

Central Christian School

Student & Parent Handbook 2009-2010

VISION STATEMENT

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

MISSION STATEMENT/CORE VALUES

Our mission is to train every student to be complete in Christ by. . .

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

PRIORITY LIST

Our priorities are as follows:

1. Honor the Lord Jesus Christ.
2. Pursue excellence in academics.
3. Provide beneficial activities.

NON DISCRIMINATION POLICY

Central Christian School (CCS) does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational and admission policies, or its athletic and other school-administered programs. CCS will enroll only those students (grades 6-12) who give evidence they desire a Christian education. CCS will enroll only those students (grades 9-12) who give evidence and written testimony of having accepted Jesus Christ as their personal Savior.

ACCREDITATION AND ASSOCIATIONS

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

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2009 – 2010 SCHOOL YEAR THEME:

“Whatever you do, do all to the glory of God.”

1 Corinthians 10:31

INTRODUCTION

PHILOSOPHY

Consistent with its mission and core values, Central Christian School will help students to develop academically through a Christ-centered curriculum, and will encourage students to yield their lives to God. A strong academic program requires a work ethic and discipline on the part of students that will equip them to serve the Lord in the home, in the church, and in their life's calling.

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

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

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

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

And Jesus said, "If you abide in My word...you shall know the truth, and the truth shall make you free." John 8:31-32

HISTORY

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

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

Many students have attended Central Christian in the sixty years of its existence, and it remains the prayer of the Board of Trustees and staff that our alumni and present students, as well as our future students, will go forth as positive witnesses for Jesus Christ.

DOCTRINAL STATEMENT

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

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

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

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

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

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

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

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

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

BIBLE TRANSLATION

We recognize that various versions of Scripture are widely read and accepted and may be used for scriptural study. Central Christian School uses the (New) King James Version, the New American Standard Bible and the New International Version for class related study and memorization.

ACADEMIC INFORMATION—HIGH SCHOOL

GRADUATION REQUIREMENTS ACADEMIC DIPLOMA

Bible	one credit for each year in attendance
English	four credits
Mathematics.....	four credits
Science	three credits
Social studies	four credits
Technology/Business Education.....	one credit of computer technology
Foreign Language.....	two credits
Physical Education.....	one credit
Elective Courses.....	five credits
Total number of credits	28

The **ACADEMIC DIPLOMA** is distinguished by an embossed seal that is affixed to the diploma noted below.

Central Christian School also offers a **STANDARD DIPLOMA**. This diploma includes course work that meets the qualified admission** requirements for Kansas Regents’ Universities, but is less rigorous than the “Academic Diploma.” A total of 25 units are required for graduation: one in Bible for each year of HS attendance at CCS, four in English, three in math, three in science, three in social studies, one in foreign language, one in computer technology, one in physical education and a minimum of five elective credits.

Note: Students are required to be enrolled in high school at CCS for at least one year in order to graduate.

KANSAS BOARD OF REGENTS QUALIFIED ADMISSION** CURRICULUM (For students who plan to attend one of the Kansas Regents’ Universities)

English	four credits
Mathematics.....	three credits
Science	three credits
Social Studies	three credits
Business Education	one credit of computer technology
Foreign Language.....	recommended but not required

KANSAS SCHOLARS CURRICULUM (For students who wish to qualify for state academic-merit scholarships)

English	four credits
Mathematics (Algebra I, Algebra II, Geometry, and an advanced math course)	four credits
Science (Biology, Chemistry, Physics)	three credits
Social Studies	three credits
Business Education	one credit of computer technology
Foreign Language.....	two credits

CENTRAL CHRISTIAN HIGH SCHOOL COURSES OFFERED

BIBLE

New Testament and individual book study; Old Testament and individual book study

LANGUAGE ARTS

English 9 (thematic literature and grammar), English 10 (world literature and speech), English 11 (American Literature, research and composition), English 12 (British literature and composition)

MATHEMATICS

Algebra I, Geometry, Algebra II, Pre-calculus, Calculus and Consumer Math. Algebra I is a prerequisite for both Algebra II and Geometry; Algebra II is a prerequisite for Pre-calculus

SCIENCE

Physical Science, Biology, Chemistry, Physics, and Food Science. Physical Science is a prerequisite for Biology; Biology is prerequisite for Chemistry; Algebra II and Biology are prerequisites for Physics

SOCIAL STUDIES

World History, U.S. History I, U.S. History II, and U.S. Government & Economics

BUSINESS EDUCATION

Computer Technology I, Computer Technology II, Accounting

FOREIGN LANGUAGE

Spanish I and Spanish II

PHYSICAL EDUCATION

Health, including sport recreation and leisure activities

FINE ARTS ELECTIVES

Vocal Music and Instrumental Music

HOME ECONOMICS (FACS) ELECTIVES

May include the following: Housing and Personal Finance (11th/12th grades), Bachelor Living (open to 11th and 12th grade guys), Foods, and Clothing (open to girls only)

INDUSTRIAL ARTS ELECTIVES

May include the following: Auto Mechanics, Construction, Drafting, Electricity/Electronics, Metals/Welding, Plastics, and Woodworking, Arts & Crafts

These courses may be taken as general electives, or students may earn a Vocational Technology Certificate in either Building Construction or Auto Mechanics in addition to the general high school diploma. The requirements for a vo-tech certificate include all of the general requirements PLUS either the Building Construction or the Auto Mechanics requirements.

TEACHER'S AIDE

Seniors or juniors may choose to work as a teacher's aide as long as they meet the academic requirements and are approved by the Counselor. Teacher's aides receive .25 elective credit per semester.

CLASS SCHEDULE CHANGES

Course changes must be made by the end of the first full week of school. Before a schedule change is approved, a student must pick up a form in the office and have it signed by the teacher of the course being dropped, by the teacher of the course being added, by the parent and by the school counselor.

TRANSFER, CORRESPONDENCE, AND DUAL CREDIT COURSES

Central Christian will accept transfer credits from other high schools (including high-school level course work in home schools) as long as documentation regarding course work and standardized test scores validate the level of work accomplished and the corresponding grade(s).

At times we may not be able to schedule a required course in a particular year (especially for transfer students), or a student may need to make up credit for a failed course. In these instances, Central Christian may accept credit for a correspondence course or on-line course, but the Counselor should give approval prior to enrollment in the course.

While Hutchinson Community College (HCC) does enroll high school juniors and seniors, all students considering an HCC course should discuss their plans with the Counselor before enrolling. Central Christian will not give high school credit for college courses that are not within the scope of the Central Christian curriculum. In addition, Central Christian will not accept HCC credits in lieu of CCS required courses. (Some exceptions may be made for scheduling conflicts.)

GRADING SCALE, SEMESTER EXAMS, REPORT CARDS, TRANSCRIPTS, & HONOR ROLL

PERCENTAGE SCALE	GPA (GRADE POINT AVERAGE) SCALE
A... 100-90% 4 points
B..... 89-80% 3 points
C 79-70% 2 points
D 69-60% 1 point
F.....59%-0% 0 points

GRADES ARE REPORTED IN PERCENTAGES, WITH THE FOUR-POINT SCALE USED TO DETERMINE GRADE POINT AVERAGE. COLLEGES RECEIVE BOTH PERCENTAGE GRADES AND THE GPA EQUIVALENT. BOTH ARE INCLUDED ON THE STUDENT'S TRANSCRIPT. PERCENTAGE GRADES PROVIDE GREATER SPECIFICITY REGARDING ASSESSMENT OF THE STUDENT'S WORK.

