student should not be expected to take it until the next day, UNLESS the student already had all the materials needed to prepare for the test, was advised of the test date, and had reason to take his/her class materials home to study on the last day he was present in school.
4. If the student was absent for multiple days, he/she should be given an equal number of days to complete his make-up work.

## **CHAPELS AND ASSEMBLIES**

Throughout the year, special assemblies will be held to commemorate special events, holidays, or to present awards. Grades K–5 hold weekly chapel on Tuesday mornings. All interested parties are welcome to attend.

## **COMMUNICABLE DISEASES**

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

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

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

## **Immunization Compliance Policy**

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

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

1. An annual written statement signed by a licensed physician (Medical Doctor/M.D. or Doctor of Osteopathy/D.O.) stating that the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of the child. Medical exemption shall be validated annually by the physician completion of KCI Form B and attachment to the Kansas Certificate of Immunizations (KCI) Form.
2. A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations.

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

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

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

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

## **DISMISSALS/SCHOOL CLOSINGS**

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

## **DRESS CODE**

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

The administration reserves the right to make changes in the dress code and to make judgments concerning appropriate dress or appearance.

## **Elementary School Dress Code (Grades K-5)**

- Elementary students will be dressed uniformly. All school dress should be of a solid color: solid polo or oxford shirts paired with solid pants, shorts, capris, skirts, skorts, or jumpers. Solid polo dresses are also acceptable. (This excludes girls' leggings which may be patterned.)
- Pants, shorts, (also girls capris, skirts, skorts, and jumpers) may be navy blue, khaki, or black. Shorts, skirts, skorts, and jumpers may be no shorter than two inches above the knee.
- A solid color crew or v-neck sweater, over a polo or oxford shirt, is acceptable. A solid color zippered, snapped, or buttoned non-hooded sweater or light jacket may also be worn on cool days. Sweatshirts may not be worn in the classroom but may be worn as a jacket outside. As a general rule, coats may not be worn in the classroom.
- No extreme hairstyles or unnaturally colored hair (blue, green, orange, purple, etc.), extreme makeup styles, earrings (for boys), body piercings, or tattoos of any kind are permitted.
- Students should not wear flip-flops to school. On gym days, students should wear closed-toed shoes in the event that PE is held outside where gym shoes cannot be worn. Shoes that leave black marks on the floor are not permitted.
- A particular color and/or style may be designated for special school events or field trips.
- Fridays are Cougar-Wear Days. Students may wear any CCS shirt with uniform bottoms.

## **School Clothing Exchange**

Parents are encouraged to access the school uniform closet (Cougar Closet) for good used, student clothing on days that it is open, usually at the beginning of the year and during Parent/Teacher Conferences. **This clothing is free of charge.** As you are able, we ask that you contribute good school clothing your child has outgrown or is no longer using. You may leave clean donated items at the front office or return them when the Cougar Closet is open for browsing.

## **DROP OFF/PICK UP PROCEDURES**

Parents should enter the campus through the driveway directly west of the fire station, and pull up to the front of the school at the doors facing 30<sup>th</sup> Street to drop off or pick up students.

Students may arrive as early as 7:30 a.m. when doors are unlocked. Upon arrival, grades K-5 students should report to the school commons. Grades 6-12 students report to the gym and will be dismissed to 1<sup>st</sup> hour classes at 7:50 a.m. Students in grades K-5 will remain in the commons and be dismissed to their classrooms at 8:00 a.m. The south doors of the commons will be locked at that time. **After 8:00 a.m., a parent must check in with the office and escort their elementary student to his or her classroom.**

Students are NOT allowed to access or play electronic games or toys before school starts.

When picking up students, parents should display a name card on the passenger visor to aid teachers in quickly loading students in cars. **Elementary children not picked up by 4:00 PM will be sent to After School Care and charged an extra fee.**

## **EMERGENCY SAFETY DRILLS**

### **Fire and Outdoor Evacuation**

A fire or outdoor evacuation warning signal is initiated by an intermittent buzz and strobe light.



