



August 10, 2011

Welcome to Central Christian School, a dynamic Christian school in Hutchinson, Kansas. We are glad to have you as part of the CCS family.

This is a special year in the history of the school as we are celebrating our 63rd year of serving God through Christian education. What a joy it is to be a part of God's work here on earth; that is the daily instruction of young boys and girls in His truth. During these past six decades, CCS has been blessed with visionary board members, a dedicated staff, parents who have supported the school and students who have sought excellence in their desire to walk with the Lord.

It is only through God's provision that CCS has been able to arrive at this 63rd anniversary. He has been the center of all that is CCS, and anything that has been accomplished at the school during this time is to His glory. This year's theme verse is Psalm 25:4, which states, "Show me your ways, O Lord, teach me your paths." While we rejoice in the sixty-three years of teaching us His ways and showing us His path, it is with our eyes focused on Christ Jesus that we embark on the coming years of Christian education here in Hutchinson.

CCS is a very pleasant place for all who work here, and everyone tries diligently to keep it that way. It is our desire and prayer that you will personally experience positive growth in all areas of your life. Teachers, students, and the parent community are friendly, helpful, and enthusiastic about what is happening at school. We believe these relationships and the desire to excel at CCS are a result of the focus on God's truth and the life-changing effects of Jesus.

This Parent/Student Handbook is published at the beginning of each year with detailed guidelines and policies for school participation. It is revised annually and distributed to each student in grades 6-12 and to each family in the elementary school. Your presence at CCS should be representative of your personal commitment to adhere to all the standards and regulations found in this handbook.

During the course of the year, you also may find matters of interest that are not covered in this booklet. In these matters, the school administration will have the final word, seeking to have all things firmly rooted in God's Word. No handbook can totally cover all of the school's numerous practices and procedures. Please don't hesitate to ask for further information or assistance. We're here to serve you.

As we begin this new school year, we look forward with great anticipation to what God will be doing in our lives.

Have a great year at CCS!
Tim Kuhns, M.Ed.
Administrator

Central Christian School

Student & Parent Handbook 2011-2012

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 compete 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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SCHOOL YEAR THEME VERSE:

**“Show me your ways, O Lord, teach me your paths.”
Psalm 24:4**

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.

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. Freedom is the result of following the precepts of the Holy Scripture.

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, interdenominational school serving over twenty evangelical churches.

In 1971 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-third 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 throughout the world 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 King James Version, (New) King James Version, the New American Standard Bible and the New International Version for class related study and memorization.

ACADEMIC INFORMATION—SECONDARY SCHOOL
Grades 6-12

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 (unless waived by administration)	one credit
Elective Courses.....	(minimum of) 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 (unless waived by administration) 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, & 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 administration. Teacher's aides receive .25 elective credit per semester.

CLASS SCHEDULE CHANGES

Course changes should be made by the end of the second 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 administration.

TRANSFER, CORRESPONDENCE, AND DUAL CREDIT COURSES

Central Christian will accept transfer credits from other 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. Central Christian may accept credit for a correspondence course or on-line course, but the administration 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 CCS administration **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. (exceptions may be made for valid 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.

Due to the extent of the teachers' work load at the end of each semester and the extra time spent in the preparation of early exams, requests in writing must be submitted three weeks before the date the student wishes to take an exam. Students taking early exams lose the privilege of exemption. A fee will be charged for each early/late exam given and this fee will be given directly to the teacher.

GRADE REPORTS TO PARENTS

Midterm reports, quarterly and semester grades will be recorded on our secure administrative internet server called Jupitergrades at the conclusion of each of the grading periods. Parents and students will be notified when all of the grades are updated. The grades may be accessed at any time at **www.jupitergrades.com**.

Reports will be sent home more frequently via our internet server 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 in accordance with KSHAA guidelines.

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 for the middle school and high school. The honor roll is determined by grade percentage average. The honor roll will be published in two divisions: High Honors (98%-100%), Honors (93%-97%).

PARENT, TEACHER, STUDENT CONFERENCES (PTS CONFERENCES)

Regular communication between parents and teachers is extremely important. To provide for this, K-12 classes will be dismissed for one day in the fall semester. At least one parent and the K-12 student will be required to attend this scheduled conference during the first semester. Students in grades 6-12 who are on the honor roll (High honors and Honors only) at the conclusion of the first semester are not required to attend the PTS conferences in the second semester. In addition to this scheduled time, parents and teachers are encouraged to stay in contact and meet as needed. Parents may keep up to date on their student's performance by accessing www.jupitergrades.com on a regular basis. Parents are also encouraged to communicate their concerns to the classroom teacher and the administration via [jupitergrades](http://jupitergrades.com).

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 taken again prior to graduation. When this is not possible, the failed course will be re-taken through an approved course. The administration must approve these courses prior to enrollment.

