



2018-2019

**COLUMBUS CHRISTIAN SCHOOL
Parent / Student Handbook**

Education with a Higher Purpose

WELCOME TO CCS

We want to welcome you to Columbus Christian School! Our entire staff counts it a privilege to have you join us in working together to make Columbus Christian School a place that will exalt Jesus Christ and honor His Word.

During the school year many spiritual, educational and social opportunities will be available to you. Please take advantage of as many offerings as possible so that your time at Columbus Christian School will be challenging, worthwhile, fulfilling, and long remembered. Seek the Lord's wisdom in setting goals and His help in accomplishing those goals. The CCS Board, Faculty and Administration are committed to helping you in any way possible.

This handbook is designed to help you understand the opportunities and expectations of the school. Please **READ** it carefully and contact the school office should you need further assistance or additional information. This information will help us work together more efficiently and effectively as we strive to provide Christ-centered, biblically integrated and academically challenging education programs.

Thank you again for the opportunity to minister to you and your family. Please join us in praying for God's blessings and work to be accomplished in our entire CCS family as we train and prepare to be used by God for His good purposes.

Educating for Eternity,

Kendall Wildey – Superintendent
and the CCS Board of Directors

“I have no greater joy than to hear that my children are walking in the truth.” 3 John 1:4

COLUMBUS CHRISTIAN SCHOOL

ADDRESS

3170 Indiana Avenue
Columbus, Indiana 47201
Phone: (812) 372.3780
Fax: (812) 372.3878
Facebook: /columbuschristianschool
Instagram: columbuschristianschool
Twitter: @ccscrusader
Web: www.whycolumbuschristian.com

SCHOOL HOURS

Staff: 7:30am - 3:30pm
Office: 7:30am - 3:30pm
PreKindergarten: 9:00am - 11:30am
Pre-school: 12:30pm - 2:30pm
Half-Day Kindergarten: 8:00am - 11:15am
Full-Day Kindergarten: 8:00am - 3:00pm
Elementary: 8:00 - 3:00
Middle School (MS): 8:00 - 3:15
High School (HS): 8:00 - 3:15

SCHOOL COLORS: Red, White and Blue

MASCOT: Crusader

MOTTO: *“Education with a Higher Purpose”*

PLEDGES

American Flag

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

Christian Flag

I pledge allegiance to the Christian flag,
And to the Savior for which it stand,
One brotherhood, uniting all Christians in service and in love.

The Bible

I pledge allegiance to the Bible God’s Holy Word.
I will make it a lamp unto my feet and a light unto my path.
It’s words shall I hide in my heart my heart that I may not sin
against God.

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I. INTRODUCTION

The following pages are the guiding principles by which CCS exists. All policies, procedures, and new ideas are filtered through these avenues to ensure that we stay true to the purpose of our existence. Procedures and programs may change, but principles will not.

ACCREDITATION

Columbus Christian School is Indiana State Accredited and a member of ACSI (Association of Christian Schools International) and the State of Indiana.

MISSION

Columbus Christian is a Christ-centered *college preparatory* school educating the whole student through qualified Christian faculty and staff.

MISSION STATEMENT

Columbus Christian equips students to know Jesus Christ as Savior and to be fully prepared to serve Him in everyday life.

VISION

Columbus Christian equips young people to lead Christ-centered, disciplined lives with a passion for learning, a heart for service, and a boldness to impact the world for Christ.

CORE VALUES

- *Commitment to Truth* (II Timothy 3:16; Joshua 1:8-9; Ephesians 4:14-15)
- *Commitment to academic excellence* (Proverbs 3:5-6; Luke 2:52)
- *Commitment to equipping young men and young women to lead Christ-centered, disciplined lives with a passion for learning, a heart for service and boldness to impact the world for Christ.* (Luke 6:40; II Timothy 2:1-2; II Timothy 3:17; III John 4)
- *Care for teachers* (James 3:1; I Corinthians 9:7-14; Proverbs 29:7)
- *Support of Christian families* (Deuteronomy 6:4-9; Ephesians 6:1-4)
- *Commitment to outreach and ministry* (Acts 1:8; Matthew 28:19-20)
- *Commitment to financial stability by being good stewards of the resource that the Lord has entrusted to us.* (Philippians 4:19; I Corinthians 4:2; Matthew 25:21)

STATEMENT OF FAITH

Columbus Christian School is an interdenominational school and students attend many churches in Bartholomew and surrounding counties. CCS holds these truths to be foundational to its education.

- *We believe that all scripture is the inspired Word of God.* (2 Timothy 3:16)
- *We believe God created the Heavens and the Earth.* (Genesis 1:1)
- *Our creed is Jesus Christ. We accept His Word, as stated in the New Testament, as our rule of faith and practice. Nothing can be added to or nothing can be taken from it.* (John 1:1; Matthew 16:16, 18; Revelation 22: 18-19)
- *We believe that Jesus Christ is the only begotten Son of God, our perfect example, who was crucified and rose on the third day to provide the forgiveness for our sins.* (Matthew 1:23; I Corinthians 15:4)

- *We believe that Christ established His Kingdom, the Church, on the Day of Pentecost after His resurrection. (Acts 2)*
- *We believe that Christ's Church is made up of all those who:*
 - *Have faith in Jesus Christ as the Son of the God. (Romans 1:16)*
 - *Repent of their sins, which means a turning away from sin and walking in righteousness. (Luke 13:3; Acts 2:38)*
 - *Confess this faith and repentance with their mouths and by their lives. (Romans 10:9-10)*
 - *Are immersed into Christ for the remission of their sins. (We do not believe infant baptizing is necessary.) (Romans 6:4)*
 - *Continue to follow Christ's teachings and are faithful to His commands. (Romans 12:10-11)*
- *We believe in observing the Lord's Supper (communion) on the first day of the week, Sunday, the Lord's Day. (Luke 22:19; Acts 20:7; I Corinthians 11:28)*
- *We believe in the Holy Spirit as the third person of the Godhead, our Comforter, and the Spirit of Truth. (Matthew 28:19)*
- *We believe in the Priesthood of all believers. Every Christian must support the local church by his sacrificial giving and by his Godly example, both in the home, in the community, and his active involvement in the Lord's church. (Acts 20:35; I Corinthians 16:2)*
- *We believe in the existence of Satan, the father of all lies, the prince of this world, the chief of the fallen angels. We recognize his power and influence, but also know that he has lost and will be cast into Hell. (Revelation 20:10)*
- *We believe in the Second Coming of our Lord and Savior, Jesus Christ. We believe there will be a great judgment, a separating of the sheep from the goats, an eternal Heaven and Hell. (Revelation 22:12-13; Matthew 25:32-34)*

FAMILY ROLE

- Hold fast to Biblical absolutes, as opposed to discussing only the theoretical;
- Emphasize character development, not one where moral neutrality rules;
- Incorporate a Biblical worldview with higher academic standards, not one where academics and truth are mutually exclusive;
- Cultivate caring teachers who promote the same values you hold for your family, not one where the various belief 'systems' may or may not agree with yours;
- Train your child to be critical thinkers considering all concepts in the light of God's word (a Biblical worldview), not one where whatever "truth" works is the one chosen for the moment.
- Develop positive parent-teacher relationships emphasizing the importance of seeking all: perspectives and working through issues of concern in order to foster a team approach to education.
- Encourages willing hearts who choose to set aside idle talk that erodes the fabric of the school and compromises our personal witness for the Lord;
- Promote being a part of the solution as opposed to promoting a critical spirit.

CCS EXPECTED STUDENT OUTCOMES

Although our culture is constantly changing, CCS is fully committed to upholding a Christ-like example based on the Bible. A strong connection exists between what one believes and how one behaves. We must allow the Holy Spirit to filter our thoughts, attitudes, speech, reactions, and decisions through enduring truths of the Bible. Therefore, the following principles of Christ-centered conduct are to be the hallmark of all CCS students.