Teachers will give instructions to students at the beginning of the year. Escape routes are posted in each classroom, utilizing the following procedures:

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

### Tornado and Sheltered Evacuation

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

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

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

### Lockdown Protocol

If law enforcement informs office personnel of the need for a lockdown because of a threat from outside our buildings, we will go into a lockdown mode. The teachers will lock the classroom door(s) after all students are accounted for. All doors to the building will be locked. No one, not even parents, will be allowed in or out of the buildings. Announcements over the intercom will be made. Teachers should have their cell phones ready for personal communication with the school office. All other cell phones should not be used.

### Intruder Protocol

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

## **FIELD TRIPS**

All students are required to have a written and signed permission slip from parents or guardians before attending field trips.

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

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

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

administration.

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

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

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

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

## **LIBRARY**

The Library is open each school day and is primarily a learning center. CCS parents are encouraged and welcome to access and use the library during school hours. A listing of all library books and their availability status can be found on ParentsWeb.

Library users should obey the following rules:

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

Checking out library books:

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

## **LUNCHROOM GUIDELINES**

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

- Students will use good manners and respect property.
- Students will refrain from throwing items, boisterous talking, and sitting on tables.

- Students are responsible to clean up after themselves.
- Students may bring their own sack lunch or participate in the lunch program.
- Students are not permitted to make arrangements for delivery of lunch from local restaurants.
- Parents are welcome to bring food to their children during lunch and are invited to eat with their children at one of the tables designated for visitors. Please enjoy this time with your child. We respectfully ask that you not invite other students to eat at the guest table with you and your child as this can cause hurt feelings. **If parents are eating a school lunch, the lunch fee must be paid in the office prior to eating.**
- Students may not leave campus for lunch unless accompanied by a parent or a responsible adult. Permission from the parent must always be obtained prior to the student leaving campus.
- Any visitors during lunch must be approved in advance and sign in as a guest in the front office. They will be given a nametag before proceeding to lunch. The nametag must be visible while the visitor is in the building.
- Parents, grandparents, and youth pastors are welcome to eat lunch on campus. Other guests should be limited to one visit per month only. Guests will be seated at one of our guest tables along with the student(s) they are visiting.

## **MEDICATIONS**

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

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

Non-prescription medication must be authorized by a phone call or a signed note from a parent.

Teachers or office personnel may administer Children's Tylenol or the generic form of acetaminophen **only** for students whose parents have signed the school's Consent for Treatment form. Only the suggested amount (or less) of the medication will be given. A record is kept of all medications dispensed by the school staff.

## **MUSIC/GAMES/ELECTRONIC DEVICES**

The use of iPods, headphones, earbuds, cell phones, smartwatches, or any other electronic devices is **not permitted** during the school day or at school functions. If used during the school day, these items will be confiscated. Approved electronic devices (i.e. computers, iPads, Chromebooks, and calculators) that are used to play games, go to websites, or participate in non-academic/school activities without the consent of the teacher, will be confiscated.

## **NON-DISCRIMINATION POLICY**

Central Christian School (CCS) does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational and admission policies or its athletic and other school-administered programs.

## **OFF-LIMITS AREAS**

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

- Office areas, including desks, computers, and telephones
- Personal property belonging to others
- Maintenance equipment and janitorial supplies
- Teacher workroom/copy room – Students needing copies will come to the front office and wait in the lobby while copies are made.
- Locked buildings, rooms, storage areas, and the roof
- Electrical circuit boxes
- Gymnasiums (before, during, or after school, except assigned classes or with special permission from administration)
- Stage
- Faculty desks, chairs, files, computers, and telephones

## **PARTIES**

In elementary, holiday classroom parties celebrate Thanksgiving, Christmas, Valentine's Day, and Easter. These parties are the responsibility of Room Parents who sign up to help teachers with specific tasks during the year. Room Parents are asked to coordinate games, refreshments, paper products, prizes, etc. with other willing parents.

Additionally, an occasional party may occur as a class reward. This kind of party is the responsibility of the teacher.

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

## **PROFANITY/VULGARITY/DEROGATORY SPEECH**

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

## **RESTROOMS**

Restroom breaks are scheduled by each elementary teacher in order to avoid disruptions to classroom instructional time. Teachers may also send individual students at their own discretion. Students are expected to help keep the restrooms neat and free from litter.