Middle School students (6-8) who fail two or more of the academic subjects (Bible, English, Mathematics, Social Studies, or Science) may not be promoted to the next grade. This retention decision is made by the administration in consultation with the student's teachers and parents.

STANDARDIZED TESTING

ACHIEVEMENT/ABILITY TESTING

Middle School students (grades 6-8) are given an achievement test each year to aid the teachers in the formative assessment of each student.

SCHOLARSHIP TEST

The PSAT/NMSQT is given every October. This is the qualifying test for the National Merit Scholarship program. All sophomores are encouraged and juniors are required to take this test. Packets and practice tests are available.

COLLEGE ENTRANCE TESTS

Registration packets, web addresses, and practice tests are available for both the ACT and the SAT tests. It is strongly recommended that students take each test at least twice by the first semester of their senior year.

The Guidance Office is here to help you in many ways. We are ready to listen and to help you when you encounter a problem. Whether you face a problem with your class schedule, have questions about spiritual matters, encounter a difficult situation in a relationship, or need information about college, feel free to talk with us. Homeroom teachers and other faculty members are willing to give friendly advice and understanding help. Our desire is to help you grow spiritually, intellectually and socially during your school years. Specific services available to you from the guidance office are as follows:

School Wide Services:

New student orientation
Individual personal counseling
Parental counseling
Standardized testing
Test result interpretation
Career interests & awareness

Secondary School Services:

Course schedule
Graduation credits/college
Academic records
Independent studies
College admissions & financial aid
College fairs
9th & 12th grade orientation

Resources Available:

College reference materials
Financial aid references
College financial aid references
Career selection resources
Test preparation materials
Internet access to college websites

COLLEGE VISITS

Juniors and seniors are encouraged to meet with college representatives that come on campus. Students need to get permission from their teacher(s) and sign up in the school office no later than one day before the visit. Students will receive a pass the day of the visit. The student and the teacher should use their best judgment when determining the benefits of missing a class in order to attend a college presentation. Students are responsible for all missed work. Freshmen and sophomores are limited to one college presentation per semester.

Juniors and seniors are permitted days off campus to visit colleges. Students are encouraged to visit colleges 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 administration 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—ELEMENTARY

GRADING SCALE – KINDERGARTEN AND 1ST GRADE

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

GRADING SCALE – 2ND THROUGH 5TH GRADES

Percentage Scale

A .. 100-90%

B 89-80%

C 79-70%

D 69-60%

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 (3rd-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 (98%-100%), Honors (93%-97%) and Honorable Mention (85%-92%).

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, STUDENT CONFERENCES (PTS CONFERENCES)

Regular communication between parents and teachers is extremely important. To provide for this, classes will be dismissed for one day each semester. At least one parent and the student will be required to attend this scheduled conference. In addition to this scheduled time, parents and teachers are encouraged to stay in contact and meet as needed. Parents with students in grades 2-5 may keep up to date on their student's performance by accessing www.jupitergrades.com on a regular basis. Parents are also encouraged to communicate their concerns to the classroom teacher and the administration via jupitergrades.

STANDARDIZED TESTING

Elementary students in grades 2-5 are given an achievement test each year to aid the teachers in the formative assessment and individual instruction of each student. Parents should assure that their child gets plenty of sleep and eats nutritiously in the days prior to the scheduled tests. Parents are given access to the results of these tests via email shortly after the results are reported to the school.

OPEN-DOOR AND MATTHEW 18 POLICY

Parents are welcome in their child's classroom. If you would like to visit, please notify the teacher prior to your visit. We believe it is the parents' God given responsibility to "train up their child in the way they should go." CCS desires to aid the parent in this vital responsibility. We welcome your participation.

Please feel free to communicate regularly with your child's teacher. If or when problems occur, we ask that you talk directly with the responsible teacher. If the problem is not resolved to your satisfaction, after you talk with the teacher, you are then asked to discuss the matter with the administration. If necessary, the administration will schedule a meeting with the responsible teacher, the administration and yourself. This procedure follows Jesus instructions in Matthew 18:15-17. Let's work together to keep a congenial and positive spirit at CCS.

GENERAL SCHOOL PROCEDURES

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

All students who arrive before 7:50 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 7:50 bell has rung.

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

Parents arriving after 3:30 pm may pick up their children in the office.

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

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 area television and radio stations. We will have notice of cancellation on the air as soon as possible.

MEDICATIONS

All medications should be turned in at the front office upon arrival at school. No student is allowed to have prescription drugs in her/his possession during school hours unless arrangements have been made with the administration. (This includes 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 by the school receptionist.

STUDENT CHECK-IN AND CHECK-OUT

Students in grades 6 through 12 who arrive after 8:10 a.m. or leave before 3:30 p.m. must sign in and/or out in the school office. Parents who wish to allow their student to leave school during school hours must notify the office concerning the time and purpose of the absence.

HOMEWORK POLICY

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

SCHOOL PHILOSOPHY

Homework should . . .

