



# **CENTRAL CHRISTIAN SCHOOL STUDENT HANDBOOK**

CENTRAL CHRISTIAN SCHOOL

3613 Hwy 34 East ■ Sharpsburg, Georgia 30277

Phone: 770-252-1234 ■ Fax: 770-304-9576

[www.cccrusaders.com](http://www.cccrusaders.com)

# CENTRAL CHRISTIAN SCHOOL

3613 Hwy 34 East

Sharpsburg, Georgia 30277

Dear Parents,

Thank you for your interest in Central Christian School. We serve a big God and He has His hands secured around our school where His protection and favor continue to be faithful.

In the following pages you will find information which will help you learn more about Central Christian School. Central Christian School provides a world-class Christian education for each child. Most importantly, we also offer many opportunities for students to begin or deepen their walk with Jesus Christ.

Our college prep curriculum begins in K-4 and extends through 12<sup>th</sup> grade. Imbedded in that curriculum are many opportunities to participate in daily Bible classes, weekly chapel meetings, fine and performing arts, varied instructional technology, academic competition, athletic competition, and so much more.

Central Christian School has been serving families for over fifty years. There are not many schools who can celebrate fifty years of anointed Christian education in our area.

We invite you to join the C.C.S. family. You will see why C.C.S. is one of the most rapidly growing schools in Georgia.

Yours in Christ,

Pastor Ron McCurry  
School Administrator

Bill Parsons, Ed.S.  
Head of School

Pam McCurry  
Office Manager

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# Central Christian School

## Guiding Principles

### Christian Environment

- We provide a Christian environment within our school which encourages students' spiritual development and relationship with Jesus Christ.
- We are committed to praying for and supporting the families of Central Christian.
- We are committed to partnering with parents as they raise their child to have a personal relationship with Jesus Christ.

### Student Centered Classrooms

- Students' learning needs are the primary focus for all decisions impacting the work of the school.
- We are committed to exemplary instruction which actively engages students in the learning process.
- We are committed to connecting to students, and maintaining a positive school climate that energizes staff and students.

### Integrity

- Students and staff maintain high standards of integrity.
- We believe in well-planned, exemplary daily instruction that ultimately prepares our graduates to achieve success in a college environment.
- Students and staff conduct themselves in a Christ-like manner with accountability and responsibility.

### High Expectations

- We maintain high expectations for student achievement and use data to enhance instruction.
- We provide professional learning for all staff that keeps them well grounded in best practices.
- We emphasize participation and excellence in all extra-curricular activities as they support Christian values.

### Commitment to Excellence

- We are committed to on-going evaluation and school improvement planning in every aspect of the school.
- We are committed to the use of 21<sup>st</sup> century technology to enhance instruction.
- We are committed to creating a school culture that reflects pride in Central Christian School and honors our Lord.

***Educating the heart as well as the mind!***

**HELPFUL INFORMATION AT A GLANCE**

**Policy Disclaimer:** Central Christian School reserves the right to change policies at any time. Policy changes, corrections, or clarifications coming through official email, newsletters, or other correspondence from the school shall carry the same weight as this official student handbook and in some cases will be considered replacement information in this handbook.

## **Telephone Number Reference**

### **Church**

770-252-3776

770-252-3703

### **School**

770-252-1234

### **Fax**

770-304-9576

### **Website**

[www.cccrusaders.com](http://www.cccrusaders.com)

## **Central Christian School History**

Began Kindergarten	1965
Added Elementary/Middle Grades	1966-1969
Added High School	1970
First High School Graduating Class	1974
Moved to Coweta County	1988

## **Administration**

Administrator: Ronald J. McCurry

Head of School: Bill Parsons, Ed.S.

Athletic Director: Justin Stephens

Assistant Principal for Elementary School: Sally Erickson

Assistant Principal for Upper School: Michelle McDaniel

Academic Counselor: Shelly Smith

Human Resource Director and Accounting: Wil Huffins

Office Manager: Pam McCurry

Office Assistant: Pam Tomlinson

## **General Information**

Grades K4-12

Instructional Hours

7:45-2:45 Grades K4-5<sup>TH</sup> GRADE

8:00-3:10 Grades 6<sup>th</sup> -12<sup>th</sup>

Extended Care 3:00-6:00

Curricula A Beka Books, Bob Jones University Press, Saxon, Go Math

Athletic Association G.I.C.A.A.- Georgia Independent Christian Athletic Association

Accreditation G.A.C (Georgia Accreditation Commission - Accredited with Quality)

# ADMISSIONS POLICY

## GENERAL INFORMATION

When considering enrollment, CCS does not discriminate on the basis of race, color, nationality, or ethnic origin. However, as a private educational institution, CCS reserves the privilege of setting and maintaining its own guidelines and standards for student conduct, dress, and scholarship. Admission to CCS is a privilege and not a right; therefore, the school maintains the right to admit only those families (students) who are in harmony with the standards and policies of the school.

- All of a student's personal documents, past and current academic and disciplinary records, and referrals (recommendations from former teacher or other school personnel, and other general references) must be secured by the Central Christian office before the initial official interview with the Head of School can take place.
- In addition to the criteria for placement stated above, children entering the *first year kindergarten* (K4) must be *four years old by September 1* of the upcoming academic year. Exceptions may be considered with a request made in writing by the parent. Children entering the *second year kindergarten* (K5) must be *five years old by September 1* of the upcoming academic year and have a certain proficiency in phonics and numbers established by the kindergarten teachers. Children applying for entrance in the *first grade* must be *six years old by September 1* of the upcoming academic year and have a certain proficiency in phonics, reading, and arithmetic established by the kindergarten and first grade teachers.

Because our application process relies on confidential information from several sources, if CCS chooses not to enroll your student, we reserve the right to withhold the reason for our decision. Parents of students who are declined acceptance will be notified in writing.

### **Re-enrollment**

Each spring, families whose children are currently enrolled in Central Christian are given first priority for enrollment for the upcoming academic year. Re-enrollment applications are sent home between January 1-31 and must be returned by the end of the month. Delaying the return of re-enrollment applications beyond the January 31 deadline may jeopardize one's opportunity for re-enrollment at Central Christian School.

Enrollment in CCS one year does not guarantee placement for the following school year. Prior to the re-enrollment period, parents will receive an invitation for the re-enrollment of their student. In the rare occasion that the administration does not wish to invite a student to return due to behavioral, academic, or other factors, the parent will receive a letter informing them of the decision. Parents with past-due accounts will not be permitted to re-enroll their child until their account is current.

### **Withdrawal Policy**

Withdrawing students from Central Christian is done through the office. Before final report cards can be issued or student records can be transferred, all fees must be paid and monthly tuition must be current. Students withdrawn from the school cannot be considered for re-enrollment during the same academic year or for subsequent years without approval from the Head of School. No financial refunds will be granted when children are withdrawn from Central Christian. Central Christian School reserves the right to set and maintain standards

and guidelines for the academic program, extracurricular activities, pupil conduct, grooming, apparel, cleanliness, scholarship, and personal associations. The school has the prerogative to refuse admission to enrollment candidates and to establish probationary criteria for those who are accepted into enrollment at Central Christian.

- Withdrawal/Dismissal must be made in person in the school office and a Withdrawal Form must be completed.
- Tuition Fees will continue until proper withdrawal is made. All properties of Central Christian School should be returned in good repair the day of withdrawal.
- No records, books, or other items belonging to the student may be taken home until all past due accounts have been paid in full (this includes but is not limited to tuition, books, fees, lunches, after school charges, library books or fines, and all CCS property returned).
- A student may be dismissed if the school deems it necessary due to below average grades, a conduct problem unbecoming of a Central Christian School student, financial problems with tuition, excessive absences and/or tardies, or if Central Christian School feels it can no longer minister to the student in a way which brings honor to the Lord.

## **ADMISSIONS POLICY**

### **ENROLLMENT PROCESS**

All families interested in enrolling in CCS should read all information in the Student Handbook. If after reading the information, you desire to apply for enrollment, the following steps should be followed:

#### **I. Schedule an informational visit (optional)**

Call the office and schedule a visit to the campus. We will be happy to give you a brief guided tour of the facilities and provide you with a packet of basic introductory literature that you may take home and read. If you then feel that the CCS Ministry could be the right partner in the Christian education of your children, then continue to step two.