SEMESTER EXAMS

Semester exams will be scheduled in most academic courses. Seniors will be exempt from the second semester exam in those courses in which they have completed all work and hold at least a 96% semester average.

REPORT CARDS

Midterm reports will be sent home, followed by report cards at the end of each nine weeks. Reports may be sent home more frequently for those students failing to maintain at least 70% in a given course. Students will be notified of (extra-curricular activity) eligibility standings every Friday.

TRANSCRIPTS

A transcript will be prepared for each student, and will list by semester: grades, credits earned, cumulative percentage grades, and grade point average (GPA). Official transcripts will be sent free of charge to any employer or school the student or graduate requests. Due to confidentiality requirements and required documentation, CCS requires a written request for a transcript to be sent.

HONOR ROLL

Central Christian will publish an honor roll at the end of every nine weeks. The honor roll is determined by grade percentage average. The honor roll will be published in three divisions: High Honors (96%-100%), Honors (90%-95%), and Honorable Mention (80%-89%).

HOMWORK POLICY

School goal: To help every student become more independent in personal study.

SCHOOL PHILOSOPHY

Homework should . . .

- Reinforce family values in academic success.
- Foster positive attitudes, habits and character traits.
- Facilitate knowledge acquisition in specific topics.
- Be a regular part of the teacher's instructional process.
- Create an opportunity that promotes student independent study.
- Promote thinking skills and provide feedback.
- Provide preparation for upcoming tests.
- Homework should be used for
 - practice,
 - extension of what has been learned,
 - completion of understood work,
 - new application of learned work or preparation for work to come.

SCHOOL POLICY

- Homework will be scheduled on a regular basis.
- Students are given at least a one-day notice prior to tests (quizzes may be unannounced)
- Assigned homework for grades 9-12 will receive 80% credit for one day late, 70% for two days late, and 0% three or more days late.

Parents should . . .

- Clarify homework objectives with their children.
- Show their children how to organize the material to be studied.
- Assist their children with establishing a study schedule.
- Help their children with study techniques and provide a study location and regular schedule for study at home.

PROMOTION POLICY

Senior high students (grades 9-12) will be promoted according to the number of credits they earn each year. Either twenty-eight or *twenty-five (standard)* credits are required for graduation.

entering freshman year	0 credits
entering sophomore year	minimum of 6 or 7 credits
entering junior year	minimum 12 or 14 credits
entering senior year	minimum 19 or 21 credits

If scheduling permits, a failed course may be made up the following year. When this is not possible, make-up work will be done through an approved summer course or correspondence course. The Counselor must approve all make-up work for failed courses.

Standardized Testing

ACHIEVEMENT/ABILITY TESTING

High school students (grades 9-11) will be given the Stanford 10 Achievement Test along with the Otis-Lennon 8 test during the month of April each year.

SCHOLARSHIP TEST

The PSAT/NMSQT is given every October for a nominal fee. This is the qualifying test for the National Merit Scholarship program. All sophomores are encouraged and juniors are required to take this test; only juniors are eligible for the scholarship program. Packets and practice tests are available in the counseling office.

COLLEGE TESTS

Registration packets, web addresses, and practice tests are available in the counseling office for both the ACT and the SAT tests. It is strongly recommended that students take each test twice by June following their junior year.

COLLEGE AND CAREER PLANNING

COLLEGE AND SCHOLARSHIP INFORMATION

The counselor maintains a library of information from various colleges. Students are invited to check these materials out. Statistics show that 90% of financial aid for post-high school education comes directly through college financial aid offices.

CAREER INFORMATION

Career mapping and interest tests, along with college and job fairs, will be provided for the students, as possible.

COLLEGE REPRESENTATIVES ON CAMPUS

From time to time admission officers from colleges and trade schools make presentations to high school students. These presentations are scheduled during the lunch period. Parents are welcome to attend these sessions.

COLLEGE VISITS

Juniors and seniors are permitted days off campus to visit colleges. Students are encouraged to visit colleges as their interest dictates, and to narrow choices by the first semester of their senior year. College-visit trips do not change the KSHSAA requirements for daily attendance on the day of an event. Students absent from school on a college-visit trip are not eligible for a KSHSAA event that day or evening. Students participating in college visitation days must do the following:

1. Make arrangements with the Counselor at least two days in advance of their college visit.
2. Get an absence permission form, have the teachers sign it, collect assignments, etc.
3. Make an appointment with a college official (admission director and/or financial aid officer).
4. Take a verification form and return it to the office, signed by the college official(s).

ACADEMIC INFORMATION—MIDDLE SCHOOL

CURRICULUM

BIBLE, ENGLISH, MATHEMATICS, SCIENCE, HISTORY, PHYSICAL EDUCATION, MUSIC, MINI-COURSES

GRADING SCALE, SEMESTER EXAMS, REPORT CARDS AND HONOR ROLL

PERCENTAGE SCALE	GPA (GRADE POINT AVERAGE) SCALE
A... 100-90%4 points
B..... 89-80%3 points
C 79-70%2 points
D 69-60%1 point
F.....59%-0%0 points

GRADES ARE REPORTED IN PERCENTAGES, WITH THE FOUR-POINT SCALE USED TO DETERMINE GRADE POINT AVERAGE. PERCENTAGE GRADES PROVIDE GREATER SPECIFICITY REGARDING ASSESSMENT OF THE STUDENT'S WORK.

SEMESTER EXAMS

Semester exams will be scheduled in most academic subjects.

REPORT CARDS

Midterm reports will be sent home, followed by report cards at the end of each nine weeks. Reports may be sent home more frequently for those students failing to maintain at least 70% in a given course. Students will be notified of (extra-curricular activity) eligibility standings every Friday.

HONOR ROLL

Central Christian will publish an honor roll at the end of every nine weeks. The honor roll is determined by grade percentage average. The honor roll will be published in three divisions: High Honors (96%-100%), Honors (90%-95%), and Honorable Mention (80%-89%).

HOMEWORK POLICY

School goal: To help every student become more independent in personal study.

SCHOOL PHILOSOPHY

Homework should . . .

- Reinforce family values in academic success.
- Foster positive attitudes, habits and character traits.
- Facilitate knowledge acquisition in specific topics.
- Be a regular part of the teacher's instructional process.
- Create an opportunity that promotes student independent study.
- Promote thinking skills and provide feedback.
- Provide preparation for pending tests.
- Homework should be used for
 - practice,
 - extension of what has been learned,
 - completion of understood work,
 - new application of learned work or preparation for work to come.

SCHOOL POLICY

- Homework will be scheduled on a regular basis.
- Students are given at least a one-day notice prior to tests (quizzes may be unannounced).
- Assigned homework for middle school will receive a 10% grade deduction per each day late; on the fifth day late it will be recorded as zero.

Parents should . . .

- Clarify homework objectives with their children.
- Show their children how to organize the material to be studied.
- Assist their children with establishing a study schedule.
- Help their children with study techniques and provide a study location and a regular schedule for study.