- Foster positive attitudes, habits and character traits.
- Facilitate knowledge acquisition in specific topic.
- Promote thinking skills and provide feedback.
- Provide preparation for upcoming tests.
- Homework should be used for
 - practice.
 - a creative extension of what has been learned.

Parents should . . .

- 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 quiet study location and regular schedule for study at home.

CLOSED-CAMPUS LUNCH

CCS has a closed campus lunch-time. All students must eat in the cafeteria unless other arrangements have been made for the student by the responsible teacher/administrator.

Student Visitors to Campus

From time to time students have friends that want to attend class with them, or friends that are considering enrollment at CCS. Please seek permission from the administration at least one day in advance for this privilege. We request that these visitors arrive on campus no earlier than your child's lunch period (K-5 11:45/6-12 12:30). Some exceptions may be allowed but only with the direct approval of the administration. Visitors are invited to eat lunch in the CCS cafeteria and will be charged the visitor's rate.

STUDENT SERVICES

WORSHIP TIMES AND ASSEMBLIES

Throughout the year, special assemblies will be held to commemorate special events, holidays, or present awards. CCS holds weekly worship times, usually on Tuesdays (Secondary School) and Fridays (Elementary School) of each week. Parents and all interested parties are welcome to attend.

HOT LUNCH PROGRAM

Students have the option of bringing a 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 National school lunch program, and many of our families qualify for reduced-price or free lunches under current federal guideline. Please do not hesitate to explore these possibilities. Applications for reduced-price or free lunches are available in the office.

LOST AND FOUND

Students should take care not to leave items overnight lying in front of lockers, on top of lockers, in locker rooms, or on the bleachers. 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 gymnasium; those items left unclaimed will be given to worthy service organizations at the conclusion of each 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. Students should put 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 unsealed food or drink in their lockers. Rubber cement or plasti-tak is recommended to fasten 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 have items in or on their lockers that are contrary to the wholesome atmosphere at CCS.

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

STUDENT AUTOMOBILES

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 are not allowed to linger in their vehicles before or after school, or go back to them during the school day without specific permission from a teacher or administrator.

STUDENT TRANSCRIPTS AND RECORDS

Copies of student transcripts and records will be sent 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.

LIBRARY

The Library is open each school day and is primarily a learning center where the students may check out books, research or spend their study time. CCS parents are encouraged and welcome to access and use the library during school hours.

Library users should obey the following rules:

1. Be quiet in the library so as not to disturb others.
2. Reference books, such as encyclopedias and dictionaries, are to be checked out for one night only and returned the next morning before the first period class.
3. Books may be checked out for two weeks.
4. Damage to books, beyond normal wear and tear, will be paid for by the borrower.
5. No books should be taken from the library unless they have been checked out.
6. Lost books must be paid at replacement cost.
7. Use of the library computers will be scheduled through the Librarian.
8. Students are not allowed to access personal e-mail, game sites, or on-line communities without prior approval of a staff member.

TECHNOLOGY

Technology is an effective tool that complements the curriculum while expanding students' learning opportunities. From time to time students may be asked to bring their personal devices that have internet connectivity to school for educational purposes.

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. Good attendance reflects 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	8:05 - 3:15
Grades 6 -12	8:00 - 3:30
Office.....	7:30 - 4:00

ATTENDANCE: K - 12TH GRADE

CCS provides a minimum of 180 school days in its calendar. Consistent daily attendance and adherence to the class time schedule is important for the student and the instructor. Any absences for full or partial days require a written explanation from a parent or guardian.

In the case of planned absences, parents/students should notify the office in advance and complete any work that will be missed prior to the absence. If a student arrives at school after the year has already started, or leaves before the last day, parents should notify the office in writing. A withdrawal form must be filled out by all students who leave school at any time during the school year. This form is available in the office.

If a student is sick or unexpectedly absent from school, his/her parent should call the school office, before 8:00 a.m. on the day of the absence. (This is, first of all, a security measure and secondly helps our teachers keep track of each student's progress.) If a student has not arrived at school by 8:20 a.m. and the school has not been advised of his/her absence, one of the school secretaries will call parents to verify the student's whereabouts.

If you have previously advised the school that you will pick up your child before the end of the school day, upon your arrival please go to the school office (not to the classroom) to request dismissal. The receptionist will call the classroom to request the early dismissal of your child. You will also need to sign your child out in the appropriate book at the school reception desk.

EXCUSED ABSENCES: 6 -12TH GRADES

A) Illness, injury, family emergency, death in the immediate family.

B) Medical or dental services and school-approved education experiences. Whenever possible, it is much preferred that these be scheduled at times other than school days or during school hours.

Where absences can be anticipated (type B), parents should advise the school office **in advance**. Failure to communicate an absence by phone, e-mail or note will result in the absence being unexcused.