#### **II. On-line Enrollment Process**

**The CCS application process is an on-line process. Visit our website at [www.ccrusaders.com](http://www.ccrusaders.com) for further information.** It includes an application (one per child), the family pledge (one per family), a financial partnership agreement (one per family), a student questionnaire (one per student fifth grade and up), Financial Contract, Statement of Understanding and Cooperation, calendar, information about extracurricular programs, and request forms (concerning birth certificates, immunization records, previous school records, and references).

#### **III. Required Forms**

- a. Application: (one per student)- Includes a \$150.00 Non-Refundable Application Fee
- b. Transcript Release Form: Authorizes previous school to release school records
- c. Family Information Forms:
  - Financial Contract
  - Parental Support Form

- Student Questionnaire
- Medical Records
- Applicants for elementary and middle school should submit a recent report card and results of standardized testing. High school students must submit transcripts from the previous school.

#### **IV. Testing**

Applicants may be asked to take admissions tests. The results of a nationally recognized standardized test taken within the past twelve months may be considered. If no such test records are available, or if additional testing is necessary, a testing date will be scheduled by the office. The testing fee is \$50.00 per student and is payable prior to testing.

#### **V. Recommendation Form**

Give the Confidential Recommendation Forms to the appropriate persons (Principal/Administrator, Teacher, other). Each form should be mailed to the CCS offices by the person completing the form.

The Certificate of Immunization and the Georgia Certificate of Ear, Eye, and Dental Examination (available through your personal physician or county health department) are required by the state and need to be on file in the school office by the first day of school.

#### **VI. Interview / Tour Process**

An informational tour may be scheduled by calling the school office. The Head of School will be scheduled to meet with you, share information about the school, and answer your questions. Afterward, a tour of the school will be provided. That meeting may suffice for the formal interview should you decide with the growing number of families that Central is the home for them.

After the application has been processed and all information has been received, an interview with the Head of School will be scheduled if a formal meeting has not yet taken place. The purpose of the interview will be to allow both parties to get to know each other and make certain that we are the right fit for your family. Whenever possible, both parents should attend the interview. Students in grades 6<sup>th</sup>-12<sup>th</sup> should also attend. The interview is a dialogue. Our Head of School will share with you a summary of the school's vision, goals and standards. He will spend time getting to know you and your child and give you a chance to ask questions about the school.

#### **VII. Expect notification of acceptance or denial within a month of the interview.**

Once the interview has been completed (unless it is immediately clear that Central Christian is *not* for your family), and all of the required documents and paperwork have been received and reviewed by the Head of School, a telephone call followed by a letter will be made notifying you of either the *acceptance* or *denial* of your request for enrollment.

#### **VIII. Placement of children.**

Once your family's application has been accepted, the Admissions Committee meets to make a determination and grade placement. Even if achievement scores are available, it is possible that a grade placement test may be administered to determine your child's level of achievement; particularly in the realms of math, reading skill and comprehension.

#### **IX. Secure your child's place in the school.**

Once steps one through five have been completed, it will be important to secure your child's place in the school. We strive to maintain small classes and classes fill quickly. Securing your child's place in the school is done by

1. Paying the one-time enrollment fee for each child. This covers the cost of opening each child's file and permanent record.
2. Paying the Book Fee.
3. Paying the current month's tuition (where applicable).

You will be notified of any additional fees (such as sports team fees) at beginning of the school year. No student is considered an enrolled student until all fees and other financial obligations have been met.

#### **X. Agreement**

By enrolling your child in our school, you are agreeing to support and abide by all of the policies listed in this handbook as well as any other policies, changes, or clarifications of policies that may come to you through newsletters, emails, or other official communication from the school.

*Special note: Students applying for admission who have special needs will be decided on a case by case basis by the Admissions Committee. CCS is not equipped to accept students with severe academic, physical, or emotional conditions. CCS reserves the right to dismiss any student who displays unusual psychological, social, or medical conditions that would prevent the student from following the school disciplinary policies. Parents may be asked to provide a confidentiality release and/or additional documentation to help the school better meet the child's needs.*

## **ACADEMIC POLICIES**

### **RenWeb Account**

Parents can monitor all student information (grades, discipline, lunch information, announcements, etc.) through their RenWeb account. To be better informed parents are required to create a RenWeb account. Procedures are explained on the school website.

### **Academic Probation**

A high school student is placed on academic probation if the cumulative grade point average (GPA) falls below 2.0, the GPA for the last semester is less than 2.0, or there is an "F" semester average for any individual course. The cumulative GPA includes grades earned during the semester for which the last grade report was prepared. The student will remain on probation until a cumulative GPA of 2.0 or better is earned.

At the high school level, all subjects will contribute to one's G.P.A. Elementary and middle grade academic probation is based on the individual classroom teacher's assessment of a student's academic progress and in keeping with the general policies of Central Christian School.

Special discipline will be administered to students on academic probation in order to help them overcome their academic handicaps and restore a proper emphasis to the academic aspects of their lives as students.

### **Bible Classes / Bible version**

All students share time in God's word every day. This study often includes memorization of scripture. Students need to have a Bible at school and that Bible may be whatever version the student or parent wants them to have. There are numerous versions of the Bible (King James, NIV, etc.) and we all have our preference for various reasons. When we memorize a verse as part of class or chapel we will ask that students memorize that verse from the same Bible, and that is often the King James Version. The reason for that is simple. Twelve or twenty students each memorizing scripture from almost as many versions makes it hard to memorize scriptures together. It makes it even harder to check on how well the student memorized the verse that week.

### **Credits**

Beginning in the ninth grade, students earn credits toward their graduation requirements. Courses offered at the high school level, when successfully completed, will earn for the high school student one credit per year or ½ credit per semester. In order to graduate and receive a high school diploma (which verifies competence in high school level subjects and/or college readiness) one must meet the credit requirements of Central Christian (see "Graduation Requirements"). Credits are earned by completing semesters of study with passing semester averages. In order to earn credits toward graduation, students must either take courses offered by Central Christian or courses from other institutions with prior approval from the Academic Counselor and Head of School. Prior approval is mandatory before registering for any course not offered by CCS.

### **Honors Course Credit**

Beginning in the ninth grade, students earn credits toward their graduation requirements. Honors courses offered at the high school level, when successfully completed, will earn for the high school student one credit per year or ½ credit per semester. In honors courses, one point will be added to the student's final semester average each semester.

### **Electives**

The core academic program at Central Christian at every level includes what may be generally described as Bible, English/language, math, history, and science. Beyond that, other "elective" courses are offered, such as music/band, drama, art, foreign language, computer applications photography, yearbook, and many more. These elective courses are offered when scheduling, teaching, personnel, and student demand warrant it. Details regarding electives are shared at the beginning of each academic year.

### **Athletic Eligibility**

Eligibility refers to students meeting guidelines for participation as described in the G.I.C.A.A. manual. G.I.C.A.A. (Georgia Independent Christian Athletic Association) is our governing body for athletic and academic competition. G.I.C.A.A. guidelines for eligibility must be met for any child to participate in their academic or athletic competition of any kind.

1. A student has eight consecutive semesters or four consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition.
2. Students are ineligible for the following year if they are failing more than one subject at the end of the second semester or for the year. They can earn up to two credits during the summer.

### **Exams**

Examinations falling at the end of each semester are a critical element of the school’s academic evaluation process. Parents must avoid scheduling any travel or activity which requires their children to be absent from school during exams or exam preparation days.

**Exam Exemption Policy**

Students in grades 7-12 with a 90 average and no absences for a class may exempt one exam. Students with a 98 average for the semester in a class may exempt taking the final for that class.

