

General Information

Mission Statement 1

School Objectives 1

Faith Statement..... 1

Educational Philosophy 1

Athletic Philosophy..... 2

School History, Accreditation and Governance 2

Admissions 3

School Hours 4

Student Health 5

Family Involvement 6

Visitation Policy..... 7

School Closure Policy..... 8

Academics

Junior Kindergarten Curriculum 9

Elementary Curriculum..... 9

Secondary Curriculum 9

Chapel..... 9

Academic Grading and Credit Policies..... 10

Promotion Policies and Graduation Requirements 12

Homework Philosophy..... 13

Academic and Student Achievement Awards..... 14

Attendance Policy..... 15

Student Life

Activities 18

Behavioral Expectations 19

Conduct Grades..... 20

Rules and Guidelines 20

Discipline..... 23
Drivers and Vehicles 24
School Supplies 25
Lockers 25
Lost and Found..... 26
Lunch 26

Statement of Handbook Acceptance

Handbook Acceptance Form..... 27

General Information

Mission Statement

Columbia Christian Schools (CCS) seeks to provide a Christ-centered education; it seeks to assist students as they discover and develop their God-given potential; and it aims to enable students to become responsible and productive members of the church and community.

School Objectives

CCS strives to provide the following offerings for each student: (1) a spiritually mature and academically competent faculty and administration; (2) strong academics, offering knowledge, understanding and appreciation of the arts, humanities and sciences; (3) involvement in a student body comprised of a strong majority of Christians seeking to improve their spiritual life; (4) spiritual development through all school activities; (5) close individual association with teachers, administrators and staff members; (6) proper relationships and activities with peers; and (7) ongoing physical education opportunities, including interscholastic competitions and recreational activities.

Faith Statement

CCS is associated with the Churches of Christ and is guided by the Holy Bible, particularly Christ's teachings in the New Testament. CCS accepts the following as the core of Christian faith. (1) There is one God, eternally existent in three persons: the Father, creator and sustainer of all that is; the Son, existing from eternity as the Word, who became a man being born of a virgin, lived a life of sinless perfection, confirmed his word by miracles, died for our sins, rose from the dead, ascended into heaven where he reigns as Lord and King, and will come again in judgment; the Holy Spirit, given to all believers as the indwelling, sanctifying presence of God. (2) Men and women, through sin, are separated from God and are utterly unable to save themselves. (3) Salvation is the unearned gift of God to all who place their trust in Jesus Christ as Lord and Savior through repentance and baptism. (4) The church, being composed of all baptized believers, is to be Christ's presence in the world, witnessing to his Lordship, teaching his word and serving in his name. (5) The scriptures of the Old and New Testaments are the divinely inspired written record of God's work and word, and they are sufficient for faith and practice.

Educational Philosophy

CCS believes education is an opportunity to demonstrate love for God. As Jesus instructs his disciples, humans are to love God with all of their minds, as well as their hearts, souls and strength (Mt. 22:37). The education God desires, furthermore, is an education steeped in truth and the fear of the Lord. Scripture instructs humans the fear of the Lord is the beginning of wisdom (Prov. 1:7), and Jesus declares, "I am the way, the truth and the life" (Jn. 14:6). CCS centers its curriculum, therefore, around Bible classes at all levels and an integration of scriptural truth in all subjects. Further, CCS believes a complete education provides students not only knowledge but also the tools to acquire knowledge, the tools of learning. In this case, CCS instructs students in critical thinking through reading, writing, analytical assignments and classroom discussions. Finally, CCS believes a complete education incorporates mental as well as physical, social and spiritual instruction. The curriculum CCS offers

provides opportunities for exercise of the mind as well as the body, for individual as well as corporate study, for spiritual as well as social growth.

Athletic Philosophy

The purpose of the CCS athletic program is to complement, not compete, with the academic program. CCS believes both academics and athletics are instruments to help accomplish the mission of the school. For this reason, athletics, including physical education, is an important part of the curriculum. As its educational philosophy clarifies, CCS does not limit education to mental exercises alone. The goal at CCS is to educate students in all aspects of life, with the Bible at the center of all things as the point of integration. CCS applies this same standard to athletic programs and physical education classes, and the school sees this point of integration as particularly important.

School History, Accreditation and Governance

In September 1947, Columbia Christian Schools, known as Columbia Bible School, opened its doors for the first time using the church of Christ building at Seventh and Hassalo Streets in Portland, Oregon. The school began with four teachers and thirty-six students in grades one through eight. From the beginning, chapel and daily Bible classes were an important part of the curriculum.

In 1949 the school obtained eight acres between 90th and 91st Streets, bordered on the north and south by Glisan and Burnside. Construction of the school building began in 1953 and was completed in 1954. This allowed the school to expand, adding a full high school. Through the remaining years of the 50s and the following decades the school continued to grow and experience progress with increased enrollment and stable leadership. A four-year college grew out of the early beginnings of the school and the academy and college were chartered and incorporated together.

In the fall of 1992 Columbia Christian Schools became independent and incorporated and appointed its own Board of Directors. The school continued to grow, and in the fall of 2000 dual accreditation was awarded to grades K-12 by Northwest Association of Accredited Schools and The Association of Christian Schools International.

The CCS Board of Directors and the administration are planning and praying toward further growth of the school, both in facilities and the scope of the program.

CCS is governed primarily by the Word of God, as understood and applied by the school's Board of Directors and administration. The Board of Directors operates under the school's adopted bylaws, mission statements, objectives and faith statement, and it provides policies to the Superintendent and Principal for implementation in the school.

Admissions

Notice of Nondiscrimination Policy

CCS is intent on following Jesus' command to love one's neighbors as oneself (Mk. 212:31). For this reason, the school does not discriminate on the basis of race, sex, color or national origin in the administration of its policies, scholarships, athletics and other school-related programs. CCS admits students of any race, color or national origin to all the rights, privileges, programs and activities generally accorded or made available to all full-time students.

Admission Procedures

Each prospective family/student should complete the following steps to enroll at CCS: (1) participate in an interview with the Principal and/or Superintendent; (2) complete an application form; (3) complete an academic assessment exam and pay the associated fee; (4) pay a registration fee; (5) enroll in FACTS, a tuition management service; (6) sign an authorization to release previous academic records; (7) submit immunization records; (8) complete a student information sheet; and (9) complete a website and general advertisement permission form.

Admission Requirements

CCS requires that each incoming student complete the admission procedures described above. Further, students enrolling in CCS must agree to abide by the behavioral and academic expectations outlined in the Student and Parent Handbook. Unfortunately, CCS is not equipped to meet all the academic, social, behavioral and spiritual needs of every student. Based on these limitations, CCS may not admit some students. A student with a grade point average (GPA) of 2.25 or less at his or her previous school and/or a student scoring two years below grade level on the academic assessment exam and/or a student of concern socially or behaviorally may not be admitted. Apart from rare exceptions, students entering junior kindergarten must have turned four years old by July 31st of the summer prior to enrollment; students entering kindergarten must have turned five years old by July 31st of the summer prior to enrollment; and students entering first grade must have turned six years old by July 31st of the summer prior to enrollment. The final decision to admit or withhold admission from any student rests with the Principal and Superintendent.