- We will live Christ-centered lives.
 - Commit to principles of Christ and demonstrate actions that reveal Christian character
 - Equip with the knowledge of His Word
 - Know, love, and serve Jesus Christ
- We will lead Disciplined Lives.

- Respect those in authority and each other
- Demonstrate self-control in speech, actions, reactions, and attitude so as to promote the best in others
- Submit to spiritual accountability
- Participate in extra-curricular activities so as to be equipped to take a Christian approach to wellness and being capable of exhibiting our faith in competitive situation
- We will develop a Passion for Learning.
 - Strive for excellence by taking personal responsibility for learning
 - Prepare for college and further academic study
 - Think, work on teams, and solve problems
 - Endeavor to experience the arts and develop the talents that God has given to us
 - Effectively communicate verbally and in writing and persuasively present points of view
 - Transform disappointments and challenges into learning experiences
- We will possess a Heart for Service.
 - Develop leadership skills
 - Serve without any expectation of return of recognition
 - Seek avenues of service and respond when God opens doors
- We will Impact the World for Christ.
 - Seek God’s direction as to future vocation and plans
 - Prepare for life of evangelism and service to others through our work
 - Commit to a life of service, loyalty, and leadership in a local church

These outcomes are principles of the Christian’s journey. Please pray that God would show you the areas that need to be submitted to Him and then how He can use you to reach out to others who need assistance in their journey! Spiritual climate changes as a result of everyone finding their place in loving God first and then loving others.

STUDENT COMMITMENT

By virtue of being a student at CCS, it is expected that you will abide by the CCS Code of Conduct. You not only represent Jesus Christ, but CCS and its faith-based principles. These statements of commitment are essential in building discernment and growth in your spiritual walk. Students are required to read and sign this commitment each year.

1. Strive for a Christ-honoring attitude and behavior. (Colossians 3:12-17, 23-24, Matthew 28:18-20, Philippians 2:1-11)
2. Honor and obey my parents. (Exodus 20:12, Ephesians 6:1-3)
3. Strive for excellence as a student. (Romans 12:2, Ephesians 2:10, Philippians 1:10, 4:8, Colossians 1:9-14, 1 Peter 1:13)
4. Cooperate respectfully and obey willingly those in authority. (Hebrews 13:17, Romans 13:1-5)
5. Abide by the Commitment to Abstinence (sex, drugs, alcohol, tobacco, etc.) (Exodus 20:15-17, Ephesians 5:3-20, Thessalonians 4:3-7)
6. Use discernment to make godly choices that will promote, rather than hinder, my spiritual growth in the areas of media, music, and my surrounding environment. (Ephesians 5:15-17, Hebrews 12:1-3)
7. Avoid even the appearance of evil that would bring dishonor to Jesus Christ, my parents, and Columbus Christian School both on and off campus. (I Thessalonians 5:22, I Timothy 6:11, II Timothy 2:22)
8. Follow the dress code that has been established by Columbus Christian School.
9. Be honest, trustworthy, kind and compassionate. (Ephesians 4:32, Proverbs 16:13)
10. Refrain from unwholesome talk, dissension, gossip, arguing, and complaining. (Philippians 2:14-15, Exodus 20:16, Ephesians 4:29-32)
11. Do not to cheat, lie, steal or plagiarize. (Deuteronomy 25:16, Exodus 20:15-16, Leviticus 19:11)
12. Submit to the philosophy, policies, and discipline of Columbus Christian School. (I Peter 2:13, Hebrews 13:17, Romans 13:1-5)

PARENT COMMITMENT

Parents/Guardians are asked to read and sign the Parental Commitment form each year.

As a parent I commit to upholding these principles in our home in regard to our children. When other CCS families entrust their children to my care, they can count on me to honor, support, and enforce these principles, as well. Although I may not agree with this statement, I acknowledge and understand that this is the school's position and policy in regard to CCS students 24 hours a day, 7 days a week.

MATTHEW 18 - ARBITRATION POLICY FOR CONFLICT RESOLUTION

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector. "I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. "Again, I tell you that if two of you on earth agree about anything you ask for, it will be done for you by my Father in heaven. For where two or three come together in my name, there am I with them." Matthew 18:15-20

Because of the counsel contained in the Bible (Matthew 18:15-20; I Corinthians 6:1-8; and Galatians 6:1) and because of the fervent desire of CCS to resolve in a Christian manner every conflict or violation, which may arise between individuals, CCS has prescribed the grievance process that is to be followed.

The resolution of any conflict initially is to be resolved at the lowest level possible with only the people who are directly involved in the conflict.

Although others may have similar concerns or conflicts, Scripture requires that we deal with conflict as an individual and not as a group of like-minded individuals. Christians are required to speak only to the individual with whom they have the conflict and to no other person. To involve anyone else is gossip and counterproductive. With this in mind, the process is as follows:

- **STEP 1:** Go to the person involved and in a respectful manner ask questions about the situation or concern. (Parent to parent, teacher to teacher, student to student, teacher to parent, parent to teacher etc.) Use this information to make an informed assessment and to maintain an open dialogue with that person about your views. The hope is to mutually find resolution at this level. If the issue is **not** resolved, go to next step.
- **STEP 2:** Go to an Administrator of the school. (Administrator, Teacher and Parent or Administrator, Teacher, Teacher, etc.) If the issue is **not** resolved, go to next step.
- **STEP 3:** Request a hearing with the School Board.

FINAL PROCEDURAL GUIDELINES

- All parties will follow the above guidelines for resolving issues of concern and will make sure that other levels have not been bypassed.
- School Board members do not operate individually, but as a body. Thus step three requires a designated committee to review a situation.
- Only in extreme cases will the Board entertain contacts without utilizing previous steps of the grievance policy. This contact is to be made to the school board president only.
- Anonymous letters or the like will be disregarded. It is an inappropriate manner of dealing with conflict.

II. GENERAL SCHOOL POLICIES AND PROCEDURES

OFFICE HOURS

- CCS Office Hours are from 7:30am - 4:00pm, Monday through Friday.
- CCS Business Office Hours are from 7:30am – 3:30pm, Monday through Friday. If you have any questions or concerns regarding your FACTS Management account, do not hesitate to call the office.
- CCS Office Hours do change over scheduled school breaks.

ADMISSIONS

Enrollment Dates:

Re-enrollment for current families: February 1; Open Enrollment: March 1

Open enrollment follows the re-enrollment of present CCS families in the month of February. All students will be prioritized according to their enrollment date.

Commitment Fees:

A registration fee of \$200 (non-refundable) will be used as a symbol of commitment to enroll your child and holds your child's position in the class. An early discount on the commitment fee begins the first of February and continues until the last day of February.

Admission Criteria:

Students admitted into Columbus Christian School must fit requirements spiritually, academically, and socially. Students not meeting requirements in these areas will not be admitted.

1. Completed application information

- Statement of faith
- Immunization record
- Birth certificate
- Personal testimony
- Student Commitment
- Pastor recommendation
- Student questionnaire (MS/HS)
- GPA of 2.0 or above
- ISTEP: Has passed the exam or in the case of early elementary students passing an entrance exam
- In good standing with former school

2. Administrative interview with parents and student to ensure that...

- at least one parent expresses a clear testimony of Christian faith;
- the parent's desire a Christian education for their child;
- family beliefs and practices are consistent with the standards, doctrine, and values of the school;
- the student, if high school age, expresses a desire to attend CCS and agrees to live in harmony with school standards;
- Students with a history of severe behavioral problems have cleared their records with previous schools and now demonstrate a commitment for a changed life style in both personal testimony and character references.

- Entrance testing; (grades 1-12) as needed.