**Failing Grades**

Failing grades are signals that a student is having problems. A failing homework, quiz, or test grade is an academic liability. A pattern of failures that is not remedied by the end of a nine-week term, semester, or year will prove to be a major handicap for the student, especially when his/her failures are in subjects of fundamental importance such as courses that are required for credit as the high school student works toward graduation. Students who fail a course for a semester or year may be required to make up that course by repeating it during a subsequent academic year or by making it up in an approved summer school or tutoring program. Parents who notice either a pattern of failing grades on course work during the term or failing grades on their child’s report card should communicate with the child’s teacher and/or the administrator about what steps should be taken to remedy the failing grade or failure pattern.

**Grading Scale**

90-100 = A      80-89 = B      72-79 = C      70-71 = D      0-69 = F

**Ungraded Subjects**

S Satisfactory/Passing  
U Unsatisfactory/Not Passing

**Other**

INC Incomplete  
NC No credit offered/No Credit earned because of Excessive absence/Needs Improvement/Course dropped

**Conduct**

E Exemplary  
S Satisfactory  
U Unsatisfactory

**Meanings of Letter Grades**

- A Demonstrates mastery/ excellent work
- B Demonstrates competence/ above average work
- C Demonstrates fair achievement/ average work
- D Demonstrates deficiency/ below average
- F Demonstrates acute lack of effort and/or understanding/ unsatisfactory work

**Graduation Course Requirements**

**Credits Required**

Bible	4
English	4
History	4
Mathematics	4
Science	4
Foreign Language	2
Electives	3

————— 25 Total Credits

**Homework**

Teachers give homework to help their pupils advance in their studies. Pupils are expected to complete their homework within the assigned time frame. Homework may be assigned for drill, practice, remedial purposes, or special projects that require research or time beyond the scope of regular classroom activities. Failure to complete homework assignments may result in disciplinary action.

It is important that pupils make their homework a priority from the very beginning of the academic year; that they carefully record all assignments and take home everything that is necessary in order to complete those assignments. If parents discover that it is not possible for their child to complete a particular homework assignment on time, they must send a note of explanation and a request for a reasonable extension to the teacher or discipline will be administered. Students are responsible for all homework assigned during absences.

### **Honor Roll**

An academic honor roll is compiled at the end of each semester. All academic and conduct grades are considered when determining the honor roll.

- Elementary—At the elementary level (grades 1-5), those who have earned semester averages of A in all academic subjects are enrolled in the Crusader Honor Roll. Those who have earned semester averages of B or better in all academic subjects are enrolled in the A-B Honor Roll.
- Middle and High School—At the Middle and high school levels (grades 6-12), those who earn a 3.5 or better overall GPA and no C's, D's, or F's for the semester are enrolled in the Crusader Honor Roll. Those who earn a 3.0-3.44 overall GPA and no D's or F's for the semester are enrolled in the A-B Honor Roll.

### **Late Work Policy**

If a student does not turn in their assignments the following policy will be enforced:

- 1 day late = 11 point deduction (one letter grade, i.e. an A becomes a B) and an email to parents
- 2 days late = 21 point deduction, (two letter grades, i.e., an A becomes a C) email to parents and lunch detention
- 3 days late = 31 point deduction, (three letter grades, i.e. an A becomes an F) email to parents, administrative referral, and becomes a category 2 offense.

All work for seniors must be completed a week prior to graduation.

### **Make-up Work Policy**

- **Excused Absences**  
Students will have three days for each day he/she is absent to make up assignments. However, if the student does not provide appropriate documentation to the front office within *three days* upon returning, the late work policy will be enforced.
- **Unexcused Absences**  
Students who have an unexcused absence are expected to have assignments on the day they return to school. It is the students and parents responsibility to retrieve assignments from RenWeb. If the student does not have assignments upon returning, the late work policy will be enforced.

## **Planned Travel**

Students who need to miss due to planned vacations will need to first complete a form in the office as well as seek approval by administration two weeks prior to absence. In addition, the student must have each teacher sign the form with the assignments that need to be completed. Students should complete homework, class work, projects, tests, and/or quizzes prior to being absent unless the teacher has given special permission to the student. The late work policy will be enforced if the student does not follow proper procedures.

## **Assessments**

If a student has an unexcused absence for any scheduled assessments, the assessment will result in a zero. Students are not allowed to make-up assessments without appropriate documentation for the excuse. If a student checks in and he/she has an excuse, the student must make up the assessment the same day. Otherwise, the assessment will result in a zero.

## **Promotion (High School)**

In order to advance to the next grade level, high school students must earn at least 5 credits per year:

To advance to the 10<sup>th</sup> grade, at least 6 total credits must have been earned.

To advance to the 11<sup>th</sup> grade, at least 12 total credits must have been earned.

To advance to the 12<sup>th</sup> grade, at least 18 total credits must have been earned.

## **Quality Points**

Classes taken for credit in middle and high school earn quality points based on a 4 point system: 4 points for an A, 3 points for a B, 2 points for a C, 1 point for a D, and 0 points for an F. Quality points earned in each class are averaged at regular intervals in order to determine one's semester and cumulative grade point average (GPA).

## **Report Cards**

Reports cards are posted on RenWeb each nine weeks.

## **SCHOLARSHIPS: HOPE and ZELL MILLER**

### **Eligibility for these:**

#### **HOPE Scholarship**

- 3.0 GPA as calculated by the Georgia Student Finance Commission (GSFC) in core curriculum courses (English, Math, Science, Foreign Language, Social Science)
- Rigor requirements (Refer to the rigor course list below)

#### **Zell Miller Scholarship**

- Designated valedictorian or salutatorian OR
- 3.7 GPA as calculated by GSFC in core curriculum courses
- Must meet rigor requirements
- Test component:
  - 1200 SAT combined score (Critical Reading and Math)
  - or
  - 26 ACT composite score

## **CCS Rigor Courses Offered**

Students must pass at least four courses from the rigor list to graduate and be eligible for the Hope/Zell Miller Scholarship. These include:

Honor Pre-Calculus	Honors Calculus
Honors Anatomy and Physiology	Scientific Research
Honors Chemistry	Honors Physics
Spanish II	Statistics

### **Summer School**

Summer school is sometimes necessary when a student needs to retake or make up a course. All summer courses or tutoring for credit must first be approved by the administration. CCS does not currently offer a summer school program.

### **After-School Help Classes**

Students are encouraged to seek help from their teachers. Please make requests for before- or after-school extra help early enough for the instructor to make adequate preparation. Extra help will be required for any student failing a subject or who, in the opinion of the teacher, is not achieving minimum requirements. It is also an important means for accomplishing the objective of the academic probation program.

A student desiring extra help may participate voluntarily. A student will be required to attend extra help classes if he has an average below 65 in a subject. A student who, in the opinion of a teacher, is deficient in any subject may be required to attend a remedial extra help class even though he may have a passing grade in the subject. An extra help class takes priority over all activities except extracurricular activities requiring early release for a specific purpose, such as an athletic event or a field trip. Help classes are held Monday-Friday from 3:10-3:40.

### **Valedictorian, Salutatorian and Honor Graduate Policy (7/22/16)**

#### **Residency requirements**

The Valedictorian and Salutatorian for Central Christian School must be a full-time student enrolled at CCS who has attended CCS for a minimum of two consecutive years.

#### **Criteria for the selection of the valedictorian**

1. Students must be in the Honors Program (See *Honors Program*) in order to qualify for the valedictorian or salutatorian.
2. Selection of the valedictorian will be done at the end of the third nine weeks after the transcript, grades, and attendance have been verified by teachers and administration. The student with the highest grade point average as of January 1 of each year will be named valedictorian. Grades earned through dual enrollment classes will be included in the student's GPA.
3. The student with the highest GPA after the first semester of the senior year will be the valedictorian. Grades from the third nine weeks will only be used to determine the valedictorian if there is a tie with the GPA of more than one student. Should there still remain a tie, the student with the highest combined SAT score in one sitting using math and reading scores will be named valedictorian.
4. The final average for each course will be used in determining the GPA.
5. The valedictorian and salutatorian will be named in April each year.

### **Criteria for the selection of the salutatorian**

The process for the selection of the CCS salutatorian will be the same as that of the selection of the valedictorian. The student with the second highest cumulative GPA will be named salutatorian.