Anticipated absences of more than one day should be communicated at least **three days in advance**. A parental request for an absence not related to A or B above must be **submitted to the office at least three days before the absence is to occur**. The Administration will then review the request and notify the parent(s), student(s), and teachers whether the absence is excused or unexcused. Once again, any student arriving at school after the first period or leaving school before the end of the day must sign in or out with the school receptionist.

UNEXCUSED ABSENCES: 6-12TH GRADES

An unexcused absence is any absence without an administrative approved excuse. When official communication has not been received from the parents within **three days** of the absence, the absence is also unexcused. **Tests and work given during unexcused absences may be written for up to a maximum of 80% credit at a later date**. Students who are suspended from school or who skip classes should expect to receive a "0" (zero) for all work missed.

PARTICIPATION IN KSHAA 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 KSHAA sanctioned activities 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 activity will not be allowed to participate in that activity, 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.

TARDIES: 6-12TH GRADES

Secondary students who are tardy to school (Homeroom) more than three times in a quarter will receive a detention. Tardies are partial absences and follow the same criteria as excused or unexcused absences. If excessive tardiness continues, students will receive after school detentions and then suspension.

HIGH SCHOOL – 2-8TH PERIOD TARDIES

Students who are late to class will receive a tardy. Five tardies in any quarter will result in a detention. Students who are more than five minutes late (without acceptable reason) will receive a detention.

MIDDLE SCHOOL – 2-8TH PERIOD TARDIES

Students who are late to class will receive a referral after the third tardy in that class. Three referrals in any quarter will result in a detention. Students who are more than five minutes late (without acceptable reason) may receive a referral.

MAKE-UP WORK POLICY:

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

ILLNESS OR ACCIDENT DURING SCHOOL DAY

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

1. Students should not be sent to school if they have a fever.
2. Students should not be sent to school if they are feeling ill, or if they are suffering from a contagious illness, e.g. pinkeye, chickenpox, mumps, etc.
3. The school staff will not give any medication to students without prior authorization from the parents.
4. Students may lie down at an assigned place until they feel better. However, if they miss more than one period of class, we will request that they be picked up from school.
5. **If a serious emergency occurs, the school will call the services indicated by the parents on the medical form.**

CHAPEL AND/OR HOMEROOM ABSENCES

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.

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 wholesome social relationships.

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 must be mutually supportive.** Things said or done that diminish respect for and confidence in their authorities will harm the student.

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

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

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

BIBLICAL GUIDELINES FOR SCHOOL BEHAVIOR

- (1) **Responsibility:** Being accountable for one's own conduct and being reliable in every situation. Colossians 3:17, Luke 16:10-11.
- (2) **Honor:** Showing respect for each other and those given the responsibility of authority over you. Romans 12:10, I Peter 2:17.
- (3) **Submission:** Yielding to those in authority, both in attitude and actions. Romans 13:5, Hebrews 13:17
- (4) **Obedience:** Doing what you are asked to do without challenge, excuse or delay. I Samuel 15:22, Proverbs 5:12-14, John 14:15

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

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

It should be understood that this is an agreement between the school, the parent, and the student. It should be clear to the parent and student that the school enforces these standards. 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.

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 appropriately; do not display unwholesome or questionable materials.

FOLLOW GUIDELINES FOR TELEPHONE USAGE

- Make phone calls or text message only before or after school, during morning break time or during lunchtime, and only if it is of high importance.
- Cellular phones are not to be seen or heard during class time or during passing periods. Do not use them during class periods without staff permission. This includes text messaging and all other internet access.

DO NOT

- Do not bring personal technological entertainment devices to school.
- Do not bring knives, weapons, or explosives of any kind to school.

ACADEMIC HONESTY

The CCS administration and faculty are dedicated not only to teaching academic skills but also to fostering integrity among students (Ps.2 6:1; Prov. 11:3). Since today's students are tomorrow's leaders, students must be encouraged to recognize, understand, and practice ethical behavior. In an effort to accomplish this goal, the following policy is presented to help students avoid what is considered unethical behavior and to help guide them toward more acceptable conduct (Prov. 11:1; I Pet.2:12). Each teacher will also address cheating and the integrity of doing one's own work as it applies to his or her specific course.

"For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of men" II Cor. 8:21.

Cheating is considered a very serious offense. Cheating is taking credit for work one has not done and includes the use or attempted use of unauthorized aids on tests, quizzes, homework, class work, reports, papers, or projects (Eph. 4:28). Furthermore, each additional offense contributes to a pattern of behavior.