PROMOTION POLICY

Seventh and eighth graders who fail two or more of the academic subjects (Bible, English, Mathematics, History, or Science) may not be promoted to the next grade. This decision is made by the administrator in consultation with teachers.

STANDARDIZED TESTING

Seventh and eighth grade students will be given the Stanford Test 10 Achievement Test along with the Otis-Lennon 8 test during the month of April each year.

ACADEMIC INFORMATION—ELEMENTARY

GRADING SCALE – KINDERGARTEN AND 1ST GRADE

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

GRADING SCALE – 2ND THROUGH 5TH GRADES

Percentage Scale

A.....100-90%

B.....89-80%

C79-70%

D69-60%

F.....59-0%

GRADES ARE REPORTED IN PERCENTAGES. PERCENTAGE GRADES PROVIDE GREATER SPECIFICITY REGARDING ASSESSMENT OF THE STUDENT'S WORK.

HONOR ROLL

Central Christian Elementary (2nd-5th grades) will publish an honor roll at the end of every nine weeks. The honor roll is determined by grade percentage average: High Honors (96%-100%), Honors (90%-95%) and Elementary Honor Roll (80%-89%).

PROMOTION POLICY

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

PARENT-TEACHER CONFERENCES

Regular communication between parents and teachers is extremely important. To provide for this, classes will be dismissed for one day each semester. In addition to these scheduled times, parents and teachers are encouraged to stay in contact and meet as needed.

STANDARDIZED TESTING

Elementary school students will be given the Stanford 10 Achievement Test along with the Otis-Lennon 8 test during April each year. Parents should try to ensure that their students are in class on testing days (marked on the school calendar), and that they get a good night's rest and a good breakfast before each testing day.

OPEN-DOOR AND MATTHEW 18 POLICY

Parents are welcome in their child's classroom. If you would like to visit, it is best to call ahead in order to avoid test periods. We welcome and depend on parental participation.

Please feel free to call teachers at any time to give suggestions, offer help, or confront problems. If a problem has occurred, it is always best to talk directly with the teacher (following Jesus' advice in Matthew 18:15-17). If the problem can't be resolved, take it to the administrator. Finally, you may request a hearing before the Board of Trustees. The board members request that you make an advance, written request to meet with them.

Please remember that discontent causes disunity. Let's work together to keep a congenial spirit at CCS.

STUDENT SERVICES

STUDENT SAFETY

FIRE DRILLS

Fire drills are conducted as required by state law. A fire drill is initiated by a long, steady blast of the warning horn. Teachers will give instructions to students at the beginning of the year. Escape routes are posted in each classroom, utilizing the following procedures:

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

TORNADO DRILLS

Tornado drills are conducted as required by state law. A tornado drill is initiated by several short blasts of the warning horn. The hallway of the music building has been designated as a shelter area, and routes to this hallway are posted in each classroom. Teachers will give instructions on tornado drills at the beginning of the year to each class.

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

Usually the Hutchinson Police Department calls CCS when the weather is threatening. PLEASE DO NOT CALL to tell us about possible tornadoes: this blocks our phone lines and prevents us from making or receiving vital calls. In addition, answering these calls occupies office personnel and hinders them from making needed contact with teachers.

SCHOOL CLOSINGS

As a general rule, Central Christian School will remain open during inclement weather if the Hutchinson public schools are open. When school is cancelled, we will notify KWCH-TV 12 and KWBW-1450 AM. We will have notices of cancellation on the air as soon as possible, preferably no later than 7:00 a.m.

VISITORS

Custodial parents are welcome on campus and they, along with every other visitor, should stop in the office first to inform the receptionist of their presence on campus. Central Christian staff should greet those they recognize as visitors and assist them as possible.

MEDICATIONS

All medications should be turned in at the front office upon arrival at school. No student is allowed to have medication in her/his possession during school hours unless a doctor has given direct instructions and administrative approval has been given. (This refers to such things as fast-acting asthma inhalers).

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

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

Office personnel may administer Tylenol (or the generic form of acetaminophen) only for students whose parents have signed the consent on the health form. Only the suggested amount or less of the medication will be given.

A record will be kept of all medications dispensed.

STUDENT CHECK-IN AND CHECK-OUT

Students in grades 6 through 12 who arrive after 8:00 a.m. or leave before 3:30 p.m. must sign in or out in the school office. Students who leave school earlier than scheduled are required to phone their parents immediately before leaving.

PLAN FOR DROPPING OFF & PICKING UP ELEMENTARY STUDENTS AND AFTER-SCHOOL CARE

Adult supervision at all times is vital to student safety. All students who arrive before 7:55 a.m. should report to the school cafeteria, which is unlocked at 7:30 a.m. Students in grades 6-12 should also report to the cafeteria as soon as they arrive on campus, and remain there until the bell has rung; then they may go to their lockers.

Parents should enter the campus through the east driveway (by the fire station), pull up in front of the east doors of the cafeteria to drop off or pick up their children, and then leave through the main entrance (between the lampposts).

After dismissal, kindergarten students will wait with their teacher for their parents' arrival. An elementary teacher will be on duty between 3:15 and 3:30 to make sure that the students reach their parents' vehicle safely. Parents arriving after 3:30 pm may pick up their children in the office.

Children not picked up by 3:45 p.m. will be taken to the after-school care room, and parents will be billed for this care.

HOT LUNCH PROGRAM

Students have the option of bringing a sack lunch or buying a hot lunch. Parents are also welcome to bring in food to their children, but students may not “order” food to be delivered to the school.

We participate in the state school lunch program, and many of our families qualify for reduced-price or free lunches. Please do not hesitate to explore these possibilities (your tax dollars at work). Applications for reduced-price or free lunches are available in the office.

The lunch program is operated on a cash basis. At the end of the year, any refunds must be arranged before the final checkout. Students and/or parents may pay for lunches in the cafeteria until 8:00 each morning.

CLOSED-CAMPUS LUNCH PERIOD

Generally speaking, we operate a closed campus lunch, meaning that everyone must eat in the cafeteria. **Students who are not enrolled in CCS may not eat at CCS.**

LOST AND FOUND

Students should take care not to leave items lying in front of lockers, on top of lockers, in locker rooms, or on the bleachers—particularly overnight. Unclaimed items left at school will be placed in the lost and found. Parents and students should check the lost and found when looking for personal items. Periodically, unclaimed items will be displayed in the cafeteria or gymnasium; those items left unclaimed will be disposed of at the end of the semester.

LOCKERS

Lockers are assigned to middle school and high school students. Even though locker combinations are individually changed and checked during the summer, problems may occur. Students should notify the office if they experience difficulty in opening their locker. It is recommended that students store unneeded books and materials in their locker throughout the day. Students may **not** leave books or other belongings on the tops of their lockers or on the floor in front of their lockers overnight.

Students should **not** store food or drinks in their lockers. Rubber cement or plasti-tak is recommended to adhere decorative items in lockers, since tape leaves a residue that is hard for the student to remove at the end-of-the-year cleaning. Students should not post pictures of secular movie stars, musicians, or other such celebrities in their lockers.

Athletic lockers/locker baskets and combination locks will be checked out from the athletic director.