## **SCHOOL HOURS**

Half-day Kindergarten (Morning)	8:00 AM – 11:30 AM
Full-day Kindergarten	8:00 AM – 3:30 PM
Grades 1–5	8:00 AM – 3:30 PM
Lunch for Grades K–5	11:30 AM – 12:00 PM
Elementary Chapel	8:15 – 8:45 AM Tuesdays

## **SOCIAL MEDIA**

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

- Post obscene, discriminatory, defamatory, harassing, or threatening messages about or to another student, his/her family, faculty member, administrator, or the institution.
- Post explicit photographs or videos. Students are reminded that transfer of or possession of explicit online photographs or videos of others can constitute a criminal act.
- Use social media to share homework or answers to quizzes or tests.

## **STUDENT BEHAVIOR AND CONDUCT**

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

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

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

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

The highest form of discipline is self-discipline. Self-discipline is reflected in

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

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

### **Biblical guidelines for school behavior**

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

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

Students who violate these standards, whether on or off campus, will be disciplined, which may include being required to withdraw from school. **It should be understood that this is an agreement between the school, the parent, and the student.** It should be clear to the parent and student that **the school enforces these standards both on and off campus.** It should also be evident to the school that the parent enforces these standards while the student is associated with CCS.

### **Discipline Procedures**

In taking disciplinary action, school administrators and faculty members will consider students' individual and collective rights as well as responsibilities and will afford students the right to fair consideration free from action which is arbitrary, capricious, or inappropriate for the offense committed. **The purpose of our school discipline procedures is not to punish but rather to change behavior.** The measures which may be employed to attain the objective of good conduct, self-discipline, and responsible comportment are:

- COUNSELING by administrators, counselor, and teacher(s)
- PARENT CONTACT by phone or written communication
- PARENT CONFERENCE
- DETENTION in school during break time, recess, lunch hours, or after school
- IN-SCHOOL SUSPENSION results in the student being placed in a room separate from social contact for the school day. Class assignments are to be completed and handed in, but the student is to have no social interaction with other students. Teachers will be asked to deliver and pick up school assignments from the student.
- SUSPENSION from school and/or exclusion from school-sponsored activities or services. Students should expect to receive a "0" (zero) for all work missed.
- RECOMMENDATION FOR EXCLUSION to the Administrative Team. Generally five suspensions, in one academic year, lead to a recommendation for compulsory transfer. If a student receives more than three suspensions in one school year he/she will be recommended for probation the following year. More than two suspensions during the probationary year could result in a recommendation for compulsory transfer.
- Other disciplinary procedures may be employed in order to produce desired behavior for which the above listed measures may not be suitable. Some possibilities are work duty, fines, or reimbursement.

### **TECHNOLOGY - ACCEPTABLE USE**

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

Technology compliments the curriculum while expanding students' learning opportunities. **Cell**

**phones, smartwatches, and other communicative electronic devices are PROHIBITED during school hours (8:00 AM – 3:30 PM) and at school functions.** If students need to communicate, they may use classroom phones at the discretion of the teacher and with the teacher present to make personal calls.