Waitlist Policy

CCS limits enrollment to 20 students per class in the elementary (kindergarten through 6th grade) and 27 students per class in the secondary (7th grade through 12th grade). If a grade is full a family may place a student on a waitlist for a \$50 non-refundable fee. This fee will become part of the registration fee if the student enrolls. If a spot becomes available CCS will immediately notify the first family on the waitlist and then move down the list until the spot is filled.

Late-Entry Policy

Students in junior kindergarten through 8th grade may enroll at any time during the school year if there is space available in the class and if they receive permission to enroll from the Principal and/or the Superintendent. High School students must enroll at the beginning of either the first or second semester

to receive credit for course work. Students who enroll after the start of the school year will receive a prorated tuition.

Withdrawal Policy

If a student needs to withdrawal prior to the end of the school year, then the student's family must complete a withdrawal form and submit it to the school office. CCS will calculate tuition for a student leaving during the school year through the day the school office receives the withdrawal form.

Tuition Payment Policy

CCS requires all families to enroll in FACTS, a tuition management service, for payment of student tuition. Families are welcome to contact the school office for information on how to enroll in FACTS. (Families who make a one-time payment at the beginning of the school year are not required to enroll in FACTS.)

Financial Aid Policy

CCS offers a set amount of financial aid each school year. Any family may apply for financial aid by completing a financial aid application. The amount of financial aid the school grants to individual families is based solely on the financial need of that family as determined by the information furnished on the financial aid application. Families must apply for financial aid each year, even if they received financial aid in previous years. The final decision on whether or not to award financial aid to any family rests with the Principal and Superintendent. Families who receive financial aid are strongly encouraged to volunteer throughout the school year and beyond the normal volunteer hours CCS requires of each family (see below for information on volunteer hours).

Foreign Exchange Students

CCS welcomes and encourages foreign-exchange students to enroll at the school. Although CCS assumes no legal or financial liability for living or medical expenses for foreign-exchange students, the school will work with foreign-exchange students to help secure boarding for the duration of their stay at CCS. The following regulations apply to all foreign-exchange students and their boarding homes. (1) CCS administration must approve all living arrangements for foreign-exchange students. (2) A foreign-exchange student's boarding home must agree to cooperate with the school in matters of policy and discipline. (3) Parents/guardians of foreign-exchange students must maintain adequate medical insurance for their students. (4) Foreign-exchange students and their families must make all financial arrangements for tuition and fees prior to attending CCS. (5) Foreign-exchange students must abide by all CCS rules and regulations. (6) Foreign-exchange students whose grade point average drops below 2.0 or who fail a course will be required to attend tutoring for a minimum of one quarter. (There are often fees associated with tutoring, and these fees are the responsibility of the students and their families.)

School Hours

CCS students attend school Monday through Friday from 8:00 am-3:00 pm. Classrooms open at 7:45 am and close at 3:15 pm. Families are encouraged to consult the school calendar for specific information

regarding the opening and closing days of school, quarter and semester dates, early-dismissal days, vacations, etc.

Arrival Policy

CCS teachers take roll each morning at 8 am. If a student is going to be late or absent, CCS requires parents/guardians to notify the school office prior to the tardy or absence. Students who arrive after 8 am must sign in at the school office and receive a tardy slip prior to heading to class. Elementary teachers will contact the school office each morning with a notice of any student absences. The school office will contact the parent/guardian of each unexcused elementary student. Secondary teachers will record student absences in RenWeb, and the school office will contact the parent or guardian of each unexcused secondary student the day following the absence.

Dismissal Policy

All students are dismissed from classes at 3 pm. Students in junior kindergarten through 2nd grade must remain in their classrooms until an authorized parent, guardian or after-school care provider signs them out for the day. CCS requires students in junior kindergarten through 6th grade who remain at school after 3:15 pm to report to after-school care (registered rates for after-school care apply). Secondary students may remain in the school building until 4 pm.

Before- and After-School Care

Care for students who arrive prior to 7:45 am and who stay after 3:15 pm is available to all families. Before-school care begins at 7:00 am and runs through 7:45 am. After-school care begins at 3:15 pm and runs through 6:00 pm. The after-school care provider will pick students up in their classroom at 3:15 pm. A parent or guardian must sign children in to before-school care and out of after-school care. There are no exceptions to this rule. CCS charges families the registered rates for both before- and after-school care.

(See below for information on attendance policies.)

Student Health

Student Health Records

All students enrolled at CCS must have on record with the school office either a current immunization record or an exemption statement according to Oregon Health Code before entering school in the fall.

Medication Policy

Oregon laws regarding medication require the school to have a signed permission slip from parents/guardians prior to the school administering any prescription medications. The medication must be in the school office in the original bottle with the pharmacist's recommended dosage on the outside of the bottle. Prescribed inhalers for students in 7th grade through 12th grade are the only prescription medications that may be kept by the student during the school day. Inhalers for elementary students may be kept by their teacher. All non-prescription medication must be kept in the school office and will

be administered only by CCS personnel. Parents/guardians must offer permission prior to the school administering any non-prescription medication. CCS keeps a record of all medications and every administration of medication on file in the school office, in compliance with Oregon laws.

Allergies Policy

Families must notify the school of all food, medicine and environmental allergies prior to students entering school in the fall.

Communicable Sickneses, Infestations and Diseases Policy

Students with communicable diseases will not be allowed to attend school or school-sponsored activities until they pose no risk to others. Students with fevers, common viral illnesses and/or head lice infestations should not attend until they are well and pose no threat to fellow students and staff members. If students have more serious illnesses, such as meningitis, they are required to provide medical clearance prior to returning to school and school-sponsored activities.

Family Involvement

CCS affirms the scriptural admonition to parents/ guardians to bring up children “in the discipline and instruction of the Lord” (Eph. 6:4). As a support of the family unit, CCS actively seeks to involve parents, guardians and family members in the programs of the school. Some of this involvement is voluntary and some is mandatory. The aim is both to support the mission of each family and to foster a strong community environment at CCS.

Volunteer Hours

CCS is a close-knit community. Family members, students, teachers and staff work closely together to ensure the success of the school. The most important component of this collaboration is prayer. CCS invites all families to join together with students, teachers and staff in ongoing prayer for both the school and its service to God’s Kingdom. A second component of this collaboration is a set of caring Christian hours the school requests of each family. CCS expects parents and guardians to offer 24 hours of volunteer service each academic year (12 hours for single parent/guardian households). There is a wide variety of service opportunities available at CCS, and family members are encouraged to contact the school office for details of these opportunities. At the close of the school year, each family should submit a record of volunteer hours. Families may pick up a form in the office to record volunteer hours. Families who are unable to complete the required hours will be charged \$10 for each hour not served.