Student Parking

Licensed drivers are allowed to park in the school parking lot. Parking in the school lot is a privilege, and we expect students to drive carefully on campus and to refrain from any horseplay on or around the vehicles. Students should not linger in their vehicles in the morning, or go back to them during the day. Car stereos should be played softly or not at all while on campus.

STUDENT TRANSCRIPTS AND RECORDS

Student transcripts and records will be copied and sent free of charge to other schools, colleges, or employers when requested by parents, students, or former students who are at least eighteen years old. Due to confidentiality requirements and required documentation, CCS requires a written request for a transcript to be sent.

STUDENT COMPUTER USAGE

Technology can be an effective tool that complements the curriculum while expanding students' learning opportunities. It must be used responsibly. Use of the CCS network and related computer facilities is a privilege afforded to students. All policies of the school apply when using technology. Central Christian School reserves the right to monitor the use of all computers on campus. No student has a right to privacy and should not have an expectation of privacy when using CCS technology.

Students are never permitted to use a faculty member's computer. This includes children of that faculty member or children of other faculty members.

Students may not access information on any of the school's non-public servers without permission of the administration. No student may change school information or portray himself/herself as another person over the Internet, e-mail or Instant Message. Students may not use e-mail or Instant Message from CCS computers without teacher or administrative permission. Any use that unnecessarily slows others' access to the network or wastes technology resources is prohibited.

All uses of computers and the Internet must be within the law. Copyright laws must be obeyed. Copyrighted materials cannot be sent or received from school computers without written permission of the copyright owner. Only software licensed to the school may be put on school computers. No computer programs, MP3's, pornography, or copyrighted material may be distributed at any time. Violation of these policies will be dealt with severely.

The Internet is to be used exclusively for scholarly research. Inappropriate sites (including racist, pornographic, militant, extremist, gambling-related) are not to be accessed at any time. Students should not disclose personal information about themselves, fellow students and/or any other member of the CCS community. Use of personal or social networking websites, live journals, and blogs is strictly forbidden at school. Any communication via computer should honor the Lord Jesus Christ as if it were face-to-face communication.

Central Christian School reserves the right to withhold CCS technology privileges to any student found violating these policies.

ATTENDANCE POLICY

PHILOSOPHY

Part of a Christian education involves the development of good habits that will serve the student throughout life. Colleges, universities, vocational-technical schools, employers, and others are interested in the attendance record that a student has established. They understand that there is a positive correlation between attendance and personal reliability. One of the major causes of failure in schools is poor attendance. In addition, regular and punctual attendance is necessary for the proper functioning of the entire school.

SCHOOL HOURS

½ Day Kindergarten.....	8:10 -12:00
Full Day Kindergarten – Grade 5.....	8:10 - 3:10
Grades 6 -12.....	8:00 - 3:30
Office.....	7:30- 4:00

6TH - 12TH GRADES DAILY SCHEDULE

1 st Period.....	8:00 - 8:50
2 nd Period.....	8:55 - 9:40
Break.....	9:40 - 9:50
Activity Period.....	9:50 -10:05
CHAPEL*.....	9:40 -10:05
3 rd Period.....	10:10-10:55
4 th Period.....	11:00-11:45
Lunch.....	11:45-12:10
5 th Period.....	12:15 -1:00
6 th Period.....	1:05 - 1:50
7 th Period.....	1:55 - 2:40
8 th Period.....	2:45 - 3:30

*Chapel is scheduled for Wednesday. On that day there is no break.

Punctuality

Every effort should be made to be in the classroom before the period bell rings.

GRADES 7 – 12 FIRST PERIOD TARDIES

Students in grades 7 – 12 should get an admit-to-class slip from the receptionist if they are not in the classroom before 8:00 a.m.

First period tardies are excused if the parent phones the receptionist or sends a note before 3:30 that same day, indicating that the student was late because of circumstances beyond her/his control. This makes a tardy excused. Students are allowed four excused tardies each nine weeks. Students may serve a detention for any subsequent tardies, per administrative determination.

GRADES 7 – 12 SECOND THROUGH LAST PERIOD TARDIES

Students who are late to class may receive a referral. Students who are more than five minutes late (without acceptable reason) may receive a detention.

ATTENDANCE K-12

A student who is absent must bring a note from home explaining the absence, or that student's parent must call the office and explain the absence. K – 6th grade students should give this note to their teacher, while grades 7 – 12 students should bring the note to the school office. Since many high school students drive to school, an early phone call to notify the office of the student's absence would alleviate concern about the student's safety.

EXCUSED ABSENCES

Any absence because of personal illness, life-threatening illness or death within the immediate family (parents, siblings, grandparents), or family emergency is excused. Professional appointments (doctor, dentist, etc.) will be excused if the parent notifies the office **prior to** the absence.

A family trip of up to five days is excused each year if arrangements are made at least **one week** before the absence. (A "family trip" is one supervised by a parent or a parent-designated adult.)

MAKE-UP WORK FOR EXCUSED ABSENCES

When absences can be anticipated, students should complete their schoolwork in advance, if at all possible. Individual teachers may have varying stipulations for this. For example, schoolwork provided by the teacher in advance, with the understanding that it will be completed and handed in prior to the absence or immediately upon return, must be handed in then to receive full credit.

Students who have excused absences have the same number of days to make up class work as the number of days absent (other than exceptions noted in the paragraph above). It is recommended that any tests be taken after school, so that more class time is not missed. (An extended illness may receive special consideration.)

Parents are encouraged to request and pick up an ill student's assignments and books so that the student can continue her/his schoolwork, as able. A request for assignments should be made early in the day, so the teachers can have them ready as soon as classes are dismissed.

PROCEDURES FOR GRADES 7 – 12 STUDENTS TO FOLLOW BEFORE AN ABSENCE

1. Notify the office as soon as you know you will be gone, and obtain the Counselor's approval.
2. Pick up a "Permission to Be Absent" form from the office.
3. Have each teacher sign the form and fill in your assignments.
4. Give a copy of the completed form to the office, and then take the form with you so you will have a record of the assignments you need to complete.
5. If you leave or return during the school day, check out or in at the office.

UNEXCUSED ABSENCES

An absence not listed in the "Excused Absences" section may be considered unexcused, and any absence that may have been excused had prior notice been given, will be considered unexcused.

If a student cuts class or leaves school during the school day without permission, it is an unexcused absence. It is an unexcused absence any time a student leaves the campus without signing out in the office. Penalties for unexcused absences will involve a grade reduction.

PENALTIES AND MAKE-UP WORK FOR UNEXCUSED ABSENCES

Regular class work and assignments due on the day(s) of an unexcused absence receive a zero. Major tests missed may be made up with the score reduced by 10% of the value of the test. Any test not made up within the time limit (same number as days absent, with a three-day maximum) will receive a zero.

ABSENCES FOR SCHOOL-RELATED ACTIVITIES

Students who miss class to participate in school-related activities are not counted absent.

PARTICIPATION IN ACTIVITIES FOLLOWING AN ABSENCE

Students in grades 6 – 12 absent for more than three periods of the school day will not be permitted to participate in any extra-curricular event held that day or evening. The only exception will be if the student has an excused medical appointment or prior administrative approval. Any student with an unexcused absence on the day of an event will not be allowed to participate in that event, regardless of how long he/she was absent.

PARTIAL DAY ABSENCES

Grades K - 6 absences are counted in half-days; grades 7 – 12 absences are counted by class periods.