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

- 1. Students may ONLY use technology designated for student use.**
- 2. The right to privacy in electronic communication and work:** CCS acknowledges and respects the right to privacy of all information stored on the network and forwarded through the school's servers. However, it is important to keep in mind that the technology and all the information stored in them belongs to CCS. Under circumstances where CCS acts as the host, CCS is responsible to assure the legality of all transactions conducted in its name. Central Christian's authorities may access all personal information when deemed necessary to guarantee security and/or work on the system's maintenance.
- 3. The following will NOT be permitted:**
  - a. Using CCS computers for sending or receiving personal email messages that do not pertain to schoolwork or school business.
  - b. Displaying or transferring files that contain offensive, racist, violent, or pornographic messages, language, pictures or images through any form of cyber communication.
  - c. Hindering the network's performance. This may include sending or forwarding chain letters by email or the use of chat rooms. Downloading and/or storing files from home or the internet which are not pertinent to school activities.
  - d. **Playing games on school computers without a staff member's consent.**
  - e. Harassing, insulting, or attacking others.
  - f. Trespassing in another's folders, work, files, or portable storage media.
  - g. Sharing his/her password or account with others. The user holds complete responsibility over his account and will be held accountable for any violations that are committed. Upon completing his/her task, the user must logout from the work station he/she is using.
  - h. Storing information without the responsible authorities' permission.
  - i. Intentionally wasting limited resources such as paper, printer, or portable storage media.
  - j. Creating or transmitting viruses.
  - k. Opening any file containing confidential information.
  - l. Copying any file or folder contents without permission from the responsible teacher.
  - m. Giving personal information out to strangers via the internet (i.e. personal addresses or phone numbers of students or staff).
  - n. Using school equipment for commercial purposes.
  - o. Message trafficking. Many messages on the internet have no practical use. Most of them are messages that have multiplied through forwarding. A large number of these messages are unfounded rumors.
  - p. All virus, malware, ransomware, spyware, invasion, and vandalism warnings will be evaluated by the network administrator. **It is strictly prohibited to heed or proceed with any instructions stated in internet warnings.** Students should not respond to warnings from the internet.

- q. Conducting any type of hacking: Any alteration of officially installed systems and/or configurations will be considered a hacking procedure and the penalty for this violation is extremely serious.
  - r. Deliberate destruction of files, within or out of the CCS network.
  - s. Any intentional alteration or destruction of CCS property.
- 4. Students must do the following:**
- a. When assigned an activity by a teacher that requires the use of technology, stick to the task.
  - b. Immediately report any violation of a policy to the responsible teacher or administrator. **If a student is aware and does not report a violation, he/she will face consequences as well.**
  - c. Comply with all copyright and property laws. Rights to texts, music, software, and images must be respected according to copyright laws. **It is strictly prohibited for students to copy software onto CCS computers.** Software will only be installed by authorized staff.
  - d. All messages, texts, and documents must be identified by an author. Any message, document, image, or other work transmitted through the network must have its author's identification. Anonymity is strictly prohibited.
  - e. All software used and all media used in presentations will be legitimate and authorized for use by the CCS administration.
  - f. Students will only use school computers in the presence of and/or with permission from a supervising staff member.

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

## TELEPHONES AND CELL PHONES

If a student needs to contact a family member during the school day, he/she should come into the office and ask to use the school phone or ask the teacher to use the classroom phone.

- **Cell phones, smartwatches, and other communicative devices are PROHIBITED during school hours (8:00 AM – 3:30 PM) and at school functions.** If a parent needs to communicate with their student during the school day, the parent can call the school office and a message will be given to the student.
- **The phones in classrooms are not to be used by students,** except at a teacher's discretion and with that teacher present.

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

## VISITORS

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

## WEAPONS



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

## **COMMUNICATION WITH PARENTS AND STUDENTS**

### **PARENTSWEB**

We believe it is the parent's God-given duty to oversee their children's education and to bring them up in the admonition of the Lord. ParentsWeb helps facilitate this duty. Parents will be given a login to access ParentsWeb which can be opened through a link on the CCS website ([www.cougarccs.com](http://www.cougarccs.com)). On ParentsWeb, parents can be kept up to date on student academic progress, assignments, missing assignments, grades, teacher lesson plans, attendance, notes from your student's teachers, quick email access to school personnel, and more. ParentsWeb may be accessed via the internet or by downloading an application to your smart phone.

### **CCS WEBSITE**

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

### **CCS NEWS**

CCS News is an online newsletter with recent school news and upcoming events. It is sent weekly when classes are in session. It is emailed to families, staff members, high school students, and others who have indicated an interest in receiving it. CCS News can also be found on the school's website.

### **ELEMENTARY NEWSLETTERS OR TEACHER EMAILS**

Many teachers send out their own newsletters. Teachers also send out reminder emails or emails about special events or classroom concerns.

### **SPECIAL ANNOUNCEMENTS**

Special announcements are occasionally sent home in the form of flyers to bring parents' attention to special school activities or information. On other occasions, announcements may come as a group text from the school. Both are sent as needed.