Chaperone Policy

There are times during the school year when students take field trips and family members accompany students as chaperones. CCS relies on chaperones throughout the year and appreciates the willingness of family members to serve in this role. The following rules and guidelines are applicable to all chaperones. (1) Chaperones must be family members of a student in the class. (2) Chaperones are expected to be an assistant to the teacher and to allow the teacher to focus on his or her responsibilities. Field trips are first and foremost educational opportunities, and chaperones assist the

teacher in communicating this to all students. (3) Chaperones must be diligent in the care, supervision and safety of all students. (4) Chaperones are required to attend bus safety and evacuation training at CCS and are expected to enforce bus rules. (5) Chaperones are expected to follow and enforce all school rules on field trips. (6) Chaperones should sit among students throughout the bus, and they should interact with all students during the trip, remembering that chaperones are there to help and supervise. (7) Chaperones should not bring other family members or friends on the trip. (8) Chaperones must set good examples for all students and respect the authority of the teacher. (9) Chaperones should avoid using cell phones during the field trip except for emergency situations.

All vehicles used in transporting students to or from school-sponsored activities and all drivers transporting students to or from school-sponsored activities must be registered in the school office prior to the trip. (This regulation does not apply to the normal transportation of students to and from school each day.) Registration includes completing a Vehicle/Driver Registration form and submitting a copy of the driver's license. Drivers must complete this registration process yearly.

Parent/Guardian Conferences

At the end of the first and third quarters, CCS schedules school-wide parent/guardian conferences and requires that all parents/guardians attend. Teachers meet individually with families and offer feedback on and answer questions related to each student's progress at CCS. Further, during the school year both parents/guardians and teachers may request extra conferences to discuss student progress academically, socially, behaviorally and spiritually.

Communication Policy

CCS commits to communicating effectively and regularly with families regarding school activities and student progress. Administration, teachers and staff will communicate with each family with honesty and respect and will do so at appropriate times and places. CCS requests that all families uphold these same standards in their communications with school employees.

Visitation Policy

CCS requires all campus visitors to sign in at the school office and receive a visitor's badge. Prior to leaving campus, all visitors must return to the school office to sign out and return the visitor's badge.

Parent/Guardian Visits

Parents and guardians are welcome to visit the school during school hours. Teachers and administration are happy to provide information, counseling and assistance to parents and students as needed. However, if a parent or guardian needs to speak with a teacher for more than five minutes, CCS requires the parent or guardian to make an appointment with the teacher prior to the visit.

Student Visitation Policy

CCS welcomes non-CCS students to visit campus. Student visitors must be potential students who are seriously considering enrolling in CCS and must receive permission from the school office at least one

day prior to the day of the visit. Secondary students may visit for a full day and elementary students may visit for a half day. (Junior kindergarten students do not typically visit the school without a parent/guardian present.) The school office will provide student visitors with a schedule for the day and, for secondary students, a CCS student host.

Non-CCS Student Guests at Formal Events

CCS has several formal events, including Homecoming, Winter Formal and the Junior/Senior Banquet. If a CCS student wishes to bring a student guest who is not from CCS to one of these events, then the CCS student must obtain permission from the school office and from the Principal at the guest's current school. Student guests must abide by all CCS rules while at CCS events.

School Closure Policy

Inclement weather conditions may warrant school closures from time to time. CCS will notify the following radio and television stations early in the morning if severe weather dictates school closure for the day. Families should listen to or watch one of these stations, as opposed to contacting administrators, teachers or staff.

Radio Stations

KPDQ (93.7 FM), KWJJ (99.5 FM), KEX (1190 AM)

Television Stations

KOIN (Channel 6), KGW (Channel 8), KPTV (Channel 12)

Academics

CCS has academic programs for students in junior kindergarten through 12th grade. The academic program is split into three categories: junior kindergarten, elementary (kindergarten through 6th grade) and secondary (7th grade through 12th grade). Elementary and secondary programs cover all Oregon Standards for each grade level and move beyond them in many cases.

Junior Kindergarten Curriculum

The junior kindergarten is a class for students who are either too young for kindergarten (see Admission Requirements above for kindergarten age requirements) or who are kindergarten age but would benefit from an extra year of development prior to entering kindergarten. The junior kindergarten curriculum includes, Art, Bible, Language Arts, Library Skills, Mathematics, Music/Drama, Physical Education and Social Studies. This curriculum involves many activities and crafts appropriate to the age level and occasional field trips. Junior kindergarten teachers teach all subjects from a Christian perspective. The schedule for junior kindergarten also includes daily mandatory rest time after lunch recess.

Elementary Curriculum

The elementary curriculum includes Art, Bible, Language Arts (Grammar, Reading, Spelling, Writing, etc.), Library Skills, Mathematics, Music/Drama, Physical Education, Science, Social Studies and Spelling. As part of the regular curriculum, elementary classes are involved in occasional field trips. Elementary teachers teach all subjects from a Christian perspective.

Secondary Curriculum

The secondary curriculum includes Art, Bible, Choir, Computer Applications, Drama, Economics, Keyboarding, Language Arts, Mathematics, Physical Education, Psychology, Science (Life Science, Earth Science, Physical Science, Biology, Environmental Science, Chemistry and Physics), Social Sciences (Economics, Geography, World History, U.S. History and Government), Spanish, Writing and Yearbook. Secondary students are involved in occasional field trips designed to enhance the secondary curriculum. Secondary teachers teach all subjects from a Christian perspective.

Sex Education for Secondary Students

Both Life Science (a class for 7th graders) and Health (a class for 9th graders) cover topics related to sex education. Health in particular is one of the required courses offered to all students in the State of Oregon and necessary for graduation from Columbia Christian High School. If a student or family has concerns with this curriculum, CCS is willing to work out an alternative instruction plan. Parents/guardians should contact the school office if they would like to pursue an alternative plan. Curriculum materials are available for parents/guardians to review.

Chapel

Consistent with the mission and objectives of CCS, students gather regularly for short chapel periods. Chapel is a time for both worship and community, and it includes a variety of activities, including praying

together, reading scripture, singing worship songs, hearing from guest speakers, sharing community information and honoring students who receive various academic, athletic, character and behavioral awards. Elementary students meet for chapel once a week throughout the school year, and secondary students meet for chapel Monday through Thursday throughout the school year. Once a month, the entire student body meets together for a combined chapel, emphasizing a common faith and a united community. Chapel attendance is mandatory for all students.

Academic Grading and Credit Policies

Grade Reporting

CCS utilizes RenWeb, an online grade book system, and offers each family access to it. Parents/guardians and students may check RenWeb at any time for an update on a student's current grades, assignment scores, test scores and attendance records. Along with RenWeb, CCS sends report cards home at the end of each quarter. Parents are encouraged to respond to RenWeb and quarterly report cards via email or other communication.

Grading Scale

Beginning in first grade, CCS students receive letter grades on quarterly report cards. These grades indicate, as accurately as possible, a student's achievement level. CCS believes high goals must be set in order to produce high achievement, and the process of learning, as well as the end result, should be indicated by the grade. Attendance, class participation, assignments, quizzes, tests, papers and projects may be used to determine students' grades. The following grading scale applies to all students in 1st through 12th grades.