LEAVING CLASS

Students are expected to remain in class for the entire class period; all personal business should be taken care of during passing periods or the lunch break. At times, students in grades 7 - 12 may make arrangements to leave activity period or even another class to work on a project in another room. In order to leave their assigned room, they must present a pass from the teacher to whose room they are going. The teacher of their assigned room determines whether to honor the request. These arrangements should be made in advance.

CHAPEL AND/OR HOMEROOM ABSENCES

Middle school and high school students are required to attend chapel and homeroom time.

STUDENT CONDUCT

PHILOSOPHY AND STANDARD OF CONDUCT

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

In addition to providing Bible classes and weekly chapels, CCS conducts a *Spiritual Emphasis Week* in both the elementary and secondary schools.

Students also have prayer and Scripture reading and/or memorization in their classes, as well as opportunities for Christian service as part of the curriculum; this includes discipleship groups in the middle school and high school. Students are encouraged to set aside time daily for personal devotions, to be active in their local church and youth group, and to build relationships with other students and teachers that will encourage them to love God and follow Him.

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

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

Whether it is for students, parents, or teachers, the highest form of discipline is self-discipline. Self-discipline is reflected in

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

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

Central Christian School, therefore, expects each student to maintain Christian standards of courtesy, kindness, morality, and honesty. We further require each student to refrain from profanity, indecent language, gambling, cheating, sexual immorality, stealing, the use of any type of tobacco, drugs, alcohol, and pornographic materials, and from participation in unlawful, violent, or destructive acts. We strongly discourage secular rap and rock music. We believe that students should pursue conduct that unquestionably aids in personal maturity and service to others.

Students are required to abide by these standards throughout their enrollment at Central Christian School. Students who violate these standards will be assessed commensurate penalties, which may include being asked to withdraw or being dismissed from enrollment.

It should be understood that this is a joint agreement between the school, the parent, and the student. It should be clear to the parent and student that the school enforces these standards. It should also be evident to the school that the parent enforces these standards while the student is associated with CCS.

SCHOOL RULES

In general, a Christian attitude and cooperation lead to appropriate behavior. Disruptive behavior in the school substantially reduces teaching and learning effectiveness. At no time does anyone have the right to deprive others of the opportunity to learn. Students are expected to comply with the following rules.

SHOW RESPECT

- Be respectful of the rights and property of others, and of the authority of all staff members.

BE CAREFUL WITH BELONGINGS AND PROPERTY

- Treat all school property with care.
- Keep hard-backed textbooks covered.
- Use plasti-tak to decorate lockers, not masking tape or transparent tape.
- Eat all food (including candy) in the cafeteria.

DO YOUR BEST

- Do your very best in each of your classes and turn assignments in on time.

BE A GOOD TESTIMONY TO OTHERS

- Be polite, orderly, and practice good manners in the hallways and cafeteria.
- Decorate lockers, books, book covers, and notebooks with material that edifies. Do not display questionable material or pictures.

FOLLOW GUIDELINES FOR TELEPHONE USAGE

- Make phone calls before or after school, or during lunchtime, and only if they are urgent.
- Cellular phones are not to be seen or heard during school hours. Do not use them at all during school hours. This includes text messaging and Internet access.

DO NOT

- Do not write or pass notes at school.
- Do not bring personal radios, CD players, MP3 players, DVD players and/or other such technological entertainment devices to school.
- Do not bring knives, weapons, or explosives of any kind to school.

We encourage the development of strong Christian friendships, and it is expected that boys and girls will develop normal relationships. However, it is important to maintain conduct that is within the bounds of Scripture and good taste. For this reason, outward physical displays of affection are not permitted. This includes on the school premises and at school events.

Each teacher will establish his/her own standard of student conduct in the classroom, in addition to the school-wide comments above. Ordinarily, the individual teacher will handle violations of these standards, as well as other minor infractions. Recurrent or unusual situations (such as a major violation) will be referred to the administration.

DISCIPLINE PROCEDURES

GRADES K - 6

Individual teachers handle elementary discipline procedures. The administrator provides support.

GRADES 7 - 12

Middle school and high school discipline uses a referral, detention, and suspension system.

A **referral** is a form completed by a teacher documenting an incident. A copy is given to the student to be signed by a parent and returned to the office, and the teacher retains a copy.

The following infractions are examples of behavior that may result in a referral:

- Refusal to follow a teacher's classroom procedures.
- Coming to school with a dress code violation.

The accumulation of three referrals within a nine-week grading period may result in a detention. Referrals are cancelled at the end of each nine-week grading period.

A **detention** is a period of time that may be assigned directly for major infractions or may result from accumulating three referrals. The administrator determines when and for what length of time detentions will be served.

A **suspension** is a period of time during which the student is not allowed on school premises for a specific number of days.

Serious infractions will incur a commensurate penalty. These penalties may include a warning, contacting parents, detention, withholding privileges, ineligibility, probation, suspension, expulsion, and/or involvement of law enforcement. Some examples of serious infractions are:

- Any overt, verbal or written rejection of Jesus Christ, the Bible, or the doctrinal stand of CCS
- Taking God's name in vain or using foul, profane, or obscene language or actions
- Disobedience of any order of a teacher, peace officer, or any school authority
- Insubordination (open defiance of school personnel)
- Conduct that substantially disrupts, impedes, or interferes with the operation of the school
- Conduct that substantially impinges upon or invades the rights of others
- Willful violation of any regulation for student conduct adopted or approved by the Board of Trustees of CCS
- Lying
- Cheating
- Plagiarism (Plagiarism is representing the work of another as one's own, and/or not giving due source acknowledgment; the academic penalty is a zero on the plagiarized work, in addition to any other penalty assessed)
- Acts of disrespect, such as a facial, vocal or physical reaction
- Vandalism of school property or another's property at school
- Truancy
- Theft
- Use, sale, possession, or distribution of tobacco in any form
- Forgery
- Driving recklessly on school property
- Sexual misconduct
- Gambling
- Use, sale, possession, or distribution of pornography

CCS strictly prohibits these actions on campus and at school events; it strongly discourages these actions anywhere and at anytime.

Because of their severity and potential for harm to other students, the following violations on campus or at school events at anytime will automatically incur a suspension of five-days:

- Possession, consumption, distribution, selling or being under the influence of alcoholic, cereal malt beverages, narcotics or other illegal drugs
- Fighting and/or assault (Judgment of the administrator will determine length.)
- Possession of fireworks, explosives, firearms, knives, or weapons (as defined by state or local statute) of any kind. These will also be reported to the police department.
- Conduct that has resulted in conviction of the student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States

A hearing including the administrator, student, parents, faculty member (as appropriate) and a board member will be scheduled. This hearing will be scheduled during the suspension period, if possible. Within two school days after that hearing, the administrator will make a recommendation to the Board of Trustees regarding appropriate further discipline. Students allowed to return to CCS will be placed on probation according to the probation policy. See Appendix C.

STUDENT DRESS CODE

Christians are admonished by Scripture to observe principles of modesty and to glorify God in appearance (I Peter 3:3-4). Therefore, all CCS students are expected to wear clothing that is modest and neat in appearance. *Parents are expected to assume major responsibility to ensure that their children are in compliance with the dress code when they leave for school.*

Students representing the school publicly may be required to meet a more uniform standard of dress. Students in violation of this dress code may not be allowed to participate in the activity. If time permits, parents will be contacted so that corrections can be made.