### **Rigor Points for Honors Classes**

Rigor points are assigned to students who take honor's level classes. It acknowledges that honor's classes are more difficult than regular non-honor's level classes. One rigor point will be added to a student's final average each semester in every honors class he/she takes. These points will be included in the calculation of valedictorian, salutatorian, and honor graduates. By the State of Georgia Hope policy, these points must be removed when calculating students G.P.A. for the Hope Scholarship.

### **Criteria for selection of honor graduates**

Selection of honor graduates will be done at the end of the third nine weeks after report cards have been verified by teachers. To be named an honor graduate the student must have a cumulative G.P.A. of 3.00 through the third nine weeks of their senior year. Grades earned through the dual enrollment program are counted in the honor graduate selection. To be an honor graduate, a student must have taken and passed every honors level course offered at CCS (or its dual enrollment college course equivalent) with an "A" or "B" upon entering CCS or up to fourteen honors classes. A complete copy of these courses can be found on page 17.

Summa Cum Laude graduates:	3.75 and above GPA
Magna Cum Laude graduates:	3.50-3.74 GPA
Cum Laude graduates:	3.00-3.49 GPA

### **Dual Enrollment / Move On When Ready**

Dual Enrollment, also known as Move on When Ready (M.O.W.R.), is a program where high school students can take approved college classes through a college we partner with. We currently partner with six colleges to give students a wide choice in which to begin their college career. Those colleges are Point University, University of West Georgia, Brewton-Parker, Clayton State, West Georgia Technical College, and the Georgia Military Institute. If a student passes with an "A", "B", or "C", they receive course credit from both the college and CCS.

While Dual Enrollment is a wonderful opportunity for students, parents and students should consider participation in the Dual Enrollment very carefully. The college environment can be quite different than that of a high school environment. There are several things to consider.

1. Has the student been successful with the Honors level classes at CCS?
2. The maturity of the high school student placed in a class with young adults.
3. Is the student self-disciplined enough to successfully complete the self-directed course work?
4. Students need to be very organized and responsible to complete assignments on time. They may also need to be prepared to hear conversations from much older classmates that may not be appropriate.
5. Many colleges use E-textbooks in their classrooms. That can be a very different experience for students.
6. The grade the student earns in the college classes will become his/her college Grade Point Average (G.P.A.) before actually starting college full time. That grade will also be applied toward the student's CCS grade and G.P.A.
7. The student must pass the college class with an "A" or "B" to maintain Honors Graduate Status.

8. In order to be considered as an Honors Graduate and/or Valedictorian / Salutatorian, the dual enrollment courses taken must be equivalent to CCS Honors courses. When in doubt, the CCS Academic Advisor can help with that information.
9. Although Dual Enrollment is a great opportunity, our goal for all CCS students is not to just pass through CCS but rather experience the full spiritual, academic, and personal opportunities offered to students. For this reason, CCS students may take as many as 5 Dual Enrollment classes a year. Taking 5 courses the junior year and five courses the senior year can provide the student with more than a year's worth of college credit prior to graduation. Taking more than five courses a year requires a written appeal at least one month prior to the registration deadline. This appeal must be reviewed and approved by the CCS academic advisor and CCS administration.
10. **The time of the day these are taken are assigned with the academic advisor to keep the student from overloading or missing too many CCS classes during the day.** One Dual Enrollment course may be taken during first semester during the regular school day, one may be taken during second semester during the school day, and one more may be taken after regular school hours. The CCS student may also choose to take two classes in the summer semester. Following this plan, a student could graduate high school with a year's worth of college credit.

Again, the college courses must align with the CCS program of study. Students can earn both college and high school credit as long as the course taken aligns with the course offered at Central. Students are cautioned to avoid taking too many CCS classes during the year. For example; if a student were to take College Algebra during the day and miss 2-3 days of CCS classes such as Honors Anatomy and Physiology or Physics, it may make it difficult to do well in the CCS class missing that much instruction. That could impact his/her G.P.A. and Honors Graduate status. Students are responsible for making up all work missed at CCS while taking dual enrollment classes.

### **Dual Enrollment / Moving On When Ready Financial Policy**

Although Central Christian School strongly encourages and supports students who participate in Moving on When Ready (M.O.W.R.)/dual enrollment courses, our school cannot offer discounted tuition for students taking M.O.W.R./dual enrollment courses. Our school must pay for full time teachers to teach the courses M.O.W.R. students take at Central. That requires full tuition to pay those salaries. Even though we are a non-profit organization, our school has an operating budget that will not allow us to give discounts.

In addition, students taking dual enrollment courses are able to do so because they are enrolled at an accredited school like Central Christian. If a student takes a college course on their own (not enrolled at Central) they would pay \$1,076 for a regular three hour/credit course (using University of West Georgia figures) *plus the cost of books*. That is the equivalent of one college course and one course at Central. If that course had a lab it would cost almost \$300 more. Most students take several M.O.W.R. courses from their college of choice. If taken independently, the tuition, fees, and cost of books quickly approach and surpass the cost for tuition at Central when students are taking multiple college courses. If taken as a Central student, the cost is covered because of their enrollment at Central.

## **ACADEMIC PROGRAM**

### **Kindergarten**

**Hours** – 8:00-2:45

**Instructional Session** – Four nine-week terms

**Curricula** – The kindergarten program is designed to help each child develop a healthy, positive attitude about his academic education and the classroom setting and to expose students to the disciplines appropriate to his/her developmental level. Kindergarten students are introduced to number concepts, letter/sound relationships, and word recognition skills in a traditional classroom setting. Kindergarten students also receive instruction in Spanish, Bible, poetry, music, art, media, health, physical education, group play, and auditory/visual recognition skills. Instructional materials are principally drawn from A Beka Books, and Bob Jones University Press.

**Homework** – Parents will be informed by the kindergarten teacher of activities that will reinforce at home what is being covered in the classroom.

**Promotion** – Promotion from K4 to K5 or from kindergarten to the first grade is determined by the kindergarten teacher and based on her appraisal of the child’s academic and emotional readiness for the more intense demands of the next academic level.

### **Elementary School (1<sup>st</sup>-5<sup>th</sup>)**

**Hours** – 8:00 AM-2:45 PM

**Instructional Sessions** – four nine-week terms

**Curricula** – The elementary program provides an academic core of Bible study, reading (with an early emphasis on phonics and an increasing emphasis on comprehension and critical thinking), cursive writing, creative writing, grammar, spelling and vocabulary, poetry, arithmetic, science, and history/geography in a traditional classroom setting. Also included is instruction in S.T.E.A.M., music, art, media, Spanish, physical education, health, and group play. Instruction is available for arts and crafts and music. Instructional materials are principally drawn from BJU Press, A Beka Books, and Excellence in Writing.

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**Homework** – Homework may be assigned on Monday through Friday for the purpose of reinforcing the day’s lessons, remediating a particular deficiency, or for introducing new material to be covered the following day. Projects (such as book reports or special reports in Bible, history, or science) may be assigned early in the term, but specific due dates will also be given by the teacher at the time of the assignment.

**Promotion** – Promotion from one grade to the next is determined by the pupil’s teacher and is based on the appraisal of his academic readiness for the next grade.

### **Middle School (6<sup>th</sup>-8<sup>th</sup>)**

**Hours** – 8:00 AM-3:10 PM

**Instructional Sessions** – four nine-week terms

**Curricula** – The middle school program introduces pupils to a limited number of class changes during the day and an increase in personal responsibility for their assignments. Classes are held in a traditional classroom setting with an increasing demand on the student to take notes and ask questions of the teacher when clarification is needed. Subjects covered in the middle grade program include Bible (Old and New Testament survey), grammar and composition, reading, spelling, vocabulary, poetry, mathematics, and history/geography (Western and Eastern Hemispheres), physical education, music/band, Spanish, and art. Most books and curricular materials used in the middle grades at Central Christian come from BJU Press, A Beka Books, Saxon Publishers, Positive Action for Christ, and Excellence in Writing. A complete list of all courses offered in grades 7-12 is provided below.

**Homework** – Homework will be assigned on Monday through Friday of each week. Projects (such as book reports or special projects in Bible, history, or science) may be assigned early in the school term, but specific due dates will be given by the teacher at the time of the assignment.