Some examples of cheating include:

- (1) Copying another person's work to be submitted as one's own work;
- (2) Plagiarizing; (as defined in the MLA Handbook for Writers of Research Papers)
- (3) Having, using or attempting to use unauthorized aids (books, notes, calculators and other electronic aids or persons) on tests, quizzes, homework, papers, or projects;
- (4) Writing formulas, notes, or anything on desks, paper, hands, or clothing to be used or actually used on the assignment, or test;
- (5) Passing information through any means of communication during a test session;
- (6) Having a copy of the test or answers to the test;
- (7) Providing specific information about a test to someone who has not yet taken the test;
- (8) Attempting to deceive by changing a test paper that was previously graded;
- (9) Giving unauthorized assistance to a fellow student, i.e., giving another student homework to copy, allowing another student to look on test papers, doing another student's assignment for them;
- (10) Forgery in connection with academic endeavors or school processes or procedures, i.e., changing any grade on the report card; signing someone else's name on papers, reports, or passes; signing parent's name on notes for absences, tardies, or any communication; falsifying information on official school records.
- (11) Misrepresenting the truth (i.e. false reporting of community service hours, the reading of a required book, etc.)

The administration reserves the right to determine other instances of cheating that may not be included in the list above. Any student suspected of cheating will be referred to the administration.

Should the administration and the teacher determine that the student did indeed cheat, the student is subject to the consequences listed below:

- no credit for the assignment
- assigned after-school detention
- counseling and parent contact
- Suspension
- will not be allowed to exempt any exam during the school year
- reported to honor societies; and other organizations (i.e. STUCO)
- college admission record/references
- removal of awards

PUBLIC DISPLAYS OF AFFECTION

We encourage the development of strong Christian friendships, and it is expected that boys and girls will develop wholesome relationships. It is important to maintain conduct that is within the bounds of Scripture and good taste. For this reason, public and physical displays of affection are not permitted on campus or at any school event. Examples include holding hands, romantic embraces, kissing, etc.

CLASSROOM CONDUCT

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. Recurrent or unusual situations (such as a major violations) will be referred to the administration.

TECHNOLOGY – ACCEPTABLE USE

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

Students, staff, and administration who are involved in educational or research activities should have the highest priority in the use of technology (computers, scanners, printers, etc.). CCS is a community where all members should act in their neighbor's best interest.

- **Students may ONLY use technology designated for their use.**
- **The right to privacy in electronic communication and work:** CCS acknowledges and respects the right to privacy of all information stored on the network and forwarded through the school's servers. However, it is important to keep in mind that the technology and all the information stored in them belong to CCS. Under circumstances where CCS acts as the host, it is responsible to assure the legality of all transactions conducted in its name. Central Christian's Technology Department may access e-mails or personal files when deemed necessary to guarantee security and/or work on the system's maintenance.
- **The right to access the network's services:** All users will have the right to access the network according to their needs and hierarchy within the network. These services include e-mail, Intranet and Internet.

The following will NOT be permitted:

- (1) Using CCS computers for sending or receiving personal e-mail messages that do not pertain to school work.
- (2) Displaying offensive, racist, violent or pornographic messages or pictures.
- (3) Transferring files that contain offensive, racist, violent or pornographic messages/language or pictures via email, email attachments, file-transfer, or any other means of cyber-communication such as IRC, ICQ, etc.
- (4) Harming the network's performance by sending or forwarding chain letters by e-mail or the use of chat rooms on the Internet. Downloading and/or storing files from home or the Internet that are not pertinent to school activities.
- (5) Playing games or accessing on-line communities on school computers without a staff members consent.
- (6) Harassing, insulting or attacking others.
- (7) Trespassing in another's folders, work, files, or portable storage media.
- (8) Sharing his/her password or account with others. The user holds complete responsibility over his account and will be held accountable for any violations that are committed. Upon completing his/her task, the user must logout from the work station he/she is using.
- (9) Uploading any files onto a computer without the responsible teacher's permission.
- (10) Storing information on the computer's hard drive without the responsible teacher's permission.
- (11) Intentionally wasting limited resources such as using paper, printer or portable storage media for personal non-school use.
- (12) Creating or transmitting viruses.
- (13) Opening any file containing confidential information.
- (14) Copying any file or folder contents without permission from the responsible teacher.
- (15) Giving personal information out to strangers via the Internet, i.e. personal addresses or phone numbers of students or faculty.
- (16) Disobeying classroom or school rules concerning use of a particular piece of equipment or service.
- (17) Using school equipment for commercial purposes.

(18) Message trafficking. Many messages on the Internet have no practical use. Most of them are messages that have multiplied through forwarding. A large amount of these messages are unfounded rumors. All virus, invasion and vandalism warnings will be evaluated by the network administrator. **It is strictly prohibited to heed or proceed with any instructions stated in these warnings.** Students should not respond to warnings from the internet.

(19) Conducting any type of hacking: Any alteration of officially installed systems and/or configurations will be considered a hacking procedure and the penalty for this violation is extremely serious.

(20) Deliberate destruction of files, within or out of the CCS network.

The following MUST be done:

(1) When assigned an activity by a teacher that requires the use of technology, stick to the task.

(2) Obey all policies, guidelines and teacher regulations.

(3) Report immediately any violation of this policy to the responsible teacher or administrator. **If you are aware and do not report it, you will face the consequences as well.**

(4) Comply with all copyright and property laws. Rights to texts, music, software and images must be respected according to copyright laws. It is strictly prohibited to copy software on CCS computers.