Admission Acceptance Options:

After the administrative interview, the administrator will determine a student's status:

- Admissions are reviewed yearly for continuing enrollment.
- Mid-year and probationary admissions are offered with certain stipulations and may last up to a nine-week period and are subject to the approval of the administration.
- Denial of admission will be given if there are deficiencies in one or more specified areas for which correction is unlikely.

WITHDRAWAL POLICY

Student/Family commitment fee is non-refundable. Parents must fill out a withdrawal form in the main office. Once a student begins a semester, the parent is responsible for the total payment of that semester, even if they choose to withdraw their student. Transcripts will not be released until all debt has been paid.

SCHOOL CLOSINGS

Occasionally the school will need to be closed for inclement weather. We have a great number of students who drive to school and we do not make this decision lightly. Please check CCS text alert, social media, website and emails for scheduling information. **CCS will attempt to follow Bartholomew County School's closing schedule, but it is not guaranteed.** School closing will also attempt to be posted on the following media outlets.

The Bridge CHANNEL 6	White River Broadcasting CHANNEL 8	KORN Country CHANNEL 13	CHANNEL 59
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STUDENT MESSAGES

Only emergency messages will be delivered to students. The determination as to whether a message is an emergency message rests with the office. The office will transfer you to the classroom voicemail if you would like to leave a message for a staff member.

MEDICATION POLICY

Medicine and prescription drugs should be left in the school office. No drugs or medications are to be in the student's possession. Please mark each medication with the student's name, name of medication, and provide clear instructions for its use. Medication must be in original container to be given.

LOST AND FOUND

Lost and found items are placed in a cabinet at the end of the elementary hallway. Students may reclaim lost items in this area. Periodically the items will be placed on tables for students or parents to identify and reclaim. Any remaining items are given to a local charity organization.

STUDENT RECORDS

It is very important that all student records have current, correct information. Please notify the school office of any changes in address, telephone number, employer, etc.

III. GENERAL STUDENT INFORMATION

ARRIVAL / DISMISSAL INFORMATION

Elementary Arrival

7:30am - 7:55am Students are not to arrive prior to 7:30. Students arriving before 7:55 will be supervised in gym.
Pre-school students will be dropped off at their classroom.

8:00am Elementary school begins

Middle School / High School Arrival

7:30am - 7:55am Students arriving between 7:30-7:55 will be in the Fellowship Hall.
Students are not to arrive prior to 7:30.

8:00am MS/HS school begins

Drop Off Locations

Pre-K Parents take students to their classroom and sign in for the day
K-12 Main school entrance.

Dismissal Information

3:00 Grades K-5
Parents may pick-up their child in the school pick-up line. Parents using this option should remain in their cars to keep traffic moving. Parents may also pick-up their child by parking in the main lot, coming into the building and picking up their child at their classroom door. Students that remain in the building after 3:20 will be taken to After Care. **Cost is \$7.00 per day.** After Care ends at 5:30pm each evening that school is in session.

3:15 Grades 6-12
No student is permitted to remain on the school campus, parking lot, gym, or any other location without a teacher's permission. Students that remain in the building after 3:30pm must report to the resource room.

ATTENDANCE & ABSENCE POLICIES

The classroom is a center of learning activity. In it, lecture, discussion, and evaluation take place; it is the primary physical setting for the school's instructional program. Given this premise, CCS feels that class attendance is vital. At the same time we recognize that a student may be occasionally absent. The Indiana State Attendance Law requires that students should not miss more than 15 days or they will be subject to retention.

ADMINISTRATIVE DECLARATION OF EXCUSED AND UNEXCUSED ABSENCES

Declaring a student absence to be excused is an administrative right, not a student/parent decision. Columbus Christian reserves the right to label an absence excused or unexcused. Mitigating circumstances such as long term sickness or family emergency will be considered on a case by case basis by administration and/or the school board.

REPORTING ABSENCES

Parents are to call the school office at (812) 372-3780 regarding the absence prior to 9:00am. Please include:

- Student's name
- Teacher/grade
- Reason for absence

ACCUMULATION OF ABSENCES

- 5th absence per semester = 1st parental notification letter
- 10th absence per semester = Administrative Meeting
- 15th absence per semester = Notification goes to the Bartholomew County Prosecutor's Office, for possible educational neglect.

FAMILY VACATIONS

Please utilize the school calendar in planning family vacations. If your family vacation is going to require your children to be absent from school please keep the following issues in mind:

- Consider your child's academic ability and current performance level as to whether he/she can independently make-up content that is covered in all classes. If your child is not an academically strong student, you may want to explore other options.
- Vacation days are not to be taken during semester examination weeks or standardized testing weeks.
- Please avoid encouraging other students to miss school to join your family on your vacation.
- Please notify the school office at least two weeks prior to leaving. Teachers may or may not be able to provide assignments prior to the scheduled vacation. It is also entirely possible that a teacher may need to adjust the list upon your return to coincide with what was covered in class while the student was gone. Our goal is not to penalize the student, but to simply make sure that the student has all of the necessary information that becomes essential for tests and semester exams.

MISCELLANEOUS ATTENDANCE POLICIES AND PRACTICES

- Perfect attendance is awarded only to those students who do not miss more than a ½ day of school (excused or unexcused).
- Athletes who miss two class periods anytime during the day may not participate in scheduled athletic events for that day.
- If a student arrives to school after 9:00am or leaves before 2:15 pm, the student will be considered a ½ day absent and will not be able to participate in extra-curricular and athletic events.

MAKE-UP WORK (FOR EXCUSED ABSENCES)

- For excused absences the student will have two (2) calendar days for every school day missed to a maximum of ten (10) days to complete make-up work.
- Some assignments such as **term papers/special projects** are to be turned in by the due date required.
- The **student is responsible** for securing from the teacher or a fellow student a listing of assignments missed and for completing those assignments on time when he is absent for any reason.
- Teachers are not expected to pursue students to see that work is made-up.

UNEXCUSED ABSENCES

- All student absences not declared as excused absences will be recorded as unexcused absences. Examples of unexcused absences include, but are not limited to, the following:
 - Not following proper absence notification procedures.
 - Missing class without proper authorization.
 - Leaving the CCS campus without signing out with proper school personnel.
 - Not providing proper notice of absence when prior notice is required.
 - Absence (whole day or partial) not deemed acceptable by the principal.
 - **Note: Above items may result in a detention or in school suspension.**

LATE TO SCHOOL / CLASS

Being prompt to a class or activity ensures that all may enjoy the full benefit of that program without delay or interruption. All students are expected to be in the classroom by 8:00am.

Per Semester

1st - Tardy – warning to student

2nd - Tardy – warning to student

3rd - Tardy – teacher will notify parents

4th - Tardy – written referral form for lunch detention– parents notified

5th - Tardy – written referral form for after-school detention-parents notified

Additional Tardies = Administrative meeting

FIELD TRIPS / SCHOOL SPONSORED RETREATS

Scheduled field trips/school retreats are an extension of the learning process. Attendance is expected, not optional.

ILLNESSES

When a student is ill at school, he or she should come to the office. Parents are called when the student is running a fever, has vomited, or shows other symptoms which interfere with his or her ability to participate in class. Students need to be fever or symptom free for 24 hrs before returning to school. In case of a serious accident, parents are notified and, if necessary, the child is taken to the hospital.

LOCKERS: MIDDLE AND HIGH SCHOOL

Lockers are assigned at the beginning of school by the school office or classroom teacher to students by grade. Periodic locker checks will take place throughout the year. Lockers should be kept neat and organized.

It is strongly suggested that all students do not bring valuables or large sums of money to school.