**Promotion** – Promotion to the next grade is determined by the pupil’s teacher and is based on her appraisal of the pupil’s academic readiness for the next grade and the pupil’s attendance record.

### Upper School (9<sup>th</sup>-12<sup>th</sup>)

**Hours** 8:00 AM-3:10 PM

**Instructional Sessions** – Four nine-week terms

**Class Day** – The upper school day consists of seven periods.

#### Course Offerings for all grades 7-12 (rev. 7/10/17)

- **English Curriculum:** Introduction to Literature, Themes in Literature, Elements of Literature, World Literature, \*Honors American Literature, \*Honors British Literature, and Journalism.
- **Science:** Earth and Space, Scientific Research, \*Honors Biology, \*Honors Physical Science, \*Honors Anatomy and Physiology, \*Honors Physics, and \*Honors Chemistry.
- **History Curriculum:** History of Civilization, Honors World Geography, \*Honors World History I, \*Honors World History II, \*Honors U.S. History, Government and Economics.
- **Math Curriculum:** Pre-Algebra, Honors Algebra I, \*Honors Algebra II, \*Honors Geometry, Statistics and Statistical Reasoning, Advanced Math and Decision Making (Personal Finance), \*Honors Pre-Calculus, and \*Honors Calculus.
- **Bible Curriculum:** The Life of Christ I, The Life of Christ II, New Testament Survey, Old Testament Survey, Attributes of God, and Ethics and Apologetics.  
Important Note: Although the study of the Bible is an academic endeavor, with the leading of the Holy Spirit the true emphasis is to guide our students to a meaningful and deeper relationship with Jesus Christ.
- **Foreign Language:** Spanish I and Spanish II
- **Athletics:** Physical Education and Health, Team Sports, Weight Training
- **Electives:** Beginning Band, Advanced Band/Orchestra, Strings, Choir, Private/Group lessons, Advanced Art and Ceramics, Photography, Computer Applications, Yearbook, Drama / One-Act Play, S.A.T. Prep, Career Connections, Journalism, Math Support, and Study Skills.

**\*These are the Honors courses that are used to qualify for Honors Graduate, Valedictorian, and Salutatorian.**

**Promotion** – Promotion to the next grade is determined by the consensus of the pupil’s teachers, their appraisal of the pupil’s readiness for the next grade, and the pupil’s attendance record.

## Academic Competition

Central Christian offers many opportunities for academic competition as well as athletic competition through our partnership with the G.I.C.A.A.. Some of the academic competition we offer may vary year to year. These opportunities include:

One-Act Play	Quiz Bowl
Literary	Visual Arts
Spelling Bee	Geography Bee
Robotics	Photography

## Athletic Competition

Central Christian offers many opportunities for athletic competition through our partnership with the G.I.C.A.A.. Some of the athletic competition opportunities include:

Varsity Cheerleading

Junior Varsity Basketball

Varsity Baseball

C-Team Elementary Cheerleading  
Junior Varsity Volleyball  
Varsity Volleyball  
Archery

Varsity Basketball  
C-Team Elementary Basketball  
Bass Fishing  
Varsity Soccer

Varsity Softball  
Varsity Football  
Golf  
Cross Country

## **Athletic Program**

Central Christian's student athletes work hard in the classroom and on the field. It is our goal to develop athletic skill and character in a Godly environment in practice and on game day. We appreciate the many hours of your own time and the financial investment involved in athletics. We appreciate both and believe the positive benefits to your child will be well worth the time and cost.

Please join us in cheering and encouraging our students all year long. Let us also show appreciation for the officials and our opponents at every opportunity. We want our visitors to know that C.C.S. fans take their sports seriously, but take sportsmanship even more seriously. Thank you again for entrusting us with your most valued possession. Let's work together to represent God's goodness at each event.

### **Athletic Mission Statement**

The mission of the Central Christian School athletic program is to build Godly character, confidence, and athletic skill.

### **Athletic Department Goals**

- Provide a Christian environment at practice and game-time for athletes, coaches, and fans.
- To present a positive image of Central Christian School to fans, coaches, visitors, and referees.
- Demonstrate excellence by coaches and players in preparation, practice, and performance.
- Improve the athletic ability and conditioning of all athletes
- Demonstrate good sportsmanship on behalf of athletes, coaches, and fans.
- Increase the interest in all athletic programs to promote a feeling of pride and unity throughout the C.C.S. community.
- Help student athletes set and achieve personal and team goals.
- Provide opportunities for athletes to seek athletic participation at the intercollegiate level.
- Develop within every player a feeling of importance to the team and trust in one another.
- Respect the dignity and faith of each person in the athletic program.
- Develop leadership skills and the commitment to team unity.
- Provide a safe, fun, and family atmosphere at each event.
- Maintain a clear focus on academic achievement.
- Promote all teams and events within the school and community.
- Provide clear expectations for each team for parents and athletes.
- Provide thorough communication among coaches, parents, athletes, and administrators.
- Provide an overall athletic program that makes students want to participate as a student athlete.
- Encourage students to participate in many extra-curricular opportunities.

### **Athletic Eligibility**

Eligibility refers to students meeting guidelines for participation as described in the G.I.C.A.A. manual. G.I.C.A.A. (Georgia Independent Christian Athletic Association) is our governing body for athletic and academic competition. G.I.C.A.A. guidelines for eligibility must be met for any child to participate in their academic or athletic competition of any kind.

1. A student has eight consecutive semesters or four consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition.
2. Students are ineligible for the following year if they are failing more than one subject at the end of the second semester or for the year. They can earn up to two credits during the summer.

### **Athletic/Academic Eligibility**

While athletics and extra-curricular activities are an essential part of Central Christian School, they are clearly not as important as the spiritual growth and academic achievement of each student. Students must maintain athletic eligibility based upon G.I.C.A.A. guidelines, AND maintain the eligibility guidelines established for all students enrolled at Central Christian School. These include:

- Student athletes and students involved in extra-curricular activities will be placed on academic probation if they have an “F” average in any class at any time during the semester they are involved in athletics and/or extra-curricular activities. The student must raise the “F” average to a passing grade during the semester. Failure to raise the “F” to a passing grade can lead to removal from the team/activity. Numerical progress toward the passing grade must be shown during the semester to avoid being removed from an activity/team.
- An Academic Probation Plan will be created by teachers and staff for any student placed on academic probation. This plan must be followed closely by the student. Failure to follow the plan can result in immediate suspension or dismissal from the team/activity. Members of teams who become ineligible may, at the coach’s discretion, continue to practice with the team but may not participate in or dress out for games until the grades improve.
- Students are ineligible to participate in extra-curricular activities (including after-school athletics) if they have an unexcused absence (for a full or partial day) on the day of the activity.

### **Expectations of Central Christian Athletes**

Excellence in:

*Preparation – Preparation begins in the off-season and continues until game time. Be mentally, physically, and spiritually prepared to compete like the champion you are.*

*Practice – No one outworks a C.C.S. Crusader. Giving 110% improves yourself and motivates your teammates to accomplish more than they thought possible.*

*Performance – Perform with the skill of a warrior and the character of a champion.*

### **Rules of behavior, dress and appearance**

Athletic events involving Central Christian School teams are often the tip of the iceberg that the public sees. Many times spectators draw conclusions about the school from the images the coaches, athletes and students portray at athletic events. For that reason, it is of utmost importance that the athlete, coach and parents present themselves in a Godly manner during events on and off of the campus.

The Head of School reserves the right to dismiss on the first offense any athlete who does not act in an appropriate manner and is in the best interest of the team and Central Christian School.

### **Sportsmanship**

All C.C.S. players, coaches, and fans are expected to act in a sportsmanlike manner to opposing fans, opposing coaches and officials at all times. When in the heat of the battle against the opposition, our players, fans, and coaches are expected to act in an appropriate manner. Inappropriate language, gestures, and/or attitudes towards the opposing team, visitors, or officials will not be tolerated. Our goal is to make Central Christian School the friendliest place to visit for competition, and to develop a reputation that C.C.S. athletes and fans show the best sportsmanship in the State.