(5) All messages, texts and documents must be identified by an author. Any message, document, image or other work transmitted through the network must have its author's identification. Anonymity is strictly prohibited.

(6) All software used and all media used in presentations will be legitimate and authorized for use by the CCS administration.

(7) Software on school technology will only be installed by authorized staff.

(8) Students will only use school computers in the presence of a supervising staff member.

(9) Respect Central Christian's standards. We believe our technology offers vast, diverse, and unique resources, promoting educational excellence at CCS. Each day we depend on these tools to access information, share resources and communicate. Poor usage of these valuable technological resources can result in serious trouble and damage to CCS. We are counting on everyone applying good judgment when using them.

Use of the technological resources at CCS is a privilege. Violation of any of the above ethical guidelines will subject the violator to the disciplinary action. Central Christian School reserves the right to withhold CCS technology privileges (including the access of personal devices) to any student found violating these policies.

DISCIPLINE PROCEDURES

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

A. COUNSELING by administrators, counselor, and teacher

B. PARENT CONTACT by phone or written communication

C. PARENT CONFERENCE

D. DETENTION in school during break time, recess, lunch hours, or after school

E. SUSPENSION from school and/or exclusion from school-sponsored activities or services. Students should expect to receive a "O" (zero) for all work missed.

F. RECOMMENDATION FOR EXCLUSION to the Board of Directors. Generally five suspensions, in one academic year, lead to a recommendation for compulsory transfer. If a student receives more than three suspensions in one school year he/she will be recommended for probation the following year. More than two suspensions during the probationary year could result in a recommendation for compulsory transfer.

G. OTHER DISCIPLINARY procedures may be employed in order to produce desired behavior for which the above listed measures may not be suitable. Some possibilities are: WORK DUTY, FINES, or REIMBURSEMENT. Students involved in disciplinary offenses may be subject to the consequences and procedures as listed:

Offense

1. ACADEMIC DISHONESTY

2. ATTENDANCE

a. Tardiness (after third tardy to class in a month)

b. Skipping class or required activity

c. Leaving campus without permission

d. Failure to communicate an excuse upon return from absence that day

3. CLASSROOM INTERFERENCE

Misbehavior in class which disrupts the learning opportunity of others

4. DRESS CODE

Inappropriate attire or grooming distracting to the educational process or apparel with objectionable or offensive messages

5. INSUBORDINATION

Refusal to carry out reasonable instruction of a school official

Consequences

no credit for the assignment
assigned after-school detention
counseling and parent contact
suspension
not allowed to exempt semester exams
included on college admission record
removal of awards

detention
counseling
parent conference
suspension

no credit for work missed
detention
counseling
suspension for multiple offense
parents conference
detention
suspension
unexcused absence
reduced credit for class work done or due that day (**Note: written excuses are a student's responsibility. Not all written excuses will be accepted.**)

detention
referral to counselor
removal from class
referral to office
non-credit for class
suspension

student notified - verbal warning
after school detention
parent conference
suspension

detention
parent conference
referral to counselor
suspension

Offense

6. DRUGS, ALCOHOL, SMOKING, PORNOGRAPHY

- a. Use of or attempting to sell on or near the school, or while attending a school-sponsored activity/function
- b. Possession of, use of, under the influence of, on or near school property or while attending a school sponsored function

7. FIGHTING AND VIOLENCE

Fighting and threat of violence are not tolerated

8. BULLYING/HARASSMENT

Bullying/harassment will not be tolerated at any level in any form

Bullying can be defined as:

Physical: hitting, tripping, pushing or damaging property

Verbal: name calling, insults, demeaning remarks, verbal abuse, cyberbullying

Indirect: playing jokes to embarrass or humiliate, spreading rumors, etc.

9. LITTERING

10. MISBEHAVIOR ON BUS

11. OBSCENE LANGUAGE OR GESTURES/ SEXUAL HARASSMENT

- a. Directed toward staff members
- b. Directed toward other students
- c. Sexual harassment, physical or verbal

12. PUBLIC DISPLAYS OF AFFECTION

In deference to the diverse community CCS represents, and adhering to the biblical principle of not being a stumbling block to others, students are expected to show respect and restraint in romantic displays of affection on campus and while participating in kissing, hand-holding and romantic embraces are not permitted.