### **COUGAR TRACKS**

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

### **PARENT/TEACHER CONFERENCES**

Regular communication between parents and teachers is extremely important. To provide for this, classes may be dismissed one or two days each semester. Parents/guardians of students in grades K-5 are expected to attend these scheduled conferences. We do not want students to attend conferences, as confidential discussions may take place. Parents are encouraged to keep up to date on students' classroom activities, calendars, and lunch menus, and communicate concerns to the classroom teachers and administration via ParentsWeb.

**Meetings with teachers and administrators, by telephone, email, or a prescheduled personal meeting, may be scheduled anytime a parent has a concern.**

## **PARENT SURVEYS**

Parent surveys go out periodically to evaluate programs and to seek parental input on school issues.

## **SCHOOL ACTIVITIES**

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

# **OPPORTUNITIES FOR PARENTS**

## **PARENT TEACHER FELLOWSHIP**

The Parent Teacher Fellowship (PTF) meets periodically. The main goal of PTF is to promote fellowship among CCS families and teachers. For more information or to have a PTF representative contact you, please call the CCS office.

## **BOOSTER CLUB**

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

## **FUNDRAISERS**

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

### **Stewardship Banquet (November)**

The annual Stewardship Banquet is held each November and features a program and a faith promise offering. The secondary school choirs or other musical groups perform.

### **The CCS Benefit Meal and Auction (February or March)**

The CCS Benefit Meal and Auction is an annual highlight, featuring both a live auction and a silent auction. Throughout the year parents and school supporters donate vacation packages, crafts, furniture, collectibles, sporting trips, popular services, and dining experiences for auction on this day. Many stores and businesses also donate items to support the school. A benefit meal is served on this day as well.

# **ADMISSION POLICIES**

## **PHILOSOPHY AND COMMITMENT**

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

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

## **ADMISSION STANDARDS**

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

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

## **APPLICATION PROCEDURE**

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

- Complete an application form online at our website [www.cougarsccs.com](http://www.cougarsccs.com). Submit the online application, and pay the application fee (per family online using a debit or credit card).
- Bring or send to Central Christian School:
  - ✓ A copy of the student applicant's birth certificate

- ✓ A completed and signed Request for School Records form
  - ✓ A completed Reference Form from a pastor
  - ✓ A completed Reference Form from two adult friends
  - ✓ A completed and signed Consent for Treatment Form
  - ✓ Updated immunization records. If the student is a Kindergartener, we also need a Kindergarten Health Assessment Form or Physical Form from his/her doctor. (These forms are available to download and print from the online application.)
- Meet with either the administrator or his designee. If necessary, an appointment will be made to administer an academic assessment.

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

## **ENROLLMENT/RE-ENROLLMENT PROCEDURE**

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

## **ENROLLMENT POLICY**

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

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

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

## **CONDITIONAL ACCEPTANCE**

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

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

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

## **SHADOW POLICY**

We welcome students interested in attending Central Christian School to visit our campus or "shadow". We encourage students to shadow from 8:00 a.m. to 1:00 p.m. We also recommend shadowing on a Chapel day which is Tuesday for elementary students; however, any day could be considered. The administration will assign a current student to be a host, and lunch will be provided.

To shadow, please complete the following:

1. Contact the admissions director at least two days before the desired visit. The admissions director can be reached at 620-663-2174.
2. Download and complete the Shadow Day Application form from the school's website. It can be found under the Admissions Tab at [www.cougarsccs.com](http://www.cougarsccs.com).
3. Bring the Shadow Day Application form to the school office on the day of the visit. School hours are 8:00 AM – 3:30 PM. Please plan to arrive at 7:45 AM.

## **WITHDRAWAL FROM SCHOOL**

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

This procedure must also be followed for students leaving earlier than the day shown on the calendar for the last day of school.

# **TUITION**

## **PAYMENT AND COLLECTION OF TUITION**

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

**The preferred method of payment is by automatic withdrawals from a checking or savings account.** Credit card payments are available, but they carry fees which are additional expenses to the school.

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

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

## **FEES**

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

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

FACTS Tuition Management also charges families an annual fee. If families choose to pay once or twice during the year, the fee is \$20. However, if families choose to make monthly payments directly to FACTS, the fee is \$50.