Central Christian School expects athletes and participants in other extra-curricular activities to be present for the entire school day in order to participate in practices, rehearsals, or games. As a minimum requirement, a student must be present for at least four academic classes during the school day in order to participate in extracurricular activities after school.

### **Practice and game attendance policy**

Athletes are expected to attend all practices, summer camp activities, pre-season conditioning, team meetings, and all games. Excused absences from any of the above are as follows:

Personal illness with a doctor's note.

Death of a family member with note from a parent.

School related absences pre-approved by the coach.

The coach reserves the right to excuse an absence other than the above mentioned.

Unexcused absences or tardies may result in being benched or dismissed from the team. Being tardy to an event will result in disciplinary action by the coach which may include extra running, conditioning, clean-up duties, or extra duties deemed appropriate.

## **Financial Policy**

### **I. Payment Options**

- a. Cash or Check: Tuition payments may be mailed or dropped off in the office. All checks should be payable to Central Christian School. Please indicate the purpose and child(ren)'s name(s) on checks so your account may be credited properly.
- b. Credit/Debit Card/E-Checks: Tuition payments may also be made using credit cards, debit cards or E-checks. Credit card transactions for the normal monthly tuition and fees will be charged a credit card service fee as prescribed by the credit card company. Please contact the Main Office for the amount of the fees. E-checks may also be used on-line.

### **II. Full Payment**

For those who pay in full by July 10<sup>th</sup>, a \$100.00 discount will be applied for one child, a \$250.00 discount for two children, and a \$350.00 discount for three or more children. The discount does not apply to Book fees, registration, or other fees. If you withdraw before the end of the school year, you will lose the discount when calculating your refund. An early withdrawal fee equal to two months tuition must be paid when withdrawing early.

### **III. Monthly Payments**

Monthly payments are divided into eleven equal monthly installments with the first payment due July 1<sup>st</sup>. Monthly payments are always due the first of the month and are considered late after the 10<sup>th</sup>. The eleventh payment is due between May 1<sup>st</sup> and 10<sup>th</sup>.

### **IV. Late Fees**

Tuition is late if it has not been received by the Business Office on or before the 10<sup>th</sup> of each month. Tuition and fees not received on time will automatically incur a late fee of \$35.00. If you

know your payment will be late, please make sure to add this fee to your payment. If the late fee is not included in your payment, it will be automatically be added to your monthly statement.

**V. Returned Checks**

Returned checks will be charged a \$35.00 returned check fee. After two returned checks, you will be required to pay by cash or money order only. We cannot accept post-dated checks. Post-dated checks will be deposited when they are received.

**VI. Past Due Accounts**

- a. Your child(ren) may be expelled for non-payment of tuition if payment has not been received within 60 days from the due date. To avoid having your children expelled for a delinquent account, parents must contact the office and provide a written payment plan to the Business office explaining why the account is past due and outlining how the account will be brought up to date. The Finance Board will consider each case and make a decision whether to accept the proposed payment plan.
- b. Families who have past due accounts will not be permitted to re-enroll for the following year until all accounts are brought up to date. If the re-registration fee has already been paid, it may be added to the past due amount. We will not hold spots or guarantee placement for students whose accounts are past due.
- c. Report cards, standardized testing results, and permanent records can only be received if payments are up to date.

**VII. Discounts**

- a. CCS offers discounts for families who have more than one child enrolled in the school. This discount applies to tuition only.
  - First Child- Full price
  - Second Child- \$500 Discount
  - Third Child- \$750 Discount
  - Fourth Child- \$1,000 Discount
  - Fifth Child or more- Figures available from the main office

**VIII. Student Supply Fees**

A student supply fee is due for each student between June 1<sup>st</sup> – 10<sup>th</sup>. The amount of the fee will be distributed to parents. There are no refunds on these fees. No student will be permitted to begin the school year until the July and August tuition payment has been made and all applicable fees received.

**IX. Refund Policy**

- a. All fees paid are non-refundable.
- b. Tuition paid is non-refundable. However, tuition paid in full will lose the discount when calculating the refund. An early withdrawal fee equal to two months tuition must be paid in full when withdrawing early.
- c. Tuition and all fees are non-refundable if your child is expelled.

**Dress Code**

## LOWER SCHOOL DRESS CODE K-4 – 5<sup>th</sup> Grade 6/23/17

Central Christian School desires to build Christian character and nurture humility and modesty in the lives of our students. The apparel and grooming guidelines aim at teaching our girls to become Godly young ladies and our boys to become Godly young men. I Timothy 4:12 says, “*Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity.*”

### **General Guidelines**

- All clothing worn to school and its activities must be clean, not badly worn, and without tears.
- Central Christian does not allow body-piercing of any kind on any part of the body. The only exception is pierced ears for the female students, and this exception is limited to two earrings per ear.
- Excesses in hair styles, apparel, accessories, or fragrances for either boys or girls are not permitted. Final decisions regarding what constitutes “excesses” belong to the administration.

### **BOYS**

**Shirts** - Polo shirts in approved colors. These include navy blue, royal blue, light blue, black, white, pink, and grey. These must have *Central Christian School* embroidered or printed on the shirt.

**Pants/Shorts** - Khaki, navy or black pants or shorts. No cargo pants allowed (pants with pockets on the side)

**Shoes/Socks** - Tennis shoes may be worn with the uniforms. Sandals with a back strap may also be worn. Penny loafers, dress shoes and Sperry topsiders are also acceptable.

**Jackets/Coats** – Windbreakers, hoodies, or fleece jackets are permitted to be worn in class provided they have the Central Christian School logo. They should be in one of the approved solid school colors (navy blue, royal blue, light blue, black, white, pink, and grey). Wool pea coats in solid navy or black may be worn at any time. Embroidery is not required on the pea coat.

**Chapel Uniform** - The same dress code for regular school days may be worn to chapel.

Khaki pants or shorts worn with a button-down oxford cloth shirt (short or long) sleeve and tucked in the pants.

**PE Uniforms** - Ash CCS physical education T-shirt with black mesh shorts. Loose fitting black jogging pants are permissible. Tennis shoes (Same as everyday tennis shoes).

**Picture Day** - Khaki pants and navy blue CCS logoed polo shirt.

**Spirit Days** - CCS logoed polo shirt or CCS sponsored t-shirt. Blue jeans are allowed on spirit days. Jeans must fit properly and must have no rips or tears in any way. No work/serve-a-thon t-shirts are permitted on spirit days.

**Awards Day** – Regular school uniform should be worn on these days

**Personal Grooming and Appearance** - Hair should always be clean, neat, and well-groomed with no extreme haircuts or colors. Hair should not be below the earlobe or below the shirt collar.

### **GIRLS**

**Shirts** - These include navy blue, royal blue, light blue, black, white, pink, and grey with *Central Christian School* embroidered or printed on the shirt.

**Jumpers/Pants/Skirts/Capris/Shorts/Skorts** - Approved colors are khaki, black or navy for these garments. At no time should any undergarment be visible. Shorts should never be shorter than 3 inches above the knee.

**Shoes** - Tennis shoes, sandals with back straps may be worn with the uniform. Flip-flops are not permissible. Leather bucs, penny loafers or Sperry topsiders are also acceptable. Heels may not exceed 1 1/2".

**Jackets/Coats** - Windbreakers or fleece jackets are permitted to be worn in class provided they have the Central Christian School logo. They should be in one of the approved school colors (navy blue, royal blue, light blue, black, white, pink, and grey). Wool pea coats in solid navy or black may be worn at any time. Embroidery is not required on the pea coat.

**Chapel Uniform Chapel Uniform** - The same dress code for regular school days may be worn to chapel. The plaid jumper, with Peter Pan blouse (short or long sleeve) may also be worn as an alternative.

**PE Uniform** - Ash CCS physical education T-shirt with black mesh shorts. Shorts should never be shorter than 3 inches above the knee. Loose fitting black jogging pants are permissible for cold winter months only. Tennis shoes (Same as everyday tennis shoes).