<u>Percent</u>	<u>Letter Grade</u>	<u>GPA</u>	<u>Evaluation</u>
90-100	A	4.0	Excellent
80-89	B	3.0	Above Average
70-79	C	2.0	Average
60-69	D	1.0	Below Average
0-59	F	0	Failing

Students may also receive an I grade, indicating Incomplete and referring to a course that remains unfinished at the end of a grading period, usually due to extenuating circumstances. Students must make arrangements with individual teachers regarding the conditions of an I grade prior to the end of the grading period. Typically, a student must resolve an incomplete grade within two weeks or have the grade changed to an F. A grade of P or F for non-graded classes, such as Teacher's Aide, refers to Passing or Failing, respectively.

High School Credit

Students in high school receive credit for courses they complete with a D or higher. Students must enroll in a course by the beginning of the third week of classes to receive course credit. Further, students may have no more than ten absences in any one class to receive credit for that course. Students in junior

high may receive credit toward high school graduation for any high school course they complete in 7th and/or 8th grades.

College Credit

High school students may enroll in college classes and simultaneously earn high school and college credit. CCS students may enroll in college classes if they have permission from the Principal, if the college course fits within their high school schedules and if they have a cumulative GPA of 3.0 or higher. Students will earn high school credit for the college course if they earn a grade of C or higher in the course.

Consequences of Low Grades

At the end of a quarter if a student's GPA drops below 2.0 or if the student is failing a class, then CCS will place the student on activity probation and require a meeting with the student's parents/guardians. Activity probation (described below) will begin the first day of the following quarter. It will conclude at the end of the following quarter if the student's GPA is at or above 2.0 and there are no Fs on the report card. Activity probation will extend to the following year if a student earns probation during the final quarter of a school year. A mandatory conference with parents/guardians will include the student's teacher(s), the parents/guardians, the student and possibly the Principal. The conference will focus on the following questions. (1) Is the cause of the low grades something with which CCS can help? (2) How many school days has the student missed? (3) How have the student's parents/guardians cooperated with the teacher(s) and the school? (4) Is the student hindering the progress of other students? (5) What options are available for the student to improve the low grades? At the close of the conference, the teacher(s) and Principal will determine whether or not to allow the student to continue at CCS. If the student is allowed to continue, CCS will work with the student and family to put a plan in place to work toward academic improvement.

Retaking Courses

If students retake courses, CCS will place the highest grade on the transcript. Students may not receive more than one-half credit for any core course, even if it is taken multiple times (exceptions include Art, Advanced Physical Education, Choir, Drama and Yearbook). If students retake a course a third time, the highest grade they may earn is a C.

Policy on Cheating

CCS desires to promote integrity among the entire school community. One way to maintain integrity is to avoid cheating of any form. Since CCS believes the Bible speaks directly against cheating, CCS will take the following actions when it has positive proof a student has cheated on any academic work: (1) offer a zero on the assignment, test, paper, project, etc.; (2) inform the student's family of the cheating; and (3) place the student on activity probation. If a student cheats a second time, CCS will in most cases remove the student from the course and require the student to repeat it.

Standardized Testing

Each academic year, students in kindergarten through 11th grade participate in standardized testing. The purpose of the test is to determine the progress of each student and class and to assist in evaluating the school and its teachers. CCS will send each family a report of their student's test scores at the end of each school year.

(See below for information on conduct grades.)

Promotion Policies and Graduation Requirements

Junior Kindergarten Promotion Policy

Students moving from junior kindergarten to kindergarten demonstrate the following academic, behavioral, emotional and social abilities: (1) count to thirty; (2) recognize numbers zero to ten; (3) identify colors; (4) name seven basic shapes; (5) write first name with letters in sequence; (6) draw a person with head, body, hair, eyes, nose, mouth, arms and legs; (7) identify upper-case letters; (8) write upper-case letters in ABC order from memory; (9) sit calmly for ten minutes; (10) stay on task without constant reminders; (11) and demonstrate emotional and social skills comparable with peers.

Elementary Promotion Policy

Elementary students must meet the following basic criteria for promotion to the next successive grade: (1) behavioral, emotional and social maturity appropriate to grade level; (2) a passing grade of C or higher in each subject area; and (3) mastery of Oregon State Standards in each subject area. Teachers will communicate with parents early in the school year if there is a concern a student may not qualify for promotion to the next grade. Teachers, the Principal and parents will work together to assess a student's readiness to move to the next grade and determine whether or not a student should move forward or be retained.

Secondary Promotion Policy

Secondary students must meet the following basic criteria for promotion to the next successive grade: (1) a passing grade of C or higher in each subject area and (2) mastery of Oregon State Standards in each subject area. If a secondary student ends a semester with grade of D or lower in a core subject, the student must complete summer course work in that subject prior to moving forward to the next grade level.

Junior High Graduation Requirements

CCS will use academic records from 7th and 8th grades as criteria for promotion to high school. Students must earn a minimum of 12 credits with a C or better to move from junior high to high school. (Students earn one-half credit for passing a semester-long course.) Students must earn a minimum of two credits in Bible, two credits in English, one credit in Fine Arts, one credit in Geography, one credit in History, two credits in Mathematics, one credit in Physical Education and two credits in Science. If a student transfers to CCS during 7th or 8th grade, the student may receive credit for work completed previously when CCS receives sufficient documentation of prior work.

High School Graduation Requirements

CCS will use academic records from 9th through 12th grades as criteria for graduation. To graduate with a high school diploma from CCS a student must earn 26 credits with a cumulative GPA of 2.0 or higher. Students must earn a minimum of four credits in Bible, one credit in Career, Fine Arts and/or Second Language, one-half credit in Computer Applications, five credits in Electives, four credits in English, one credit in Health, three credits in Mathematics, one credit in Physical Education, three credits in Science, three credits in Social Science and one-half credit in Writing. (Students earn one-half credit for passing a semester-long course.) Students who transfer to CCS during high school years may receive credit for work they complete previously when CCS receives sufficient documentation of prior work. CCS does not require transfer students to make up Bible credits. A senior must attend a full year at CCS to graduate with a CCS High School diploma.

Consistent with the school's mission and objectives, students in 9th through 12th grades must complete 30 hours of documented community service each year they attend CCS High School. Students should contact the school office for the appropriate forms to document community service hours.

Alternative Graduation Options

A senior who passes only the courses required by the Oregon Department of Education and/or has a cumulative GPA below 2.0 but has earned at least 24 high school credits may receive a Proficiency Diploma. A Proficiency Diploma indicates the student has completed the requirements set forth by the Oregon Department of Education but has not met the requirements of CCS.

CCS offers a Certificate of Attendance to students who have not passed the required courses set forth by either CCS or the Oregon Department of Education. The Certificate of Attendance is in lieu of a diploma.