CLASS SERVICE PROJECTS

The Lord has gifted us with opportunities to reach out beyond the walls of our school. Students in grades K-12 will be involved in a class service project to benefit the community each year. Teachers and parents will help organize this effort. If you have any suggestions for service projects, please contact your child's teacher. Parents are encouraged to participate alongside their children.

CHAPEL SERVICES

Columbus Christian School conducts regular chapel programs each week. These times are designated to provide a time for the student body to worship the Lord together. Students are encouraged to bring their Bibles to all chapel services. Parents are welcome to attend chapel services.

- MS/HS Chapel (Grades 6-12) – Chapel is held on Wednesday in the worship center.
- Elementary Chapel (Grades K-5) – Chapel is held on Wednesday in the worship center.

END OF SCHOOL AWARDS

Elementary

- *Quarterly Award Recognition*
 - Honor Roll: Each marking period students earning all A/B's will receive a certificate and recognition in The Republic Newspaper.
- *Honors Chapel*:
 - Perfect Attendance: Those students that have not missed a school day will receive this award.
 - Bible: One student per class will be given this award for outstanding work and example of Bible knowledge and Christian character.
 - Christian Character: This personalized award is be given to each student recognizing an individual character trait their teacher has recognized in them that school year.
 - Academic Awards:
 - High Honors – High honor is any student with a 3.5 or higher (with no C's.)
 - Honors – Honor is any student with a 3.0 (or higher with C's).
 - Specialty Areas:
 - Music – Outstanding award given to students in music.
 - Art – Outstanding award given to students in art.
 - Computer – Outstanding award given to students in computer.
 - Good Samaritan: One boy and one girl will receive this honor from lower elementary and upper elementary. This award is given to the student with consistently outstanding Christ-like character in all areas. These students will be selected by teachers.

MIDDLE SCHOOL / HIGH SCHOOL

- *Quarterly Award Recognition*
 - High Honor Roll: Each marking period students earning all A's will receive recognition in The Republic Newspaper. Awards will be presented at the end of the year.
 - Honor Roll: Each marking period students earning all A/B's will receive recognition in The Republic Newspaper. Awards will be presented at the end of the year.
- *Honors Chapel*
 - Highest Academic Averages in Each Subject Area: Each teacher will present awards to the top student in each subject.
 - Outstanding Performance: Awards in Art and Music.
 - Discipleship Award: The highest award given. Students are nominated by faculty based on who has represented the Lord in action and attitude throughout the school year.
 - Special Recognitions:
 - Recitation of Scholarships received
 - Valedictorian & Salutatorian
 - Graduates with Honors (3.4 GPA or higher)
 - Praise & Worship Team
 - Student Council
 - National Honor Society
- *Athletic Banquets*

Athletes are honored for their athletic accomplishments and character at Athletic Awards Nights throughout the school year.

IV. SCHOOL CAMPUS POLICIES

AUTOMOBILE REGISTRATION / DRIVING ON CAMPUS

All students are to register their cars in the office within the first week of school. **Car tags will be given when completed registration forms are turned in to the office.** If a student begins driving during the year, they must complete the registration process. Driving a car is a privilege, not a right. Students who abide by the rules may continue; those who do not may have their privilege of driving to school revoked.

- The speed limit in the parking lot is 5 mph. Students who drive fast or recklessly will lose driving privileges.
- Students with a valid driver's license are permitted to drive to school.
- Students are to park in the back row of the lot.
- Student's cars are only to be used for transportation to and from school.
- Cars are not to be used during lunch hour or free hour. Student cars are considered off limits during school hours. If items are needed from a car, students must secure permission from a teacher.
- CCS students may not ride to and from school with student drivers, unless a letter has been sent and signed by parents stating their approval.
- This policy does not cover all possible happenings. If any of the above rules are not followed as stated, student drivers will deposit their keys in the CCS office. If problems should still arise, the offending student will not be allowed to provide his/her own transportation.
- Students who are excessively tardy may lose driving privileges.

CHECK – IN and DISMISSAL PROCEDURES

- If a student must leave school during the day for a doctor's appointment or other business, parents are asked to send a note to this effect to the classroom or office at the beginning of the school day.
- Students arriving late to school or leaving for any reason must sign in or out in the school office.
- Students who must leave for any reason other than school-sponsored events must have permission from the office. The office will notify the parent and then release the student by signing out.
- Any student who leaves the building before dismissal time must sign out in the main office.

VISITORS and VOLUNTEERS

All parents and other citizens are welcome to visit Columbus Christian School. In order to ensure the safety of the students and to prevent disruptions to the instructional programs, visitors are asked to follow the procedures listed below:

- Call the school office to arrange for an appointment with the Administrator or other staff members if a conference is desired.
- All visitors must report to the office, sign-in and inform the secretary or administration of the nature of any visit. **ALL VISITORS MUST WEAR VISITOR BADGES.**
- Visitors will be notified at this time if their visit will cause an undue disruption.
- Parents or other persons bringing students to school after the school day begins must report to the office to sign the student in and to obtain a tardy pass before going to class.
- Parents or other persons bringing items or messages to students must first report to the secretary.
- Parents/guardians should come to the office to check students in or out during school hours.
- Parents should wait until 3:00pm for the dismissal of students who walk home or ride home in cars.
- Parent and community involvement in the school is a vital and essential part of any successful school. We encourage you to take part in the school volunteer program. Service hours notifications will be

sent out letting you know as the opportunity arises either from a teacher, administration, PTF, Athletic Boosters or CCS e-newsletter.

PROCEDURES TO PROTECT INSTRUCTIONAL TIME

- Classrooms should not be interrupted by visitors between 8:00am and 3:00pm in Elementary and 8:00am - 3:15pm MS/HS.
- Parents/guardians should come to the office to check students in or out.
- Announcements by intercom will be made only in case of emergency during the school day.

SCHOOL LUNCH HOUR

- **Meal Program:** Students will bring lunches from home or purchase weekly or monthly. Milk, snacks and water can also be purchased at school during the lunch period. Order forms are available in the Crusader Connection outside the office. Orders may also be placed online.
- **Off-campus Lunch:** Students may not order take-out for delivery to CCS during school hours.
- **Lunchroom:** Elementary students will eat in the gym. MS/HS students eat in the Fellowship Hall. Students should remain in their seats. Students may talk quietly to each other. Students must clean up their own lunches at appropriate time.
- **Visitors:** CCS is a closed campus. Immediate family members are the only visitors permitted during lunch time. Visitors must sign-in at the office and get a Visitor ID.

BEFORE SCHOOL CARE

See Arrival/Dismissal for more information. All students must remain seated at the tables. Students can talk quietly, do homework, draw, or read.

AFTER SCHOOL CARE

See Arrival/Dismissal for more information. No student is permitted to remain on campus, parking lot, gym, or any other location without a teacher's permission.

- MS/HS Students that remain in the building after 3:30 must report to the resource room.
- Elementary students (K-5) remaining on campus after 3:20 will be taken to "After Care".

V. SCHOOL SUPPORT AND ORGANIZATIONS

FAMILY SERVICE HOURS

Volunteers are a valuable support to the overall student body and accurately model Christ-like service. Each family has been asked to complete a Volunteer service form as part of the application process. Volunteer opportunities will be posted in the e-newsletter, or through teacher or administration communication. Families seeking to serve in a particular area may always inquire how they can help.

Each family is required to invest 20 service hours per year or pay a \$200 service fee. (Each service hour served is equivalent to \$10.00.)

PARENT TEACHER FELLOWSHIP

All parents are encouraged to participate in the Parent Teacher Fellowship (PTF). The PTF helps the school in various ways by volunteering for service, fundraising and helping the school as needed.

ATHLETIC BOOSTERS

The Athletic Boosters is an organized group of family, friends, and fans working together to promote athletics at Columbus Christian School. Their mission is to promote school spirit, provide financial support, and foster the growth and development of all CCS athletics. The Boosters help support the athletic department with concessions, fundraising, service and events.