**Picture day** - Khaki pants and navy blue CCS logoed polo shirt.

**School Spirit Day** – CCS logoed polo shirt or CCS sponsored t-shirt. No work/serve-a-thon t-shirts are permitted on spirit days. Blue jeans are allowed on spirit days. Jeans must fit properly and must have no rips or tears in any way.

**Awards Day** – Regular school uniform should be worn on these days

**Personal Grooming and Appearance** - Hair should always be clean, neat, and well-groomed with no extreme haircuts or colors.

## SCHOOL DRESS CODE FOR GRADES 6-12 (6/23/17)

Central Christian School desires to build Christian character and nurture humility and modesty in the lives of our students. The apparel and grooming guidelines aim at teaching our girls to become Godly young ladies and our boys to become Godly young men. Students should use wisdom and restraint when dressing for school. I Timothy 4:12 says, “*Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity.*”

### **General Guidelines**

- All clothing worn to school and its activities must be clean, not badly worn, and without tears.
- Central Christian does not allow body-piercing of any kind on any part of the body. The only exception is pierced ears for the female students, and this exception is limited to two earrings per ear.
- Excesses in hair styles, apparel, accessories, or fragrances for either boys or girls are not permitted. Final decisions regarding what constitutes “excesses” belong to the administration.

**Shirts for all students** – Solid color polo shirts in one of seven colors: NAVY BLUE, ROYAL BLUE, LIGHT BLUE, BLACK, WHITE, PINK, and GREY. ALL SHIRTS must have *Central Christian* or *Central Christian Crusaders* EMBROIDERED OR PRINTED on the shirt. Any CCS athletic team polo shirt may be worn as they become available.

**Pants, Shorts, Capris, Skirts** - Docker-style pants, shorts, and capris (cotton or cotton-twill only with fly front) in one of three colors: NAVY BLUE, BLACK, OR KHAKI. They should be tailored with a proper hem and not skin tight. No cargo pants please (pants with pockets on the side). Shorts and skirts may be no shorter than (3") inches above the knee. Leggings under a proper length skirt are permissible. Leggings alone, under a sweater, or under a short dress are not acceptable. Pleated, straight, or A-line skirts are permissible. Pants/shorts/capris/skirts must be worn at the hip or above at all times. At no time should any undergarment be visible.

**Blouses** may be worn and must be white in color.

**Shoes** - Tennis shoes may be worn. Any shoes with enclosed heel or sandals with a back strap. Flip-flops are not allowed. Boots may not be worn with shorts, skirt skirts, or short dresses. Boys may wear boots with the pant leg on the outside of the boots.

**Sweatshirts** - Any CCS athletic team sweatshirt or Central Christian school sweatshirt with a CCS name or logo embroidered or printed on the shirt.

**Jackets/Coats** – Windbreakers or fleece jackets are permitted to be worn in class provided they have the Central Christian School logo. They should be in one of the approved school colors (NAVY BLUE, ROYAL BLUE, LIGHT BLUE, BLACK, WHITE, PINK and GREY). Wool pea coats in solid navy or black may be worn at any time. Embroidery is not required on the pea coat. All shirts and jackets worn must have a Central name or logo on the piece of clothing. Jackets without a Central logo may be worn to school but must be kept in the locker until school has ended. Central sports jackets and hoodies may be worn at any time. Central sports t-shirts may only be worn only on Friday Spirit Day. On extremely cold days students may wear non-CCS logoed jackets to be stored in their locker or car. **Hoodies or jackets without the CCS logo are not allowed to be worn during the day after the tardy bell rings.**

### **Personal Grooming and Appearance**

No pierced jewelry is allowed for boys on campus or at school-related functions at any time. Pierced jewelry for girls is limited to earrings with a maximum of 2 per ear. Tattoos of any nature cannot be exposed on campus or at school-related functions. Hair should always be clean, neat, and well-groomed with no extreme haircuts or colors. Boy's hair length can be no longer than the bottom of the ear lobe and one inch below the collar. It must be off of the eyebrows with no ponytails, shaved areas, etc. Hats are not to be worn in the school buildings at any time. Modest facial hair is allowed but must be kept to a minimum and approved by Mr. Parsons.

**Music students fifth grade and up** – Students in these music classes must have a black skirt or pair of pants and a white sleeve dress shirt for recitals.

**PE Uniform** - Ash CCS physical education T-shirt with black mesh shorts. Shorts should never be shorter than 3 inches above the knee. Black, loose fitting jogging pants are permissible. Tennis shoes are recommended.

**Awards Day** – Regular school uniform should be worn on these days.

### **Chapel Uniform**

The same dress code for regular school days may be worn to chapel.

**Music students fifth grade and up** – Students in these music classes must have a black skirt or pair of pants and a white sleeve dress shirt for recitals.

**PE Uniform** - Ash CCS physical education T-shirt with black mesh shorts. Black jogging pants are permissible for cold winter months only. Tennis shoes are recommended.

**Picture Day** - Khaki pants and navy blue CCS logoed polo shirt.

**School Spirit Day** – Friday Spirit Day is designed to promote school spirit. Students are allowed to wear Central sports jackets, hoodies, polos, and t-shirts on this day. Pants can be jeans or black, tan, or blue uniform pants or skirts. Serve - a - thon and Work - a - thon shirts do not count as spirit wear. Blue jeans are allowed on spirit days. Jeans must fit properly and must have no rips or tears in any way.

**Awards Day** – Regular school uniform should be worn on these days.

**Dress Code Enforcement:** Student apparel will be checked each morning by office staff. Students with dress code violations will be entered in Renweb so the parent is aware. Dress code violations will result in the following:

**First Offense:** Warning - Note sent to parents - Note on file.

**Second Offense:** Detention - Note sent to parents - Note on file.

**Third Offense:** Detention - Note sent home - Loss of Friday Spirit Day privilege for 2 weeks. Note on file.

**Fourth Offense:** Detention - Note sent home - Loss of Friday Spirit Day privilege for remainder of quarter. Note on file.

**Fifth Offense:** Detention - Note sent home - Loss of Spirit Day privilege for remainder of semester. Note on file. A student may restore their Friday Spirit Day privilege by having continuous days without a uniform violation as specified by the administration. This is on a case by case basis.

Subsequent violations – Renweb documentation and increase in ISS days. Parents will be billed for the cost of a substitute supervising In-School Suspension. Students will work on character based essays during the day and may gather missed assignments after-school to complete. Students get a fresh start at the beginning of each semester.

## ATTENDANCE

In order for a child to gain the greatest advantage from the educational program, he must be regular in attendance and on time to school and class. Central Christian requests that parents not ask to excuse their children for anything other than absolute necessities.

### Absences

- **Minimum attendance requirements** – A student may not miss more than ten days per (90 day) semester and still receive credit for courses take during that semester (unless an exception is granted by the administration).
- **Excused Absences** – An absence is excused if it is due to sickness, injury, bereavement or grave illness in the family, medical or dental appointments, or other extraordinary circumstances which have been cleared beforehand (when possible) through the Head of School. In order for an absence to be excused, a note must be turned in to the office on the day of the student’s return from the absence.
- **Unexcused absence** – Any absence which Central Christian does not deem to be necessary or absence due to suspension or other school discipline is unexcused. This includes absences that are not followed with written excuses or that are followed with written excuses which do not explain the reason for the absence.
- **Full day absence** – A student is counted absent for a full day if he/she misses the entire school day, arrives after 12:00 noon, or leaves before 12:00 noon.
  - A. Students with five or more unexcused absences for any class may not exempt the final for that class for any reason.
  - B. Students with ten or more unexcused absences may not earn credit for that course. A formal appeal before a teacher tribunal may be requested should that happen.