Homework Philosophy

In connection with the results of numerous research findings, CCS believes it is important to supplement school work with homework. CCS teachers will assign homework to a group of students or to individual students for the following reasons. (1) Students often need some amount of extra practice in new concepts and skills. In certain subjects (e.g. math and foreign languages), there is not enough time in a school day to do as much practice as may be necessary for mastery. Further, research demonstrates that repeated, short periods of practice or study of new information is often a better way to learn than one long study period. Therefore, after reasonable in-class time spent on the material, teachers may assign homework to allow for the necessary practice. (2) Teachers may also assign homework to students who, having been given adequate time to complete an assignment in class, did not use the time wisely. The homework, in this situation, will serve a corrective as well as a practical purpose. (3) Certain assignments require work and/or research that students cannot complete during class times (e.g. research papers). Teachers will work with students during class times to equip students to effectively complete these larger projects, and then they will assign the projects as homework for students to complete outside regular class times. (4) CCS recognizes that parent/guardian involvement is critical to a child's education, and homework can be used as an opportunity for parents/guardians to actively assist their children in

their studies. This will also keep parents/guardians informed of the current topics of study in the class. CCS teachers will not normally assign homework over holidays or vacations.

Academic and Student Achievement Awards

CCS maintains a system of formal honors for several reasons. Scripture endorses the recognition of good work from the writings of Proverbs to Romans, from Ephesians to I Timothy, etc. Therefore, CCS seeks to publicly recognize those students accomplishing the necessary prerequisites to receive applicable awards/honors. Further, the school aims to motivate all students to good work by demonstrating that such work is recognized and commended. Finally, CCS would like to draw public attention to the academic quality and achievements of its students, to the glory of God and to the honor of their parents.

Honor Roll and Principal's Honor Roll

Students who earn a GPA of 3.0 or higher during the school year will receive honor awards. CCS will place elementary students with a GPA of 3.0 or higher for the quarter and no N or U conduct grades (see below) on the Honor Roll and will place elementary students with a GPA of 3.5 or higher and no N or U conduct grades on the Principal's Honor Roll. CCS will place secondary students with a GPA of 3.0 or higher for the semester, no grades below a C, no incompletes and no N or U conduct grades on the Honor Roll. Secondary students with a GPA of 3.75 or higher for the semester, no grades below a C, no incompletes and no N or U conduct grades will be placed on the Principal's Honor Roll. (Secondary students must be enrolled in a minimum of five classes to receive honor awards.)

Target Day

Target Day is a reward experience for junior kindergarten and elementary students. It recognizes those who achieve the academic and behavioral goals established by each teacher. CCS holds this celebration once a quarter for all qualifying students. Target Day goals may include, but are not limited to, the following items: (1) completing and turning in all assignments; (2) working diligently and appropriately during class times; (3) maintaining a good attendance record, including no more than four days of tardiness; (4) demonstrating a cooperative attitude toward authority figures; (5) demonstrating an understanding and willingness to follow school and classroom rules; and (6) having a positive influence on fellow students in and out of the classroom. A student who does not meet the Target Day goals will be unable to participate in the celebration and will spend time in a study hall on Target Day. Students who do not meet the goals for Target Day and then are absent on Target Day will serve three lunch recess periods in a study hall.

National Honor Society

Membership in the National Honor Society is possible for qualifying sophomores, juniors and seniors. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership and service. Candidates must have attended CCS for at least one semester and have a cumulative GPA of 3.5 or above. Selection is more than an honor; it carries with it the responsibility and obligation to demonstrate those outstanding qualities that resulted in selection. National Honor Society students are inducted at a special ceremony each year and wear special pendants over their gowns at

graduation. A student whose GPA falls below 3.5 has one semester to raise it to the required level; membership is automatically revoked and is not renewable if the student fails to raise the GPA to the required level within a semester.

Student Achievement Awards

Along with Honor Roll, CCS offers a variety of student achievement awards each year. Junior kindergarten and elementary students receive awards for behavior and character monthly at chapel services. They also receive academic, behavioral and character awards at the end of the school year at the yearly Elementary Banner Night. Secondary students receive academic, behavioral and character awards at the Secondary Awards Assembly.

Awards for Graduating Seniors

Each year at the High School Graduation Ceremony, CCS honors a select group graduating students with the following awards. (1) Valedictorian and Salutatorian: these two awards recognize and honor the two students with the highest and second highest GPAs, respectively. (2) Honor Students: this award is for students who graduate with a cumulative GPA of 3.5 or higher and no more than two conduct grades below S during their junior and senior years. (See below for information on conduct grades.) (3) Ms. CCS: this award recognizes a female student who exemplifies the academic, social, behavioral and spiritual qualities CCS strives to promote and nurture in its students. (4) Mr. CCS: this award recognizes a male student who exemplifies the academic, social, behavioral and spiritual qualities CCS strives to promote and nurture in its students. (5) Timothy Award: this award recognizes a student who has exhibited great attitude when great perseverance is needed for him or her to succeed, and it acknowledges that this student has risen above adverse circumstances. (6) Spiritual Leadership Award: this award recognizes a student who is genuine in his or her Christian life, one who allows Christ to live through him or her and whose attitude and leadership positively impacts the lives of others.

Attendance Policy

Regular and punctual attendance is a discipline that instills virtues of responsibility, integrity, accountability and trustworthiness in students. It is an excellent way to shape good character. For this reason, it is particularly important to establish habits of punctuality and regular attendance early in life, and it remains important to continue with these habits throughout the school-age years. The commitment to punctuality and regular attendance begins with the students, who have the primary responsibility to attend classes each day, and it includes the parents/guardians, who are accountable for their children's attendance, and the teachers, who work in concert to monitor and encourage regular attendance. All attendance policies at CCS follow Oregon State Laws and reflect the school's belief about the importance of regular and punctual attendance.

Absences

CCS requests that all families ensure that absences are for necessary reasons, such as personal illnesses, medical appointments, emergency situations, etc., and that all families schedule vacations during school breaks. Although students may be able to do the academic work and achieve passing grades, they

cannot make up what is missed in class work and discussion. Because of this, CCS students may miss no more than 10 days in any one class during a semester. Students who miss more than 10 days in any class will be unable to receive a passing grade in that class. Students who are absent from at least one class may not participate in extra-curricular activities on the day of the absence without prior approval from the administration. Approval will be limited to excused absences, although approval is not guaranteed even with an excused absence.

Notification of Absences Policy

CCS teachers record student attendance in each class at the beginning of the class period. Secondary teachers record this information in RenWeb. Junior kindergarten and elementary teachers record this information in RenWeb and on a sheet that the school office picks up at 8:15 am. CCS will contact all parents/guardians of students who are absent from class. For junior kindergarten and elementary students, CCS will call parents/guardians immediately upon notification of the absence. For secondary students, CCS will contact parents/guardians the day following the absence.

Pre-arranged Absences

Students and families who plan extended absences must receive approval from the office at least five school days prior to the preplanned absences. CCS allows teachers to determine whether or not to allow make-up work for extended preplanned absences. (Absences related to hospital stays or deaths in the immediate family will receive automatic approval.)

Leaving School during the School Day

If a student needs to leave the campus during the school day, a parent/guardian or a teacher must authorize the absence and the student must sign out at the school office and receive permission from a staff member in the school office. Students who return during school hours must sign back in at the school office prior to returning to class. (Students on CCS field trips and students with off-campus lunch privileges are not required to sign out/in.)