VI. ELEMENTARY POLICIES AND PROCEDURES

At Columbus Christian Elementary School, we believe that the student forms most of his basic beliefs, concepts, and life principles before he or she reaches the secondary level of education. We are dedicated to meeting the challenge of providing support, cooperation, and inspiration to all members of our school family. Our Christ-centered approach encourages each student to understand and to enjoy the learning process in a secure environment.

CURRICULUM

Indiana's state learning standards and Columbus Christian School's scope and sequence direct curriculum. Classes are self-contained. In these classrooms, approximately ten subjects are taught. Students study the Bible every day. Language arts, (reading, spelling, writing, language, penmanship, listening), and mathematics are the most emphasized content areas.

At the elementary level, great emphasis is placed on the fundamentals of education. A strong phonics program that begins in Kindergarten produces excellent readers. Because we want our students to develop a life-long love of reading, we include novels representing a variety of literary genres. Proven methods of teaching English including grammar, parts of speech and writing skills are emphasized. Arithmetic focuses on computation and the ability to think mathematically.

Science, social studies, and health complete the curriculum. Students also have scheduled classes in art, music, physical education, technology, and library sciences.

ELEMENTARY REPORT CARDS

Report cards are issued the week after the end of each grading period for students in grades K-5. Parents are to look over the grades, discuss them with the child, sign the report card, and return it to the school the following day.

ELEMENTARY HOMEWORK POLICY

Homework is an expansion and enrichment of skills taught to the individual student. The parents and teacher will work together on the completion of the student's work.

Google Classroom will be updated each evening. This tool is an important study skill and will help train and organize your student. **Parents please look over homework assignments and make sure they are completed.**

- *The parents have the responsibility:*
 - to show an interest in the child's work
 - to provide a suitable time and place for study
 - to allow enough time to complete the work
 - to encourage the child to take responsibility for the work
 - to give encouragement to the child
 - to reinforce and review a skill which may have been forgotten
 - to provide positive motivation and reinforcement of skills
- *The student has the responsibility:*
 - to listen in class and learn the skills for the assignments
 - to write down an assignment and ask questions if not clear
 - to take needed books and supplies home
 - to do neat and accurate work to the best of his/her ability
 - to complete assignments without constant reminders from teacher or parent
 - to complete assignment on time
 - to take completed assignments to school and turn in to the teacher

Nightly homework follows these general guidelines:

- K-1 – as deemed necessary,
- 2 - 30 minutes
- 3 – 45 minutes
- 4 – 45 minutes,
- 5 – 45 minutes to 1 hour

In addition to daily preparation students may be expected to prepare long term assignments such as book reports or projects. These projects may require 1-1.5 hours outside the classroom. This develops skill in time management.

ELEMENTARY: COMMUNICATION

TUESDAY FOLDERS / GOOGLE CLASSROOM

Red Folders are distributed each Tuesday afternoon for students in grades K-5. This folder typically contains the school newsletter, classroom assignments, tests, and other important information (these will also be made available on Google Classroom). These folders/Google Classroom provide an excellent means of keeping parents up to date on the student's academic progress and classroom behavior.

PARENT-TEACHER CONFERENCES

Annual Conferences are held in the fall of each year. Additional conferences may be requested/initiated by the teacher, parent, or administrator as needed. Parents who desire a conference with a teacher are requested to write a note to the teacher or to leave a message with the secretary. The teacher will then get in touch with the parent to set up a conference.

ELEMENTARY: CONDUCT & EXPECTATIONS

PRINCIPLES OF CHRIST-CENTERED CONDUCT

Although our culture is constantly changing, CCS is fully committed to upholding a Christ-like example based on the Bible. A strong connection exists between what one believes and how one behaves. We must allow the Holy Spirit to filter thoughts, attitudes, speech, reactions, and decisions through enduring truths of the Bible.

Therefore, the following principles of Christ-centered conduct are to be the hallmark of administrators, school board members, faculty, staff, coaches, students, and parents.

- **C** – Christ likeness – Committed to the principles of Christ and living life His way
- **H** – Humility – Submission to God and looking out for the welfare of others before self
- **R** – Respect – See others through God’s eyes and treat them accordingly
- **I** – Integrity – Honorable behavior at all times
- **S** – Service – Meeting the needs of others
- **T** – Truthfulness – Honesty in all interactions without deception

Columbus Christian School’s elementary discipline plan encourages the student to assume responsibility for his/her own behavior. Students are motivated and encouraged to attain appropriate behavior that is based on respect for God and man. The philosophy of our discipline is based on the following premises:

- The Lord is pleased with obedience
- A system of discipline must be consistent and fair
- There is true freedom in the security of order and structure

All elementary teachers (classroom as well as specialty teachers) follow a discipline system that enables the student to reflect on his/her behavior. Reminders are given based on the acronym entitled:

ACTS is a discipline system that the elementary classrooms follow. It is a guideline of how we should act as students and followers of Christ. “Reminders” are given based upon the acronym entitled ACTS as seen below. These help the student reflect upon how to make better choices in the future. It is a tool of discipleship not punishment.

- **A = Attitude:**
 - Children should give **respect** towards those around them.
 - Students will receive an “A” for example by: not being respectful, grumbling, complaining, talking back, anger, tantrums, etc... These actions *may result in a consequence determined by the teacher, time off recess, a call home, and a visit to the office to see the principal.*
- **C = Conduct:**
 - Children should abide by the **rules** and should use words, deeds, and actions that are true and in accordance with God’s law.
 - Students will receive a “C” for example by: playing around, not doing what is asked right away, lying, cheating, and not following school rules. These actions *may result in a consequence determined by the teacher, time off recess, a call home, and a visit to the office to see the principal.*
- **T = Talking:**
 - Children should exhibit self-control in speech, attitude, and outward behavior.
 - Students will receive a “T” for example by: talking when a teacher is talking, talking in chapel, interrupting, etc...
- **S = Studies:**
 - Children should show their best in their work habits by following directions, work neatly, and be prepared for class.

- Students will receive a “W” for example by: not working or not getting work done in class, not turning in/doing work and homework, and not having classroom binders signed.

Please be aware that some of these “reminders” carry more weight than others. Each teacher determines if a reminder or a certain number of reminders results in a loss of recess time. This time will be spent in a supervised classroom during recess. This is called “construction / lunch detention” (please note that construction may also be assigned for make-up work or taking tests after an absence.

A student receives “Blessings” as positive reinforcement and are rewarded in a variety of ways.

LUNCHROOM RULES

- Children will remain in seats during lunch.
- Children will talk quietly at tables.
- Children will throw all trash on the floor and tables in trash can.
- Children will put lunch boxes in classroom containers.
- Children will not be allowed to share food.
- Children must raise hand if they need help with their lunch.
- Children will wipe off tables and line up quietly for recess

ELEMENTARY PLAYGROUND RULES

- A whistle is blown to get the children’s attention. Students should “freeze” when first whistle is blown and listen for instructions or correct behavior. On second whistle, students must quickly get into lines by classes to go back to building.
- When entering or exiting the building ONLY THE FRONT DOOR will be used in a quiet and orderly manner.
- Children should not leave the playground without permission.
- Children should not be in any area of the playground unless they are supervised.
- Out of respect for others, there will be no hitting, wrestling, tackling, jumping, or physical contact.
- Baseball gloves, jump ropes, softballs, etc. may be brought to school; however, bats, hard balls, and any toy that might cause injury may not. If you bring equipment to school, you should include everyone who wants to play.
- Touch football ONLY - NO TACKLE.
- Children may not touch stray animals. Report the presence of animals to the office.
- Supervising adults will respond to any behavior that might lead to problems or to injuries.
- Water or mud on the playground should be avoided.
- Climbing up the end of the slide is not permitted.
- Only one child is permitted to go down the slide at a time.
- Children must go down the slide feet first in a seated position.
- Only one child in a swing at a time.
- Children must sit-never stand while on a swing.
- No one is permitted to jump out of the swing.
- Children are not to push each other.
- Children must swing straight forward; no one should swing sideways, no swinging to poles, or in a twisted manner.
- Children may not hang on trees, throw mulch, or play with sticks. No digging is allowed.