Consequences

up to a five-day suspension
may be excluded on first offense
second offense will result in compulsory transfer

up to a five-day suspension
may be excluded on first offense
second offense will result in compulsory transfer

parent conference
counseling for threat
suspension for fighting
compulsory transfer may be recommended for repeat offenders

detention
parent conference
referral to a counselor
suspension(s)
compulsory transfers for repeat offenders

assigned litter pickup
other work assignment

student warned and counseled
parent informed
detention
temporary suspension of transportation service
permanent suspension of bus service

detention and/or suspension
detention and/or suspension
suspension
compulsory transfer

friendly warning
counseling
detention
parent conference
suspension

13. THEFT

Willful and malicious theft of school or private property; in possession of stolen item(s).

restitution or return of item
counseling
suspension
recommendation for compulsory transfer

14. VANDALISM

Willful and malicious destruction, damage, and/or defacing of school or private property

restitution for repairs or replacement
counseling
suspension
recommendation for compulsory transfer

15. PERSONAL MEDIA/ENTERTAINMENT DEVICES are not allowed at school.

collection of items by school personnel
detention
suspension for repeated violations

16. CELL PHONES & other electronic devices

Must be turned off during class time & passing periods

collection of items by school personnel
detention
suspension for repeated violations

17. WEAPONS

A student shall not possess or transport a dangerous instrument or weapon on or near school grounds or on the school bus

weapon(s) confiscated
parent conference
counseling
possible suspension and/or recommendation for compulsory transfer depending upon circumstance report to local law enforcement

18. INAPPROPRIATE TECHNOLOGY USE as stated in the Acceptable Use Policy

warning
loss of technology privileges
detention
parental conference
suspension
recommendation for compulsory transfer

The consequences outlined above will be followed under normal circumstances. School administrators may at times vary consequences depending upon the circumstances surrounding individual cases. Offenses and situations not listed above shall be dealt with at the discretion of the school administrators in accordance with school policy and established procedures.

Middle School Discipline

- (1) Referrals are used in the middle school in order to maintain a high level of communication between teachers and parents regarding student behavior.
- (2) Students get referrals for tardies, dress code violations, excessive talking, and disrespect to fellow students, etc.
- (3) Referrals are in triplicate so that everyone involved gets a copy:
 - a. student and parents
 - b. teacher
 - c. administration

- (4) Referrals accumulate **each quarter** (3 = detention, 6 = detention, 9 = suspension) and are reset at the conclusion of each quarter.
- (5) Students have two days to return referrals according to the return date written by the teacher on the referral.
- (6) Referrals are always returned to the teacher, late referrals (after two days) result in an additional referral.
- (7) Administration records the number of referrals for each student during each quarter and administers disciplinary consequences in an effort to change behavior.
- (8) Detentions will be scheduled as needed every Monday and Wednesday from 3:40 to 4:40 p.m.
- (9) Detentions may be given according to the administration's judgment in consultation with the teachers, i.e. disrespect to teachers, swearing, cheating on homework, etc.
- (10) Suspensions are given according to the administration's judgment in consultation with the teachers, i.e. disrespect to teachers, fighting, lying, forging parents names, cheating on tests, etc.

STUDENT DRESS CODE

All CCS students are expected to wear clothing that is **neat, clean, modest, and culturally acceptable in the Hutchinson community**. *Parents are expected to assume major responsibility to ensure that their children are in compliance with the dress code guidelines when their students 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.

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.

ELEMENTARY SCHOOL DRESS CODE (GRADES K-5)

Elementary students 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.

Pants, shorts, (girls capri pants, skorts, and skirts) may be navy blue, khaki, or black. Girls' skirts and jumpers can be uniform plaid. Shorts, jumpers, and skirts may be no shorter than two inches above the knee.

No extreme hairstyles or unnaturally colored hair (blue, green, purple), extreme makeup styles, earrings (for boys), body piercings, tattoos of any kind are permitted. Flip-flops, shoes that leave black marks on the floor or shoes of a radical style, shape, or color are not permitted.

A particular color and/or style may be designated for special school events or field trips.

SECONDARY SCHOOL DRESS CODE (GRADES 6-12)

Students in grades 6-12 should appear neat, clean, modest, and acceptable by the business culture in Hutchinson for a person of the students' age and gender. Examples of dress that would not meet these general requirements are:

- Revealing skirts/dresses/shorts
- Revealing shirts (Cleavage, mid-section, back, etc. exposed)
- Undergarments that can be seen (including see through material)
- Revealing tight fitting clothing
- Visible tatoos
- Piercings other than the ear(s) for girls
- Piercings for boys
- Un-natural hair colors (pink, blue, orange, etc.)
- Outlandish hair styles
- Straggly or unkempt hair, including facial hair
- Sleeveless shirts

Students are expected to treat his/her academic and social development at CCS like a full-time job. Students dress and appearance are expected to be appropriate for this job. If in doubt, ask yourself if the average executive in Hutchinson would look favorably at your appearance while working in his/her office. The CCS faculty and staff are responsible for correcting you when they feel that your appearance does not meet the above standards just like an executive would at an area business.

The student body is responsible for encouraging each other in appropriate dress. As the year progresses new rules and requirements may be added to the dress code by the administrative team. The addition of these new rules/regulations will be dependent on the dress code compliance level of the student body and will be the sole prerogative of the administrative team.