Off-Campus Lunch

Sophomores, juniors and seniors may leave campus at lunchtime. Students who leave campus during lunch should avoid taking younger students off campus with them and be sure to return to class on time immediately following the lunch period. Off-campus lunch is a privilege and CCS may revoke the privilege if it is abused by a student.

Late Arrival and Early Dismissal

CCS expects all students, including seniors, to take a class each period. Exceptions to this rule include those students who are meeting graduation requirements and do not need a particular course offered during either the first or last period of the day. These students may request late arrival and/or early dismissal from the Principal. Early dismissal is generally granted only to those students who have either a job during the final period of the day or who take a college class during the final period of the day. If

the Principal allows a student to have late arrival and/or early dismissal, parents/guardians must sign a form acknowledging their awareness of it and authorizing their student to participate in it.

Skipping Classes

Skipping is when parents/guardians think a student is in class but the student is not present. Based on the school's commitment to parents/guardians and for safety reasons, it is imperative that CCS know the location of all students at all times. In this case, CCS takes class-skipping very seriously. The first instance of a student skipping class will result in a detention. The second instance will result in detention and activity probation. The third instance will result in a suspension.

Make-up Work

CCS will work with all families to ensure students have a list of make-up work for excused absences. Students or family members should pick up homework from teachers after two consecutive, unplanned and excused absences and should ask teachers for due dates of all assignments missed during these absences. When students have pre-arranged absences, they must pick up all assignments and homework prior to the absences. It is the responsibility of the students (and family members for younger students) to ensure that all make-up work is completed and turned in on time.

Tardiness

CCS encourages families to teach their children promptness and expects all students to arrive to classes on time. Tardiness is disruptive to the educational process, not only for the tardy student but also for the teacher and the other students in the class. Students who are tardy to a class must sign in at the office prior to attending class. If a student is tardy four times in a single quarter, the student will receive a detention. (This policy applies even if the tardiness is spread across several classes.) A fifth tardy will result in a detention and a conference with the parents/guardians. A sixth tardy will result in activity probation. A seventh tardy will result in a suspension.

Student Life

Activities

Athletics

In line with its athletic philosophy, CCS offers the opportunity for students to compete in a variety of athletic competitions. The following eligibility requirements apply for participation in all CCS athletic competitions. (1) Student athletes are required to attend all classes on the day of an athletic contest. (2) Student athletes are required to pass all classes at quarterly reports and earn a 2.0 GPA or higher. (3) Student athletes are required to pay a participation fee for each sport prior to participating in practices and/or games. (4) Student athletes are required to complete a physical exam every two years and have it on file at the school office. (5) Student athletes and parents/guardians are required to sign the Athletic Participation Permit and Acknowledgement of Athletic Policies form. (6) Student athletes are required to comply with all team rules as established by the Athletic Director and head coaches (see the Athletics Handbook).

Student Government

Secondary students at CCS have the opportunity to serve the school as Associated Student Body (ASB) Officers (President, Vice President, Secretary and Treasurer), Class Representatives and Religious Activity Coordinators (RACs). Students are elected to these positions by their peers at an annual election. Elected officers plan and implement various activities throughout the school year, including Spirit Week, Homecoming, a yearly retreat and secondary outings. They also assist with chapel and arrange opportunities for the student body to serve the local community. Class Representatives communicate information between ASB officers and their class. All positions require a 2.0 GPA or higher at each quarterly report and a passing grade in each course.

Choir

CCS offers the opportunity for sophomores, juniors and seniors to participate in the school choir. This group meets as an elective course and participates in numerous choral events. Students learn vocal technique, a variety of musical styles and pieces along with some musical theory and history. CCS's choir is active in local festivals and competitions in the Northwest; the choir also participates in choir tours in the spring. Students participating in choir events must maintain a GPA of 2.0 or higher on each quarterly report and pass all classes.

Drama

CCS offers both a drama class and drama performances. CCS's drama class is geared toward individuals who are interested in stage performance and/or back-stage work. This elective course teaches students acting, stage lighting, set construction, costuming and stage makeup. CCS also offers a fall play and a spring play or musical. Participation in the fall play and/or spring play or musical is open to all secondary students through auditions. Students participating in school plays and/or musicals must maintain a GPA of 2.0 or higher on each quarterly report and pass all classes.

Cavalier Yearbook

CCS offers the opportunity for juniors and seniors to assist with the publication of the CCS yearbook. Students in this elective course participate in both the creative and business aspects of the production of the yearbook. The creative side of the production requires planning a total concept followed by the breakdown of this concept into a section-by-section and page-by-page execution. After planning layouts, taking photographs, writing copy, captions and headlines, students use computer software to prepare copy for printing. Students conclude the creative process by correcting proofs. The business side of the production includes selling ads, budgeting resources, billing customers and keeping accurate business records. CCS limits the Cavalier staff to around fifteen students. Each student must maintain a 2.0 GPA or higher.

National Honor Society

See Academic and Student Achievements Awards above for information on the National Honor Society.

Outdoor School Field Assistants

Outdoor School is a residential program for all 6th-grade students at CCS. CCS students attend the Camp Yamhill Outdoor School (CYOS) directed by Carol Davis. CYOS is a creation-based program where students learn about water, soil, plants and animals and learn about God's purposeful design in creating each of them.

Sophomores, juniors and seniors have the opportunity to serve as field assistants during Outdoor School. These students have the opportunity to (1) work with children, (2) learn to appreciate nature and (3) help educate and motivate 6th graders in a natural environment. The guidelines for serving as a field assistant are as follows: (1) students must enjoy working with 6th graders; (2) students must have a cumulative GPA of 2.5 or higher; (3) students must be current in their assignments; (4) students must arrange with teachers in advance for missed work; (5) students must not have excessive tardiness or excessive absences; (6) students must receive approval from the school counselor and Outdoor School administration.

Behavioral Expectations

In an effort to support its mission and objectives, CCS has a set of behavioral expectations for all students. Each student enrolled at CCS must commit to abiding by the following expectations, both in and out of the classroom. (1) Strive to imitate Christ. (2) Be good citizens. (3) Maintain a wholesome attitude. (4) Respect fellow students. (5) Respect CCS administration, teachers and staff. (6) Treat the school campus and its property and materials with respect and care. (7) Exercise good manners. (8) Use wholesome language.

Conduct Grades

CCS students receive conduct grades each quarter. These grades reflect how well students meet the behavioral expectations at CCS. The four grades a student may receive are as follows.

<u>Grade</u>	<u>Evaluation</u>
E	Excellent
S	Satisfactory
N	Needs improvement
U	Unacceptable

Consequences of Low Conduct Grades for Elementary Students

Elementary students who earn one U conduct grade or three N conduct grades in a single quarter will receive probation for the first 4½ weeks of the following quarter. Probation may exclude students from athletics, field trips, class parties, etc. Elementary students who earn two U conduct grades or six N conduct grades during a single school year will receive probation for an entire quarter and a conference with the parents/guardians, teacher and administration. In some cases, two U conduct grades will result in a suspension for one quarter from school. Three U conduct grades will result in an expulsion for one year. (Conduct grades do not accumulate from one year to the next.)