BOUNDARIES

Blacktop: Stay on blacktop, do not go between cars or past the kindergarten side of the building.

Playground area: Students are to stay on play area/mulch, grassy area down to wooden fence and blacktop next to playground. Students are to stay away from back left corner and pine trees. Students **must** stay away from fences.

INSIDE RECESS

Inside recess will be in classrooms. Teachers may schedule individual time in the gym during the day if weather does not permit outside recess.

RULES FOR THE GYM

Students should not be in the gym without a teacher. Quiet table activities such as coloring, legos, games, etc. can be played along with teacher led games.

OUTDOOR RECESS - WINTER WEATHER

Students will go outside for recess in all types of weather except for rain. Please dress students appropriately with hats, coats, gloves, snow boots, etc. They will only stay inside during cold weather if there is a weather advisory for the area.

ELEMENTARY: CLASSROOM SUPPORT

ELEMENTARY PARTIES AND SOCIAL EVENTS

Parents may arrange with teachers an appropriate way to celebrate their child's birthday. In an effort to be sensitive to the feelings of others, we ask that students not hand out invitations, exchange gifts or bring presents to school intended for parties after school hours, unless all students are invited. Parents can give teachers invitations and gifts to pass out if needed. Students are to be discreet about discussing social events around children who are not invited.

Room parents may be asked to help with all seasonal events and parties: Harvest, Thanksgiving, Christmas, 100 Day, Valentines, Easter and the end of the year.

ROOM PARENTS

The Room Parent organization is the backbone of the elementary PTF. Together with the teachers they are in charge of assisting the teacher in organizing the classroom parties held during the year, communicating with the teacher, and other parents in the classroom, helping with all elementary activities and events.

VII. MIDDLE SCHOOL / HIGH SCHOOL

MIDDLE SCHOOL / HIGH SCHOOL: OVERVIEW

The curriculum at CCS is designed both for the present and the future. The curriculum and schedule are designed to provide opportunities to develop the thinking process, mature in powers of expression, and to gain knowledge

of the world through a Biblical lens. CCS recognizes **each student must take ownership of his or her education.**

While students may find requirements demanding, they will also find teachers who are eager to help them meet expectations. The faculty does more than merely make assignments, collect homework, and give tests. They share their love of a subject, encourage, challenge, aid, disciple and respond to the individual interests and abilities of students. Students are likewise expected to demonstrate initiative through good time management and proactively seeking help from teachers when it is needed.

All students in grades 9-12 are required to take a minimum of six courses.

REPORT CARDS

- Progress reports are mailed home at the end of the 4th week in the marking period.
- All full report cards will be emailed / sent home at the end of each 9 weeks.
- First Semester: October, January
- Second Semester: March, May
- Report cards are emailed home for students in the MS/HS.

TRANSCRIPTS

Transcripts may be acquired through the main office need for school transfer, scholarship or college applications.

PARENT-TEACHER CONFERENCES

Annual Conferences are held in the fall of each year. Additional conferences may be requested/initiated by the teacher, parent, or administrator as needed. Please schedule conferences before or after school hours with your student's classroom teacher.

MIDDLE SCHOOL / HIGH SCHOOL: ACADEMIC POLICIES

GRADE POINT AVERAGE

GPA is the grade point average that reflects all earned grades from grades 6-12. GPA average is very important when applying for scholarship and eligibility requirements of colleges and universities. Consistent effort and attentiveness to academic studies through all grade levels is essential in maintaining a GPA.

GRADING SCALE

CCS uses a 4.0 GPA scale for most classes. While each teacher enjoys considerable autonomy in the classroom and establishes his or her own standard for measuring student achievement, letter grades generally correspond to a 12 point scale.

WEIGHTED GRADE POINT AVERAGE

Columbus Christian School weights college level classes by one point on student transcripts. This means that a B- in a college course will be weighted as an A- for G.P.A. calculation purposes. This adjustment will only apply to college courses pre-approved by CCS administration.

INCOMPLETE GRADES

If, at the end of a grading period, a student has incomplete assignments as a result of absences, an “I” will be recorded as the temporary grade. The student will be allowed 10 school days to make up the incomplete work unless arrangements are made with the administrator. At the end of that time, if the work has not been completed, the grade for that assignment will be recorded as an “F”.

Incomplete assignments resulting from any reason other than an accepted absence may not be made up. A grade of “F” will be averaged into the grade for the term for each such incomplete assignment. The work may still be required in order to receive credit for the class, regardless of how the grade averages.

DROP/ADD

Up to one week following the first day of the semester a student is allowed to be considered to add or drop a class. Careful analysis as to why the student is seeking to drop a course should be discussed with the principal, guidance counselor or supervising teacher. A review of graduation requirements and options is also pertinent to the decision. Students seeking to drop or add a class must have parent permission.

SUMMER SCHOOL CREDIT

Students failing a course required for graduation will be required to retake the course during off-campus summer school. CCS will not rearrange the master schedule for the next year to accommodate students who have not earned a passing grade. Summer courses should be taken only to make up credits failed. They may not be taken as a means of accelerating through basic required courses. Students must secure written permission from the Administration before enrolling in summer courses to ensure those credits will transfer.

INDEPENDENT STUDY

DEPENDING on teacher availability and as a last resort, students may take a required course as an independent study. Only students who work well independently and demonstrate the study habits that are required will be considered for this option.

HOMEWORK

Homework is an essential part of the total instructional program at Columbus Christian. Teachers take their responsibility to assign meaningful homework seriously and expect students to prepare assignments carefully on a daily basis.

- Each teacher will have a Google Classroom to provide class information and assignments. Homework Hotline will be available through the Google Classroom. Teachers will post assignments on a weekly basis and will post any pertinent class information on their Google Classroom.
- In the upper elementary, middle school and high school, 20-30 minutes of out-of-class work is normally assigned for each class; a total of one and a half to two hours of homework a night is not unusual.
- In addition to daily preparation, students may from time to time expect long-term assignments. This necessitates learning to budget one’s time wisely – a skill of paramount importance for success in college. Homework is checked regularly and weighted with tests, quiz scores, and class participation to determine course grades.

Make-up Work (Excused Absence)

- When prior notice is not required, the student will have two (2) calendar days for every school day missed to a maximum of ten (10) days to complete make-up work.
- Some assignments such as **term papers**/special projects are to be turned in by the due date required even when absent.

LATE WORK

Teachers will promote responsibility and hold students accountable for completing homework assignments and projects on time. Homework that is not turned in at the time it is due (class period) is considered late. Each teacher will determine if late work will be accepted and what percentage will be deducted from the grade.

SEMESTER EXAMS

Semester exams are held two times per year. The exams are accumulative reflection of the semester. It is important to use this time to prepare for exams. Semester exams are worth a maximum of 20% (but remains at teacher's discretion) of the final grade.

ACADEMIC PROBATION

Any student in grades 6-12, upon failing three subjects in nine weeks, will automatically be placed on academic probation. The student must show significant improvement within the following nine weeks to be removed from the probation list. It is essential that parents and teachers work closely together to monitor student practices during this probationary period. Should the student continue on the list for more than two consecutive nine weeks, a decision by the school officials could result in expulsion.