Gym/Athletic wear should meet similar standards of modesty, cleanliness, neatness and cultural acceptability. Your teacher/coach along with the CCS administrators will determine appropriate dress for each activity. Please remember that the CCS gym is a public area, accessible to many visitors and guests.

EXTRA-CURRICULAR ACTIVITIES (Secondary)

PHILOSOPHY

The goal of the activities program at Central Christian School is to help students to conform to the image of Christ and bring honor to Him. Success is determined by faithfulness to our Savior and stewardship of His gifts, not human accomplishment. Our desire is that 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 academic 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 beginning on the next Monday.

Students who are ineligible are allowed to participate in practices at the coach's discretion. They are not allowed to participate in any contests. They may NOT ride the team bus and be with the team or squad on the sidelines and/or team bench during the contest.

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

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*. Tryouts will take place each year, using the *Cheerleader Constitution* as a guide. Cheerleaders fall under the eligibility guidelines for KSHSAA and Central Christian School.

CLASS ORGANIZATIONS

Grades 6 – 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. All class activities must receive administrative approval.

CONCESSION STAND

The junior class is responsible to operate the school concession stand. Junior class parents are asked to help with the management of the concession stand.

FUNDRAISERS

All class fundraisers need to be approved by the administration. Class sponsors and officers 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, sponsors nor classes have the prerogative to initiate fundraisers without administrator approval. All correspondence and other written communication about a fundraiser must receive administrator approval. The reselling of purchased items for profit will, in general, not be approved.

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 and 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, before attending field trips.

SENIOR CLASS TRIP

Members of the senior class are allowed to miss four to five 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.

COMMUNICATION WITH PARENTS

JUPITERGRADES.COM will keep parents up to date on your students academic progress and other pertinent school related issues.

THE DAILY BULLETIN is a daily publication given to each teacher to be shared with the students during the morning homeroom. It contains the scheduled events of the day, duty assignments for teachers, special announcements or reminders for students and staff. Student groups desiring to have announcements in the Daily Bulletin should write out the announcement, have a faculty member sign it and hand it in to the school office by 1:00 p.m. of the preceding day.

SPECIAL ANNOUNCEMENTS are occasionally sent home in the form of flyers to bring parents' attention to special school activities or information. These are done as needed.

THE CCS WEB SITE includes the school calendar, information on school organization and activities. www.centralchristianschool.net

MEETINGS with teachers and administrators may be scheduled anytime a parent has a concern. These may be held via telephone, e-mail, or through a personal meeting prearranged between both parties.

PARENT/TEACHER/STUDENT CONFERENCES are scheduled each semester. **These occur each semester and are mandatory for grades K-8.** They provide students, parents and teachers with an opportunity to discuss academic progress in a more personal way.

PARENT SURVEYS are sent home periodically to evaluate programs and to seek parental input on numerous school issues.

SCHOOL ACTIVITIES provide various opportunities for communication. Music programs, athletic events, banquets, outreach events and fund raisers allow teachers, students and parents to interact in a more informal setting.

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. Three 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.

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 to sample vereneke, New Year's Cookies, and moos. Parents prepare and serve the food; students 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.

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. Admission to Central Christian School is granted to those families who desire for their children to grow in the Lord. CCS is seeking families who, as a result of these commitments, see a Christian school education as vital to their children's development.

ADMISSION STANDARDS

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

- Central Christian School is a ministry specifically to Christian families.
- In order that the families represented in the school 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 requested; 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 will be made. This evaluation will be made in a meeting of the student's teacher(s), an administrator, and the student's parents. This meeting will be held to formulate a plan to address the situation and bring about the desired change in the student's performance.

At the conclusion of the evaluation period, the teacher(s) will submit a recommendation to the administrator regarding the student's return for the following school year. Based on this recommendation, the administration will render a decision to accept or reject the student's re-enrollment. The administration will notify the 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 administration 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. The student must secure a checkout form from the CCS office prior to their departure. This form must be completed and returned. Grades and other school records may not be released to parents until all obligations have been met.

APPENDIX B--Tuition

PAYMENT AND COLLECTION OF TUITION

Tuition may be paid monthly, by semester, or annually. Monthly payments may be made over a 12, or 10, month period. With the 12-month plan, the first payment is due on May 1 and the last payment is due on April 1. On the 10-month plan the first payment is due in August and the last payment is due April 1. 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.

Payments made by semester are due at registration and on the first school day of the second semester.

Tuition for the entire year that is paid in full on or before registration day in August will receive a 2% discount.

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, a technology fee, 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.
- Early/late semester exam fee: This fee is \$30 per test, is required before the test is administered and is given directly to the students teacher.

APPENDIX C—Emergency Procedures

FIRE

A fire warning signal is initiated by an intermittent buzz, and strobe light. Teachers will give instructions to students at the beginning of the year. Escape routes are posted in each classroom, utilizing the following procedures:

1. Everyone will leave the building.
2. Students should 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

A tornado warning 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.

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.

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