Consequences of Low Conduct Grades for Secondary Students

Secondary students who earn one U conduct grade or three N conduct grades in a single quarter will receive two detentions. Secondary students who earn two U conduct grades or six N conduct grades during a single school year will receive activity probation (see below) for one quarter and four detentions. Five U conduct grades will result in an expulsion for one year. (Conduct grades do not accumulate from one year to the next.)

Rules and Guidelines

The following rules and guidelines govern campus life at CCS.

Christian Behavior

Students are expected to cooperate with basic Christian standards of behavior and conversation at all times.

Dress Code

The purpose of the dress code is to adhere to the biblical admonition to practice modesty. Further, CCS believes there is a close correlation between the attitudes conducive to academic achievement and proper conduct and the style of clothing worn by students. The goal of the dress code, therefore, is to help create and promote an environment of learning where dress is not a distraction to the education process.

The following general guidelines for the CCS dress code apply to all students, unless otherwise indicated. (1) Clothes must be without holes or tears, must fit properly and be opaque. (2) Shirts and tops must have sleeves, completely cover midriffs and have a non-revealing neck line. (3) Messages and/or pictures on shirts must be appropriate for Christians and children. (4) Messages and/or pictures on pants/shorts must be appropriate and on the side of the legs only. (5) The waistband of pants, shorts and skirts must be worn no lower than the waist line. (6) Shorts and skirts must reach to within three inches of the knee and not be tight-fitting. (7) Athletic shorts and sweat pants must be worn only in PE classes or during athletic events. (8) For safety reasons, shoes must be worn at all times and must fit around the feet completely. (9) Students must not wear pajamas and must not wear leggings (without an appropriate skirt or dress). (10) Hats must be worn only outside of class and chapel times. (11) Hair must be neatly groomed and, for boys, above the collar and eyes. (12) Elementary students must wear shorts under dresses. (13) Secondary students alone may wear make-up.

Teachers, staff and administrators have the final word on an interpretation of these guidelines. CCS expects all students to comply willingly with the dress code and its enforcement. If students fail to comply with the dress code, the first violation will result in a detention and a call to parents/guardians. For a second violation, students will be sent home to change. Students who are sent home for a violation of the dress code may return to school once they change into appropriate clothing.

Dress-up Day

The CCS administration has designated Wednesday as a dress-up day for secondary students. The following rules apply to all dress-up days. (1) Girls must wear a dress, a dress skirt and blouse, or dress pants and a dress shirt. (2) Boys must wear dress pants with a belt and a tucked-in dress shirt with a collar or a dress sweater. (3) All students must wear dress shoes.

Teachers, staff and administrators have the final word on an interpretation of these rules. CCS expects all students to comply willingly with the rules for dress-up days and with their enforcement. If students fail to comply with the rules for dress-up day, the first violation will result in a detention and a call to parents/guardians. For a second violation, students will be sent home to change. Students who are sent home for a violation of the rules for dress-up day may return to school once they change into appropriate clothing.

Formal Dress

CCS has optional extra-curricular activities that require formal dress, such as Homecoming, Winter Formal, the Junior/Senior Banquet and Graduation. The general guidelines for modest and appropriate dress apply to these activities as well, with the following additional rules for dresses. Dresses may be sleeveless but must have two shoulder straps. The backs of dresses must reach the shoulder blades.

Personal Belongings

Personal belongings should be left in student lockers (secondary students) or student packs (junior kindergarten and elementary students) during class. Personal belongings include, but are not limited to,

all electronic devices (phones, music players, gaming devices, etc.), sporting equipment, grooming paraphernalia, food and drink. Teachers will confiscate any personal belongings students bring to class, whether in use or not. Students may retrieve confiscated personal belongings at the end of the day from the school office. If a teacher confiscates an item for a second time, a parent/guardian will need to come to the school office to retrieve it, and the student will serve a detention.

Animals at School

Animals may not be brought to school without prior approval from the school office and may not be transported on the school bus.

Playground Rules

CCS strives to maintain a fun and safe environment on the school playground. To ensure the safety of all students, CCS requires staff supervision of students during recess periods. Further, CCS requires the following rules for all students. (1) Students must obey all CCS teachers, staff and administration on the playground. (2) Students must treat fellow students with respect. (3) Students must treat all CCS property and equipment with respect and care. (4) Students will receive a list of specific playground rules and conflict resolution guidelines from teachers and must comply with each of them at all times.

Public Displays of Affection

Public displays of affection on the CCS campus and during all school-sponsored events must be limited to hugs. Although it is common in a Christian environment for students to offer hugs to one another, students should remember that a hug lasts no more than three seconds. Public displays of affection are inappropriate during class times.

Weapons, Illegal Drugs, Alcohol and Cigarettes Policy

All members of the CCS community deserve a campus environment that is safe and drug/alcohol free. In this case, weapons are not allowed on the CCS campus at any time, including the parking lot, nor are any illegal drugs, cigarettes or alcohol. Students who bring weapons, illegal drugs, cigarettes or alcohol to campus will receive a suspension. A student who brings a firearm to campus, including the parking lot, will receive an immediate expulsion.

Sexual Harassment Statement

When Jesus speaks of the most important commandments, he emphasizes loving God and loving fellow human beings (Mt. 22:36-40). For this reason, CCS encourages and requires all students, teachers, administration, staff and family members to treat fellow members of the CCS community with the dignity and respect due to all of God's children. The policy regarding sexual harassment is a direct reflection of this biblical requirement. Sexual harassment is a form of misconduct that undermines the value and integrity of a fellow human being. All CCS students and staff have the right to be in an environment free from all forms of sexual harassment. Sexual harassment is defined as any unwanted physical, verbal, written or visual advances, and any other sexually-oriented conduct which is offensive or objectionable. CCS maintains a no-tolerance policy for sexual harassment. All CCS employees and

students are required to notify a teacher and/or administrator if they witness any forms of sexual harassment. Sexual harassment by a student will lead to a parent/guardian conference and in most cases to either suspension or expulsion, as determined by the administration.

Bullying Statement

The policy on bullying follows the policy on sexual harassment. Scripture teaches humans to love their fellow human beings, and bullying is a direct violation of this command. Bullying is defined as any action that purposely makes fun of, hurts, frightens, threatens or excludes another person. These actions may be verbal or physical. CCS maintains a no-tolerance policy for bullying. All CCS employees and students have the right to be in an environment free from all forms of bullying. For this reason, employees and students are required to notify a teacher and/or administrator if they witness any forms of bullying. Bullying by a student will lead to a parent/guardian conference and appropriate disciplinary consequences, as determined by the administration.

Discipline

The best discipline is self-discipline (cf. 1 Cor. 9:24-27, 1 Tim. 4:7-8, 2 Tim. 1:7). The disciplined person displays self-control, integrity and orderly conduct. Discipline is an important part of the educational process, and self-discipline is an essential personal attribute. CCS urges all students to develop and exercise self-discipline in all areas of school life. Self-discipline is not only necessary for the student as an individual, but it is also necessary for the maintenance of order and a proper intellectual and social atmosphere. As indicated in the Bible, those who exercise proper and sufficient self-discipline will experience little or no corrective discipline. Those who do not exercise self-discipline find that others have to exercise it for them.