Should a student fail specific courses for grades 9-12 and should these courses be necessary for graduation, students would be expected to make the course up in summer school, or through an approved correspondence course. This policy is not meant to punish any student for having difficulty in learning, but is meant to help us help the student to keep from being slothful in work. Students, upon failing courses, make it extremely difficult for the teacher and the class.

GRADUATION REQUIREMENTS

Columbus Christian School is accredited by the state of Indiana. Academic Honors and Core 40 requirements are incorporated into the CCS program. Each year the administrative team will review individual student records to ensure that all graduation requirements are being met. Students who transfer in may need to take correspondence courses in order to graduate on time.

Note: Core 40 is our minimum goal for all high school students at CCS. It is important to plan for classes in such a way that all requirements will be met. There is presently no GPA requirement for graduation with a Core 40 diploma. However, those who maintain at least a 2.0 GPA are eligible for a greater amount of financial aid when they reach college.

SALUTATORIAN & VALEDICTORIAN DESIGNATIONS

Students must attend CCS for the entire senior year of high school to qualify for salutatorian or valedictorian of CCS at the time of graduation. The students with the highest GPA based on grades (not quality points) for equivalent courses. This does not affect class ranking, but is the criteria set for receiving these honors at CCS.

COLLEGE PORTFOLIO / SCHOLARSHIP DISTRIBUTION

High School students are encouraged to start a portfolio that will showcase various activities, awards, and academic projects throughout their high school career. These items will be useful in applying for scholarships. Scholarships are awarded based on academic ranking, community service, specific field of study, etc. Any applications that are received will be available in the office.

MIDDLE SCHOOL / HIGH SCHOOL: STUDENT CONDUCT & EXPECTATIONS

STANDARDS OF BEHAVIOR

The conduct of students both in and out of school reflects upon the Lord Jesus, their family, and Columbus Christian School. Students are therefore to show discernment and self-control, abiding by the same school conduct guidelines away from school. The same standard of behavior is expected on field trips, retreats, and all athletic events on and off campus.

For the purpose of maintaining order, developing responsibility and building character the following standards are set forth:

HEALTH & SAFETY

Students are expected to obey the following 24/7:

- The use of tobacco, alcoholic beverages, illegal drugs, abuse of drugs, gambling, and immoral sexual conduct will not be allowed. This includes on or off school premises.
- Dangerous items such as knives, guns, or items which cause fire will not be brought to school.
- Running in the building or fighting will not be allowed.
- Food will be eaten in approved locations only. (Not in the classroom.)
- Students are to remain on campus throughout the school day unless administrative and/or parental and/or nurse permission is given to leave.
- Objects/projectiles/snowballs which may endanger others or create a mess are not to be thrown or launched by students at anytime.
- Social Media/Internet –all students should keep in mind the behavioral guidelines when participating in any social media or communication. This means you are subject to disciplinary procedures if any violation occurs at any time. ***Please reference internet policy for specifics.***

CLASSROOM BEHAVIOR

Each student's attitude and language should show respect and consideration for teachers and classmates. Students should be prompt and prepared by having all material needed for the class. Emergency passes may be given at the teacher's discretion and should be recorded in the student's own agenda.

CLASSROOM EXPECTATIONS

In addition to the specified school rules listed in this handbook, each teacher will notify students as to specific classroom expectations regarding behavior, course requirements, grading procedure, term paper policy, late assignment policy, tardiness, etc.

LUNCH ROOM

Lunches are to be eaten in the assigned areas only (fellowship hall, at picnic tables or on sidewalk nearest high school). Food is **not** to be eaten in the halls or classrooms. Students are expected to keep the lunch areas clean. Students should remain in the lunch areas until the lunch period is over. Soft drinks are not allowed in the classroom, red beverages of any kind are not allowed. **CCS IS A CLOSED CAMPUS. Immediate family members are the only visitors permitted during lunch time at the discretion of the Administration.**

PROPERTY & FACILITY

With proper recognition and respect for the God-given resources of CCS students will:

- Take responsibility for equipment and supplies.
- Take good care of physical facilities including buildings, desks, tables, lockers, technology and other items.
- Be responsible for their own personal items (jackets, books, etc.) It is recommended that a student's name be placed on personal items.
- Take responsibility for helping keep the buildings and grounds as neat as possible (pick up trash, cans, etc.)

BORROWING / TAKING ITEMS

Borrowing or taking belonging to others without their permission is not acceptable. This includes the use of material written by someone else without giving appropriate credit (plagiarism).

CELL PHONES AND ELECTRONIC DEVICES

Phones and electronic devices and other items that might distract students from academic and social responsibilities may not be brought to class without teacher approval. Electronics brought to school should be used for school purposes and only during instructional times. **A \$25 fee may apply to retrieve a cell phone if confiscated during instructional times.**

CHEATING

Each student is expected to do his/her own work on all tests, projects or assignments. Taking and/or giving material to be copied will result in a zero (0) grade on the assignment /test, as well as serving an in-school suspension (ISS) for first time offense (see conduct under testing). These guidelines will apply to the person copying as well as the person who supplied the material to be copied. Repeated incidents will result in suspension or expulsion as determined by the administration and a failing grade for the semester.

MIDDLE SCHOOL / HIGH SCHOOL: CCS DISCIPLINE OVERVIEW

Teenage years are characterized by a growing maturity. Part of the maturing process in all of us (physically as well as spiritually) is the lessening of attention on self and a growing awareness of people around us. Toward that end, most of the rules in this handbook will be focused on translating the ideas of honor, integrity, and respect into day-to-day actions that are visible in the lives of each student. Those who desire to conduct themselves with honor and integrity and genuinely seek to live out Jesus' teachings will rarely be at odds with the spirit or the letter of school expectations. Conversely, students who have not developed internal controls and thus require increased external control, or those who are not open to learning, growing, and changing most likely will have a difficult time at CCS. The following guidelines and procedures are followed:

PURPOSE

- To provide a safe, comfortable, protected learning environment for all students at CCS

- To empower all students to pursue their academic studies
- To empower teachers ability to impart knowledge
- To build a framework for the entire body to fulfill the vision and mission of CCS

FRAMEWORK

The discipline boundaries established will be most effective if everyone reacts and responds in the following principles of R-E-S-P-E-C-T!

- **R**estoring relationships - make forgiveness a priority!
- **E**difying through humbleness - teach through humility!
- **S**peaking the truth - be honest and face challenges with integrity!
- **P**artnering with teachers - work together with those in authority!
- **E**ncouraging classmates - look for opportunities to encourage!
- **C**ontrolling the tongue - guard your words!
- **T**aking responsibility - face challenges with integrity!

DISCIPLINE PHILOSOPHY

- Recognition - Recognition of wrong. (Hebrews 3:7-8)
- Remediation - Acceptance of consequences. (Galatians 6:9)
- Redemption - Opportunity to make things right. (I John 1:9)
- Restoration - A new beginning. (Ephesians 5:1-2)

CORRECTIVE PROCEDURES

On occasion, it may become necessary for the administration and staff to use corrective procedures to aid a student in developing self-discipline. Cases requiring disciplinary action will be handled more formally than normal situations.

Normal Discipline Procedures

A significant degree of disciplining can be considered normal process for young people undergoing the difficulties of maturing. Normal discipline can involve any of the following, separately or in combination as appropriate.

- Personal counseling and prayer with the teacher.
- Notification of behavior problems to parents by telephone and/or misconduct report.
- Detentions: After school 3:05 p.m.-4:30 p.m.
- A detention will be served if an infraction continues after a teacher has called a parent about the infraction.
- 4 detentions dictates one In-School-Suspension (ISS)
- 4 in-school suspensions equal one Out of School Suspension (OSS)
- Student conference with the principal.
- A parent-teacher-student or parent-teacher-principal conference.
- Saturday School: students may be required to attend school on Saturday mornings if detentions and/or ISS doesn't curb behavior patterns.
- Withdrawal of privileges, such as participation in extra-curricular activities.