The administration reserves the right to make changes in the dress code and to make judgments concerning what is appropriate dress or appearance. Any deviation from the dress code must receive administrative approval.

MIDDLE SCHOOL AND HIGH SCHOOL BOYS' DRESS CODE (GRADES 6-12)

Dress shirts and slacks are welcomed. Jeans must not be tight fitting; they must present a neat appearance. No skin-tight pants or leggings are allowed. Pant length must clear the floor and the top of pants must be worn above the hips. A belt should be worn when pants have belt loops.

Shorts are permitted. The bottom hem of the shorts may be no more than 4 inches above the knee. Shorts must be "dress" or khaki shorts; denim shorts may be worn, but must meet the "neat appearance" standard for jeans. No athletic (PE or basketball type) shorts are allowed. Athletic warm-ups may be worn for coach-sponsored game days; shirts worn as a part of athletic warm-ups should be tucked in.

Shirts must have a finished neckline and should be tucked inside the trousers or shorts. Sweaters and sweatshirts may be worn outside the trousers. Sleeveless shirts, shirts that have been altered to look cut off or frayed, and midriff or mesh shirts are not permitted. Shirts with prints, pictures, and designs may be worn providing they are not of an immoral, questionable, or suggestive nature. All shirt buttons must be fastened except for the top two. Tops for athletic practices may be an unaltered T-shirt or a top that would meet the legal uniform requirement for that sport.

Shoes that lace must be laced and tied. A separate pair of tennis shoes is required for use on the gym floor. Boots and shoes with heels or soles that easily leave marks on floors should not be worn. Sandals may be worn; flip-flops are not permitted.

Haircuts shall conform to the following standards:

- Hairstyles shall not be of extreme appearance or unnatural color.
- Hair length must not be lower than the collar in the back, not lower than mid-ear on the side and must be above the eyebrows in front.
- Hair is to be neat, clean, and combed.
- The student's face must be clean-shaven.

Earrings, visible tattoos of any type, and body piercings are not permitted.

MIDDLE SCHOOL AND HIGH SCHOOL GIRLS' DRESS CODE (GRADES 6-12)

Modest, non-revealing dresses are welcomed. Dresses should not be backless; sundresses are allowed when worn with blouses. Dresses, blouses and tops must not show undergarments. Sleeveless dresses, blouses or tops are not to be worn without a jacket or other garment covering the top. Tank tops are not permitted. Hemlines or slits may not be more than 2 inches above the knee.

Sweatshirts and tee shirts (not undershirts) will be allowed as long as they have a finished neckline, have not been altered to look cut off or frayed, and as long as they do not contain prints, pictures, or designs of an immoral, questionable, or suggestive nature. Short or cropped tops are only allowed if worn over a tee shirt. Tops should meet pants and skirts. Tight fitting shirts are inappropriate.

Slacks are welcomed. Jeans must not be tight fitting; they must present a neat appearance. No skin-tight pants or leggings are allowed. Pant length must clear the floor and the top of pants must be worn above the hips. A belt should be worn when pants have belt loops.

Shorts are permitted. The bottom hem of the shorts may be no more than 4 inches above the knee. Shorts must be "dress" or khaki shorts; denim shorts may be worn, but must meet the "neat appearance" standard for jeans. No athletic (PE or basketball type) shorts are allowed. Athletic warm-ups may be worn for coach sponsored game days; shirts worn as a part of athletic warm-ups must be tucked in. Shorts for athletic practices must adhere to this length standard. Tops for athletic practices may be an unaltered T-shirt or a top that would meet the legal uniform requirement for that sport.

Shoes that lace must be laced and tied. A separate pair of tennis shoes is required for use on the gym floor. Boots and shoes with heels or soles that easily leave marks on floors should not be worn. Sandals may be worn; flip-flops are not permitted.

Hair should be kept clean and combed, and of a natural color. Makeup and jewelry should enhance the attractiveness of the student. Visible tattoos of any type are not allowed. No other part of the body may be pierced except the ears. All earrings are to be worn in the ear.

FORMAL DRESS CODE

The dress should reflect the formality of the occasion. Lengths should be the same as the regular dress code. The dress should cover all undergarments and should reflect modesty. Shoulder straps, a halter design or sleeves are required. There should be no cleavage showing. Modest dress is encouraged.

ELEMENTARY SCHOOL BOYS' DRESS CODE (GRADES K-5)

Elementary boys will wear school uniforms. Shirts, either in the oxford, polo, or turtleneck style, may be any solid color, with either short or long sleeves. Cardigan sweaters, sweater vests or crew-neck sweatshirts may be any solid color. Long pants and shorts may be black, navy blue, or khaki. Shorts may be no shorter than two inches above the knee.

Hair is to be neat, clean, and combed and should not present an unkempt look. Hair length must not be lower than the collar in the back, not lower than mid-ear on the side and above the eyebrows in front.

No extreme hairstyles, tattoos of any kind, earrings, flip-flops, or shoes that leave black marks on the floor are permitted.

ELEMENTARY SCHOOL GIRLS' DRESS CODE (GRADES K-5)

Elementary girls will wear school uniforms. Shirts, either in the blouse, oxford, turtleneck, or polo style may be any solid color, with either short or long sleeves. Cardigan sweaters, sweater vests or crew-neck sweatshirts may be any solid color. Pants, shorts, Capri pants and skorts may be navy blue, khaki, or black. Jumpers and skirts may be navy blue, khaki or plaid. Shorts, skorts, jumpers, and skirts may be no shorter than two inches above the knee.

Girls are not to wear extreme hairstyles or unnatural color hair, extreme makeup styles, more than one earring in each ear, or earrings other than in the ear. No tattoos of any kind are permitted. Flip-flops or shoes that leave black marks on the floor or shoes of a radical style, shape, or color are not permitted.

For boys and girls a particular color and/or style may be designated for special school events or field trips.

EXTRA-CURRICULAR ACTIVITIES **(Secondary)**

PHILOSOPHY

The goal of the activities program at Central Christian School is that our efforts help students to conform to the image of Christ and bring honor to Him. Our success is determined by faithfulness to our Savior and stewardship of His gifts, not human accomplishment. Our desire is that our students “increase in wisdom and stature, and in favor with God and man,” as Scripture records of Jesus Christ (Luke 2:52). The results of the knowledge, skills, and attitudes taught should be qualities that reflect the character and work of God.

GOVERNING ORGANIZATIONS AND RULES

CCS is a member of the Heart of the Plains League (HOPL) and the Kansas State High School Activities Association (KSHSAA), and is subject to the rules and regulations that govern these organizations.

All students participating in school-sponsored extra-curricular activities must meet the eligibility requirements of the KSHSAA and CCS. A student with two or more grades in the 60%-69.9% range on the Friday deficiency report is ineligible for the following week (Monday-Sunday). A student with one or more grades below 60% is ineligible for the following week (Monday-Sunday). Student grades and eligibility are monitored weekly. Should an ineligible student's grades improve sufficiently by the next weekly grade report, the student will be eligible the next Monday.