Disciplinary Action

Disciplinary action will vary according to the offense and circumstances. Teachers and, when necessary, the administration will determine the form of discipline necessary. All discipline will be based on biblical principles of justice and mercy (cf. Zech. 7:9). Combining justice with mercy will ensure fairness, consistency, forgiveness, love and respect in all disciplinary action. The vast majority of discipline problems will be dealt with at the classroom level. CCS will notify parents of all student offenses and the disciplinary actions the school takes in response to them.

Office Visits

There are five basic behaviors that will automatically necessitate discipline from the administration (versus the teacher). Those behaviors are (1) disrespect shown to any staff member; (2) dishonesty in any situation while at school, including lying, cheating and stealing; (3) fighting with (i.e. striking in anger with the intention to harm) another student; (4) outright disobedience in response to instructions; and (5) the use of vulgar, offensive, abusive or profane language, verbal or written. The first time a student receives discipline from the administration will result in a detention. The second instance will result in a detention along with a parent/guardian conference. The third instance will result in a suspension along with activity probation for a quarter. The fourth instance will result in an expulsion.

Detention

Secondary students serve detention on Friday mornings from 7:00-7:45 am. Students will work on campus during detention under the direction of the school office. They should report to the office and be ready to work no later than 7 am. Elementary students and students in junior kindergarten serve detention in the school office during recess periods. If a student misses an assigned detention, then the student must serve two consecutive detentions; the student will also receive one-week of activity probation. If a student misses a second detention, then the student will receive activity probation for a quarter. If a student misses a third detention, then the student will receive a suspension.

Activity Probation

Students on activity probation are prohibited from attending or participating in any school activity outside the school day that is not part of a class required for graduation. A student in athletics, choir and/or drama may not practice or perform in these activities outside of class.

Suspension

Students who receive a suspension may not attend any school activity, including classes, or be on school grounds during the suspension. Students are also unable to make up any work missed during the suspension.

Expulsion

Students who receive an expulsion are prohibited from attending or participating in CCS classes and activities. Should an expelled student desire re-admittance at CCS the following academic year, the student may reapply, and the administration will make a decision based on the student's attitude and circumstances at the time of re-application.

If CCS receives a letter from parents/guardians to appeal an expulsion, and if the school receives this letter within seven days of the expulsion, then the administration will establish an Appeal Board to consider the case. The Appeal Board will consist of members from the Board of Directors. This Appeal Board will review all documents and clarify all information from the administration, teachers and staff involved, and they will review this information within seven days of the appeal. They will then hold a meeting with the expelled student and his or her parents/guardians and review all the information (the administration, teachers and staff involved in the expulsion may be asked to attend as well). The Appeal Board will make a decision at this meeting whether to uphold, amend or revoke the expulsion. The Appeal Board will have the final authority in this decision.

Drivers and Vehicles

Campus Driving

CCS has many young children around the building before, during and after school hours. All drivers should use extreme caution and maintain a low speed when driving on 91st Avenue and Everett Street. These streets are part of the school zone, and the speed limit on them is 20 miles per hour.

Campus Parking

Families and students may park on 91st Avenue next to the school building and in the parking lot to the east of the school building in spaces marked with yellow stripes. Parking spaces next to the school building on 91st Avenue and in the parking lot to the east of the school building marked with red stripes are for CCS employees only. Oversized parking spaces on 91st Avenue and in the parking lot to the east of the building are for school buses only.

Driving and Parking Violations

Students who fail to comply with driving and parking regulations on campus will receive a \$20 fine. Violations may also result in the loss of vehicle privileges on campus for a minimum of one quarter.

Vehicle Registration

Each student who drives to school must register his or her vehicle(s) with the school office. Registration includes completing a Vehicle/Driver Registration form and submitting a copy of the student's license. Students must complete this registration process yearly.

All vehicles used in transporting students to or from school-sponsored activities and all drivers transporting students to or from school-sponsored activities must be registered in the school office prior to the trip. (This regulation does not apply to the normal transportation of students to and from school each day.) Registration includes completing a Vehicle/Driver Registration form and submitting a copy of the driver's license. Drivers must complete this registration process yearly.

School Supplies

CCS teachers will purchase most all of the consumable supplies for the students in junior kindergarten and elementary classrooms. Families of junior kindergarten and elementary students will need to provide the following items: a Bible containing both the Old and New Testaments and gym shoes that have non-marking soles (students keep gym shoes in the classroom and use them on the gym floor only). Students in junior kindergarten through 1st grade need gym shoes without shoe laces.

Secondary students will receive a list of items prior to the start of each school year indicating school supplies they will need to purchase for the academic year.

Lockers

CCS assigns lockers to all secondary students. The lockers are for storing books, supplies, personal belongings, lunches, etc. The following rules apply to all lockers. (1) Students must avoid posting anything in or on a locker that has to be scraped to be removed. (2) The subjects of all pictures and posters in lockers must pass the school dress code. (3) Students must avoid posting anything whose content does not conform to the behavioral expectations at CCS. (4) If students choose to place a lock on their lockers, then they must inform the school office of the combination to the lock or provide the school office with a key to the lock. (5) Students must treat lockers with respect and care, avoiding all

damage to both the interior and exterior of the lockers. There is a \$65 fee for damaging or defacing lockers. CCS does not provide locks for any student lockers.

Lost and Found

CCS has two lost and found areas, one in the closet outside of the kindergarten classroom and one in the main hall outside the school office. Students and families are responsible to check the lost and found areas regularly. At the end of each quarter, the school office will donate all items in the lost and found areas to local charities.

Lunch

CCS provides students with the opportunity to purchase lunches on Wednesdays and Fridays. Subway sandwiches are available on Wednesdays and Pizza Hut personal pizzas are available on Fridays. Students who wish to order lunches must submit an order form weekly on Mondays. Students are responsible for their own lunches on Mondays, Tuesdays and Thursdays.

CCS rents a lunchroom for all students from Bara Properties on the south campus. All students are expected to uphold CCS's behavioral expectations in the lunchroom and to treat this property with the utmost respect, including daily cleaning of the lunchroom at the close of lunch periods. CCS students who eat lunch on campus may eat lunches in the following locations: the lunchroom, the courtyard outside the lunchroom, the soccer field and the courtyard outside the south end of the main campus. CCS does not allow students to have food and/or drinks in the secondary classrooms or eat in the school hallway without permission from the school office.

Statement of Handbook Acceptance

Please sign and return a separate page for each student in the family. Parents/guardians may sign for all junior kindergarten and elementary students. Secondary students should sign the form along with their parents/guardians.

We have received and read the Student and Parent Handbook. By signing this document we affirm we understand all the information printed in the Handbook and we agree to support and adhere to all its provisions.

Student Name (please print): _____

Student Signature (7th through 12th grades)

Date

Parent/Guardian Signature

Date