Additional Discipline Procedures

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

- **Counseling**: Specific meeting with the principal and/or teacher.
- **In-House Suspension**: Exclusion from classes in an in-house suspension (ISS).

- *This will occur on the fourth (4th) detention per semester for any offense or as deemed necessary by the administration.*
- **Probation:** which may be given for the following reasons.
 - Attitudes and actions that are antagonistic to the basic goals of the school and which produce adverse effects on other students.
 - Deliberate continued defiance of school rules and behavioral guidelines.
 - A serious breach of conduct inside or outside the school which has an adverse effect upon the school.
 - Probation can be imposed for as long as nine weeks during which time the student will not be allowed to participate in extra-curricular activities and will relinquish all positions of trust and responsibility. During this time the student will meet regularly with an appointed advisor or a teacher of their choice for counseling. Conferences with parents will be held as deemed necessary. At the end of the designated period, the student will be restored to full status if behavior has significantly improved. If the problem still exists at the end of the designated probationary period, the administration may:
 - Extend the period of probation.
 - Recommend expulsion to the Board of Directors.
- **Off-Campus Suspension:**
A student may be suspended for a period of one to five days at the discretion of the principal. Causes for suspension may include, but are not limited to the following:
 - Willful disobedience of Student Code of Conduct and/or established school rules or open defiance of authority
 - Repeated misconduct
 - Vandalism
 - Fighting
 - All assignments or tests missed during the period of suspension must be completed. All missed assignments will receive a “0” and test/quiz grades will be reduced by 10%.
- **Student Expulsion:**
 - The Board of Directors may expel a student from the school after other disciplinary procedures have failed or when major moral or social offenses have been committed. Causes for immediate expulsion could include the following:
 - Continued willful disobedience, misconduct, disrespect
 - Use of/or distribution of drugs, alcohol, tobacco
 - Vandalism/fighting
 - Pornographic material

STUDENT EXPULSION POLICY:

The Columbus Christian School disciplinary code contains various disciplinary responses to student misconduct typical of any Christian educational institution. Prayer, reproof, correction, guidance, counseling, parental contacts, detention, and both in- school and out-of-school suspension are among the most common of these disciplinary responses.

Expulsion is utilized in a case of serious misconduct. In addition to these actions, there is a need to deal with habitual student offenders and/or those who demonstrate attitudes and actions contrary to their best interest and the best interests of Columbus Christian School. The provisions of the CCS Student Exclusion Policy will address those rare situations when a student will be required to withdraw from CCS or subject himself / herself to the formal expulsion process.

MIDDLE SCHOOL / HIGH SCHOOL: ACTIVITIES

STUDENT GOVERNMENT / LEADERSHIP COUNCIL

Each class elects student representatives to serve on the CCS student council each year. Although it is important for us all to be leaders, there are some who will be chosen by their peers, teachers, and the administrative team in order to serve as a connection between the administration, the student body, and the community in the fulfillment of the vision and mission of the school. Due to the nature of influence, members of the student council will have to meet certain criteria to run for office and to remain in office.

FIELD TRIPS

Field trips and retreats are an essential part of the educational experience. These opportunities are a privilege, not a right. Therefore, students must earn the right to participate by demonstrating responsibility, a good attitude, and self-control while in school. Those who may not participate will be required to attend school on the day their classmates are on the field trip.

ATHLETIC PROGRAM

Students are encouraged to participate in a sport each year. The athletic program is an integral part of the education program at Columbus Christian. The purpose of the athletic program is to build character and to develop qualities necessary for Christian leadership in young men and women. This is accomplished through hard work, discipline in facing difficult challenges, and being forced to the limit of one's physical ability. The athletic program affords students the opportunity to see themselves, as they are, each with their unique abilities and limitations.

Because we believe that physical challenge is so important in one's growth and education. The school would like for each student in grades 6-12 to be involved in at least one sport a year. Columbus Christian offers a well-rounded program of sports in which students may participate. It is not necessary to be an outstanding athlete to be a part of many programs. Personal growth and development is the measuring stick for most sports.

ATHLETIC CODE OF CONDUCT - *See Athletic Handbook*

VIII. STUDENT DRESS CODE

GENERAL PHILOSOPHY

In keeping with the Columbus Christian School's mission statement, and Core Values, the dress code has been designed to promote total education and social integration of the individual. We believe that there is a definite correlation between an individual's personal appearance and self-respect. When a student is appropriately groomed and dressed, he/she feels confident. A positive self-perception in turn affects other dimensions of the individual, such as behavior.

School is a child's "place of business". Each student is expected to report to school groomed and dressed for work. The work is the process of education, and expressions of individuality are not appropriate when they contribute to slovenliness, disruption, or distraction in the work. Fashion trends change frequently and are,

therefore, poor standards of measurement in the determination for school-appropriate attire. We believe that trendy clothing that does not fall within the following dress code standards must be limited in its use to occasions outside the school environment.

Our dress code is designed to help both parents and students select comfortable appropriate clothing for the school day. We have worked to develop clear, concise guidelines that allow for individual choice. Dressing for the occasion is a lifetime skill. Learning this skill requires consistency and a cooperative effort from both home and school. We rely on parents as the primary decision-makers for their children, and are confident that they will agree that time spent in resolving dress code issues during the school day requires sacrifice of time devoted to the real goals of the educational process. We, therefore, recommend that a conservative approach in the application of the following dress code, allowing instructional time to be maximized.

GUIDELINES

When selecting clothes to be worn at school, we encourage you to make choices that promote Christian values. Students' clothing should be neat, clean, and in good taste. Garments must fit comfortably; they may not be too tight or baggy. Apparel should be in good repair (no holes, rips, nor raveled at bottom). Parents may be called and expected to bring a change of clothes if clothing does not meet guidelines.

It is impossible to anticipate all varieties of apparel that may be worn by students to school. Therefore, the administration will determine inappropriate dress using the above guidelines. If it affects the learning environment, the student may be asked to leave and not return until the problem is corrected. Guidelines apply to all school sponsored events unless otherwise stated.

DRESSES AND SKIRTS: Must be fingertip length.

SHIRTS: May not promote violence, drugs, vulgarity, derogatory; etc. Midriff, halter/cut-off shirts (or other shirts that expose person's midsection when arm is raised) are not appropriate. Tank tops and garments with spaghetti straps should not be worn. Sleeveless garments may not be worn unless with an accompanied garment with sleeves. Blouses and shirts must be modest, not revealing breasts. **T-shirts may reflect Christian values or be plain.** Hoodies that meet all other guidelines are acceptable. School sponsored groups or athletic teams may wear warm-ups etc...

SHORTS: Must be fingertip length. They can be worn all year round, with the understanding that students still go outside for recess on cold winter days. No writing and/or picture should be across the seat of the shorts.

Middle School/High School: Athletic shorts/pants are only allowed during PE class. **Elementary:** Athletic shorts/pants may be worn on PE days.

PANTS: Must be worn at the waist. Tight or baggy pants are not acceptable. No writing and/or pictures across the seat of the pants. No pajama type pants. If you wear leggings or yoga style pants please make sure your shirt/sweater meets the "fingertip length" guideline. Sweatpants are not allowed at anytime.

SHOES: Shoes must be worn at all times. Age/activity appropriate shoes should be chosen.

ACCESSORIES: Such as "hardware" on belts, gloves without fingers, heavy chains, visible tattoos (including temporary tattoos), sunglasses, and hats are not allowed. Ears may be pierced with a limit of two earrings per ear (girls only). No other visible body parts may be pierced. Only traditional/natural hair color is permitted. Hair should be trimmed and neatly groomed. Facial hair should be neatly groomed.