Students who are ineligible are allowed to participate in practices. They are not allowed to participate in any contests. They may ride the team bus and be with the team or squad on the sidelines and/or bench as long as this does not involve being dismissed from all or part of a class.

Whenever it is necessary for an eligible student to be dismissed from all or part of a class period to participate in an extra-curricular activity, the student is responsible to have his/her academic work completed in a timely manner and/or to have made prior arrangements with that teacher.

ATHLETICS

Sports offered may vary, depending on participation. In previous years the athletic program of Central Christian School has provided an opportunity for students to participate in club football, volleyball, basketball, track, cross-country and golf.

CHEERLEADING

Cheerleaders will serve under the direction of a sponsor and the *Cheerleader Constitution*. Try-outs will take place in the spring of each year, using the *Cheerleader Constitution* as a guide. Cheerleaders fall under the eligibility guidelines for KSHSAA and Central Christian School.

CLASS ORGANIZATIONS

Grades 7 – 12 are assigned a class sponsor and elect officers. High school classes also elect a student council representative. The class president, with the approval of the class sponsor, may call class meetings. Class meetings may not be held unless the class sponsor is present. Class meetings are held during the homeroom period. All class activities must receive administrative approval.

CONCESSION STAND

The junior class is responsible to operate the school concession stand.

All class fundraisers need to be approved by the administrator. Class sponsors are responsible for obtaining approval for fundraisers **before** presenting them to the parents, students or any other groups. Fundraiser forms are available in the office. Neither teachers nor classes have the prerogative to initiate fundraisers without administrator approval. All correspondence and other written communication about a fundraiser must receive administrator approval.

CLUBS

All clubs must have administrative approval, and be led by an approved sponsor from the faculty, parents, or friends of the school. Clubs are to be financially self-supporting and should be mutually beneficial to students and the school.

STUDENT COUNCIL

The Central Christian High School Student Council exists to promote school unity. It is operated according to the *Student Council Constitution*. The student body elects the officers from the senior class. Each class vice-president serves on the Student Council; and the freshman class elects one representative, the sophomore class two, and the junior class three representatives.

JOURNALISM

The journalism staff is determined by course selection and approved by the journalism advisor. Participation on the journalism staff may require time commitments beyond the regular school day. One unit of credit per year is earned.

MUSIC

Music is an integral part of the CCS experience. Students are encouraged to participate in vocal and/or instrumental music. Concerts are held throughout the year. High school students earn one credit per year.

FIELD TRIPS

All students are required to have a written and signed permission slip from parents or guardians, as well as advance permission from all of their teachers, before attending field trips.

SENIOR CLASS TRIP

The senior class is allowed to miss four school days for a senior trip; a missions project should be included in the activities for at least a part of the trip. The administrator must approve the trip before it is presented to parents.

SOCIAL FUNCTIONS

Plans for all school-sponsored social functions must be coordinated through the office as to date, location, time, and sponsors. When parents call the office, it is important for us to be able to give them adequate information that will allow them to determine if their children may attend. Any social function not cleared through the office will be considered private (not sanctioned by CCS) and the school will not provide promotional or other support that may imply endorsement of such functions.

Each spring the junior class hosts a banquet for the senior class, high school faculty and administration. Plans for the banquet and the after-party must be pre-approved by the administration.

Elementary grades have scheduled class parties.

OPPORTUNITIES FOR PARENTS

PARENT-TEACHER FELLOWSHIP

The Parent-Teacher Fellowship (PTF) meets periodically, and officers are elected in the spring, according to the *PTF Constitution*. The main goal of PTF is to promote fellowship among the CCS family.

FUNDRAISERS

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

STATE FAIR CAFETERIA

CCS operates a cafeteria at the Kansas State Fair, staffed by volunteers. Serving from the first Friday through the final Sunday, the CCS Cafeteria serves three meals each day. Parents and friends of CCS can sign up to work specific jobs and shifts. Sign-up sheets are available by registration day in the school office. Everyone who works a four-hour shift receives a free admission ticket to the Fair, as well as a free meal.

ANNIVERSARY BANQUET AND AUCTIONS

The banquet, held each November, features a program and a faith-promise offering, as well as silent and live auctions. The high school choir or other musical groups usually perform.

LOW GERMAN SUPPER

The CCS Low German Supper has become a Hutchinson tradition, held on the first Saturday in March. Many people come out to sample vereneke, New Year's Cookies, and moos. Parents work to prepare and serve the food; students work to serve drinks and bus tables.

WALK-A-THON

The annual spring Walk-A-Thon gives students and parents an opportunity to collect pledges for walking a pre-determined course.

APPENDIX A--Admission Policies

PHILOSOPHY AND COMMITMENT

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

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

ADMISSION STANDARDS

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

- Central Christian School is a ministry specifically to Christian families.
- In order that the families represented in the school be aligned around common purposes, at least one parent must profess a personal relationship with Jesus Christ as Savior and Lord, and both parents must agree to the conditions of enrollment.
- Families making application to Central Christian School must attend a Bible-believing church. This does not include churches that accept extra-biblical writings as authoritative or that deny the deity of Jesus Christ.
- Students in grades 9-12 must provide a written testimony of a personal relationship with Jesus Christ as Savior.
- Students in grades 6-12 must express a desire to attend Central Christian School.
- Students with a history of behavior problems or students who have been expelled from another school are not eligible for admission to Central Christian School.
- Students with learning disabilities will be considered on an individual basis determined by prior school course work, testing, personal interview, and references. Central Christian School does not offer special education for the learning disabled. While teachers are strongly encouraged to individualize instruction as much as is practical, admittance to CCS is for those who can succeed in a regular classroom setting.

ENROLLMENT PROCEDURE

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

- Obtain an application form online, by mail, or in person. Return the completed application to Central Christian School with copies of birth certificate, immunization records, school academic records—including transcripts and achievement test scores, and the \$50 application fee (per family).
- Reference forms will be sent by the CCS office to designated references. The family will meet with either the administrator or his designate. If necessary, an appointment will be set to administer an academic assessment.
- When all information has been returned to CCS and necessary academic assessment completed, a decision will be made regarding admission and the family will be notified.

Parents and prospective students are welcome to visit the school. Advance notice of the visit is required; this ensures that staff members are available to provide a tour and to answer questions.

Re-enrollment Policy

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

If a student does not comply with the rules and policies of CCS, and/or does not make satisfactory academic progress, then for the good of the school and the student an evaluation of the student must be made. This evaluation will be made in a meeting of the student's teachers, the counselor and/or the administrator, and the student's parents. This meeting will be held to formulate a plan in order to encourage in the student a teachable spirit and to bring about the desired change in the student.

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

CONDITIONAL ACCEPTANCE

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

If it is determined by the administrator that CCS is not adequately meeting the student's needs, or that the student is not maintaining the standards of the school either academically or in behavior or attitude, the student will be asked to withdraw, or the student's enrollment will be terminated.

Prospective students who have no more than *one F* or *two D's* on their report card from the previous semester may be accepted under the provisions of academic probation. The "previous semester" is defined as the latest term at another school that the student has been enrolled in and received grades from, prior to applying to CCS. Students whose grades do not meet these minimum guidelines will not be considered for admission.

WITHDRAWAL FROM SCHOOL

The parent or guardian must notify the school office by phone or in writing of the planned date of withdrawal. On that last day, the student must secure a checkout form from the CCS office. This form must be completed and returned. Grades and other school records may not be released to parents until all financial obligations have been met.

APPENDIX B--Tuition

PAYMENT AND COLLECTION OF TUITION

Tuition may be paid monthly, annually or by semester to CCS. Monthly payments may be made over a 12, 11, 10, 9, or 8-month period. With the 12-month plan, the first payment is due on May 1 and the last payment is due on April 1. CCS Monthly Tuition Plan forms are available in the school office. The monthly payment may be automatically debited from a bank account. The finance manager has the forms for this arrangement. A \$40 non-refundable family enrollment fee is required for any monthly payment plan.

Monthly payments are due on the 1st and delinquent after the 10th of each month. A \$20 late fee will be assessed to accounts with payments not made before the 11th.

Tuition for the entire year that is paid in full on or before registration day in August will receive a 5% discount.

Payments made by semester are due at registration and on January 1.

If a tuition account becomes 3 months delinquent, parents will be expected to withdraw their child(ren) from Central and their account may be sent to the school's collection agency.

Student records and report cards will not be released when there is an outstanding balance on the account. If a student withdraws after entering classes at CCS, tuition is due and payable for that portion of the school year that the student has completed. NO REFUND WILL BE MADE OF FEES FOR THE SEMESTER.

FEES

All student fees are due in full at registration.

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

- Application Fee: A one-time charge of \$50 per family that covers the administrative expense of interviewing, testing and enrolling students. This fee is non-refundable.
- Family Registration Fee: This fee is \$100 per family. If paid by the designated date in April (date is set annually) with re-enrollment materials, this amount is deducted from student fees (for re-enrolling families only). If not paid by the designated date, the amount is charged to the student account.
- Student Fee: This fee covers book rental, ACSI and KSHSAA fees, material costs, contest fees, one yearbook for each student, and a pass for the student to home athletic events, excluding regional and state events. This fee is \$350 per student.
- Monthly Payment Plan Fee: This fee is \$40 per family. This helps to cover the expenses of providing and processing monthly statements.

APPENDIX C--Penalties for Major Violations

ALCOHOL AND DRUGS

Students possessing, consuming, distributing, selling, or being under the influence of alcoholic or cereal malt beverages, or illegal narcotics or drugs, whether on campus or at school events, shall receive an automatic five-day suspension. A formal hearing will be scheduled, within the five-day suspension period if possible. At that hearing the student may be subject to a long-term suspension or expulsion. Students who are allowed to return to CCS will be placed on probation. Situations with students involving these beverages/substances may be reported to legal authorities.

FIGHTING may result in a five-day suspension, based on the judgment of the administrator.

FIRECRACKERS AND EXPLOSIVES

Use of firecrackers or explosives on school property or at school events will result in an automatic five-day suspension and will be reported to local law enforcement.

PROBATION PROCEDURE

The purpose of probation is to allow the student a designated period of time in which to demonstrate improvement in a specific area of deficiency.

ACADEMIC PROBATION

This will apply to any student who fails a class (a grade below 60%) and/or who receives two or more grades in the 60%-69.9% range at the end of any 9-week grading period. Notification will be sent to the parents of the student's academic status. The parents and student should discuss the serious nature of the situation and the parents are encouraged to contact teachers for a conference. If satisfactory progress is not made by the end of the semester, the administration will make a determination regarding conditions or stipulations for the continued enrollment of the student based on the process described in "Re-enrollment Policy."

BEHAVIORAL PROBATION

Students will be placed on behavioral probation for habitual violations of any school rules or guidelines, or for demonstrating an attitude that consistently violates biblical principles. When the severity of the violation warrants, students may be placed on behavioral probation for a single violation. The administration reserves the right to request the withdrawal or require the dismissal of a student on behavior probation at any point.

SUSPENSION AND EXPULSION

The Board of Trustees of Central Christian School may suspend or expel, or by regulation authorize the administrator to suspend or expel, any student guilty of any of the following:

- Willful violation of any published regulation for student conduct adopted or approved by the board of Central Christian School.
- Conduct that substantially disrupts, impedes, or interferes with the operation of the school.
- Conduct that substantially impinges upon or invades the rights of others.
- Conduct that has resulted in conviction of the student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States.
- Disobedience of an order of a teacher, peace officer, or any school authority.

Offenses on campus or at school events that will result in suspension and may result in expulsion include, but are not limited to the following:

- Use of illegal or non-prescribed drugs
- Use of alcoholic beverages in any form
- Use of tobacco or marijuana in any form
- Insubordination
- Sexual misconduct
- Truancy
- Vandalism
- Gambling
- Any verbal or written rejection of Jesus Christ, the Bible, or the doctrinal stand of CCS.

SHORT-TERM SUSPENSION PROCEDURE

A short-term suspension is from one to five school days. Under normal circumstances, no short-term suspension will be administered without giving the student notice of the charges and setting a conference. The conference shall include the following due process requirements: 1) the right of the student to be present at the conference, 2) the right of the student to be informed of the charges, 3) the right of the student to be informed of the basis for the accusations, and 4) the right of the student to make statements in defense or mitigation of the charges or accusations. Conference participants may include the student, parents, administrator, and the staff member most directly involved.

A short-term suspension may be administered immediately (without a conference) if the presence of the student endangers persons or property, or substantially disrupts, impedes, or interferes with the operation of the school. A written notice of any short-term suspension, including the reason, shall be given to the student involved and to their parents or guardians by the end of the next school day after the suspension has been imposed, if possible. In the event the student has not been afforded a conference prior to any short-term suspension, it shall be provided as soon as practicable, but in no event later than three school days after a short-term suspension has been imposed. A student may be placed on probation following one short-term suspension. Probation will be automatic after the second short-term suspension. A third short-term suspension will result in a hearing with a recommendation that the student be suspended long-term or expelled.

LONG-TERM SUSPENSION PROCEDURE

A long-term suspension is any suspension longer than five days, but no longer than the end of the current school semester. No long-term suspension shall be administered until an opportunity for a formal hearing has been afforded to the student. A written notice of any proposal to suspend for an extended time and the charges upon which it is based shall be given to the student and to his parents or guardians. This notice shall state the time, date, and place that the student, if he wishes, will be afforded an opportunity for a formal hearing before the Central Christian School Board of Trustees. A copy of this policy and appropriate regulations of the Board of Trustees shall accompany the hearing notice.

EXPULSION PROCEDURE

An expulsion is the removal of the student during the enrollment term and for (at least) the subsequent full semester. No student shall be expelled until an opportunity for a formal hearing has been afforded to the student. A written notice of any proposal to expel, and the charges upon which it is based, shall be given to the student and to their parents or guardians. This notice shall state the time, date, and place that the student, if he wishes, will be afforded an opportunity for a formal hearing before the Central Christian School Board of Trustees. A copy of this policy and appropriate regulations of the Board of Trustees shall accompany the hearing notice. A majority vote of the Board is necessary to finalize the decision to expel. A student who has been expelled may be considered for re-admission after a minimum of one entire academic-year semester from the term in which the expulsion occurred.

APPENDIX D--CCS Morning Pledges

U.S. FLAG PLEDGE

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 PLEDGE

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

BIBLE PLEDGE

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

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