## Arrival at School

- **Early arrival** – Elementary students in K4 through 6<sup>th</sup> grade report to homeroom at 7:45. Upper school students arriving before 8:00 a.m. are to report to the gym where they are to wait quietly for the 8:00 bell. Students are not to go anywhere else until the 8:00 bell has rung. After 8:00 they may go to their lockers and first period classes. Students who cause discipline problems before classes begin will lose early arrival privileges. Once a student arrives on campus, he/she is not to leave without permission.
- **Regular arrival** – Students arriving on time must take care of any responsibilities they may have before the tardy bell ring. Students must be in their classrooms and in their seats when the tardy bell rings. If they are at the classroom door or in the classroom but not in their seat, they will be counted tardy.
- **Late arrival / Tardy Policy** – Students who are not in their homeroom classes when the tardy bell rings are counted tardy. If they arrive at school at the time of the tardy bell or later, they must check in through the office and obtain a Tardy Slip. Students who are tardy will not be admitted to class without a Tardy Slip from the office. Tardies are not counted as “excused” or “unexcused.” Tardy is tardy. Students will earn a fresh start at the end of each nine weeks.
  - A. There is no consequence for the first two tardies to school or to class.
  - B. Tardy to school number 4 will earn a detention after school for upper school students. One additional detention after school will be assigned for every tardy. Elementary students will receive one missed playground assignment beginning with tardy 4 and every tardy thereafter.
  - C. Tardy to school number 4 will earn a detention and one **unexcused** absence for that first period class for upper school students.
  - D. Students are not to enter the building through the kindergarten wing unless they are K-4, K-5, 1<sup>st</sup> grade, or second grade students.

## Checking In/Out through the Office

Students coming late, returning from a partial-day absence, or leaving early must always check in or out through the office.

## Dismissal

- **Regular dismissal** – With the exception of those who must remain on campus after school hours for scheduled school activities, students should leave the campus no later than 3:15 p.m. No students are to be left unattended in the building, on the grounds, or with other pupils after the day is over unless arrangements have been made for After Care. Students still on school grounds after 3:30 not involved in extra-curricular activities will be placed in After-Care.

Kindergarten, first, and second grade students may be picked up at the kindergarten entrance door from 2:45 to 3:00. At 3:00 they will be walked to the gym until 3:30. They will then report to the media center for after care. Parents may park at the media center hall door to get their child from after care. That is the exterior door between the kindergarten hall door and the chapel entrance.

Third through fifth grade students are dismissed at the front doors beginning at 2:45. At 3:00 they will be walked to the media center and placed in after-care. Parents may park at the media center hall door to get their child from after care.

Sixth through twelfth grade students are dismissed at 3:10 at the front entrance. At 3:25 they will be walked to the gym and then to the media center with all after care students at 3:30. Parents may park at the media center hall door to get their child from after care. Special consideration will be given for athletes who have scheduled practices or games. Students found “roaming the halls” after school will be assigned to detention.

- **Early dismissal** – When it is necessary for a student to leave early, a note from his/her parents must be given to the office at the beginning of the day stating the student’s name, the reason he/she will be leaving, the time he/she will be leaving, and if and when he/she is expected to return that day. He/she will then be given an Early Departure Slip to present to teachers. The student is responsible to ask the teachers for assignments before leaving.

If the early-departing student is to be picked up, the parent must check him/her out through the office before he/she will be dismissed from class. If the student is driving, he/she must sign out through the office at the time stipulated on the note from his/her parents.

### **Leaving Campus**

Once a student arrives on campus, he/she is to remain on campus under adult supervision unless permitted to leave by the office.

### **Penalties and Restrictions for tardies and absences**

- Students who are tardy may be asked to remain at the office until the break before the next class or period.
- Zeros will be given for any daily work, tests, or projects missed during unexcused absences or because of unexcused tardiness.
- Teachers are not responsible for providing make-up work or re-instruction when an absence for tardiness is unexcused.
- Students are ineligible to participate in extracurricular activities including after-school athletic contests if they are absent for a full or partial day on the day of the activity.
- Absences are unexcused and all penalties and restrictions apply when a written excuse from parents or doctor is not turned in the day after the absence.
- Additional penalties and restrictions may be imposed on those who are consistently tardy or absent.

### **Severe Weather/School Closings**

Parents can know if Central Christian will be closed due to severe weather or dangerous driving conditions by finding out if Coweta County schools will be closed. This information can be acquired from news reports regarding school closings.

### **Visitors**

- **Parents** – Parents are always welcome to visit their children’s classes at Central Christian. However, in order to avoid disruptions in instruction, parents are asked to schedule such visits through the office. In order to allow for an adjustment period at the beginning of the year, parents are asked to refrain from classroom visits for the first five weeks of school.
- **Friends** – Students who wish to invite friends or relatives to visit the campus must do so through the office and be cleared through the Head of School at least one day in advance of the visit. The privilege of attending classes is based on the limits of space and seating capacity.
- **Former students/General visiting guidelines** – All visitors to the school *must* check in through the office. For security purposes, all visitors must be escorted while on the campus and will receive guest identification tags from the office to wear during their visit. Except for parents visiting their children’s classrooms and friends who are attending classes as invited guests, visitors must limit their visits to the lunch hour.

## **DISCIPLINE**

### **Discipleship and Christian Conduct**

Christian discipleship demands discipline. Without discipline, the objectives of Central Christian will never be realized. An environment of positive and clearly defined Christian standards encourages and fosters the development of strong and stable Christian character.

Christian discipleship involves honoring God and respecting our fellow man. Central Christian expects students to refrain from using tobacco in any form, using intoxicating beverages or illegal drugs, abusing or misusing drugs or medication, or working where intoxicating beverages are sold for consumption on the premises.

### **General Overview**

The overall discipline policy of CCS is intended to correct and restore. In most cases, we desire to praise publicly and discipline privately. Each teacher uses different methods to encourage and reward good behavior in and outside of the classroom. When praise and recognition for good behavior and verbal correction for inappropriate behavior are not enough, disciplinary action will be taken. *Central Christian School does not use corporal punishment as a method of discipline.*

### **General Guidelines for Behavior**

#### **Students are responsible to**

- Take advantage of their academic opportunities;
- Take advantage of opportunities for spiritual growth;
- Support and participate enthusiastically in school activities;
- Demonstrate respect and honesty in their relationships with others;
- Be informed and knowledgeable regarding their responsibilities as students and Christians;
- Respect the rights and privacy of others;

- Be friendly and cooperative;
- Heed these guidelines while on campus and at school activities;
- Take an active part in keeping the school grounds and facilities in good condition;
- Understand that everything they do and say reflects their relationship with God, their parents, their church, and themselves.

**Parents are responsible to**

- Remember that *their* attitude and opinions become those of their children.
- Train their children in the way of the Lord through family devotions and instruction and regular church attendance;
- Help their children develop Godly standards of behavior and assume responsibility for their actions;
- Teach their children by word and example respect for God’s Word, for the authority of the school staff, and for the rights and property of others;
- Instill in their children a positive, enthusiastic attitude and encourage a personal desire to learn and excel;
- Discuss with their children the rules for which they are responsible and foster a family awareness of the purpose and values of those rules;
- Make sure their children attend school regularly and on time;
- Encourage their children to be responsible for their personal appearance, to comply with the school’s dress code, and to nurture a sense of spiritual modesty;
- Provide a location at home where their children can do their homework without distraction.
- Participate willingly in the learning experience of their children with regard to assigned projects, drills, and activities.

**Specific Discipline Guidelines**

*If the behavior is unacceptable in the workplace it is unacceptable in the classroom.  
 If the behavior would get you thrown out of college or fired in the workplace, it should not be tolerated in the school or classroom.*

Students are expected to conduct themselves in a manner that brings glory to God, and reflects positively on their family, themselves, and CCS. It is expected that respect and cooperation will be the basis of all interactions with faculty and fellow students. CCS students will be expected to respond to any and all corrective statements with one of two replies:

**“Yes Ma’am” or “Yes Sir”**

There will be no debate regarding why the correction took place such as “But I was only...” The teacher’s word is the final authority and the final word.

**Category 1 Offense**

- |  |                                  |
|--|----------------------------------|
| Excessive tardies  | Dress code violation             |
| Loitering  | Littering                        |
| Inappropriate display of affection                                 | Behavior that disrupts the class |
| Eating or drinking in the hall or classroom (except water)         |                                  |
| Failure to place your cell phone in the classroom cell phone pouch |                                  |

**Consequences: A warning and correction by the teacher then Renweb referral to the parent. The teacher also has the discretion to remove the student from the classroom if the behavior disrupts the learning environment. Following the warning by the teacher and Renweb referral to an administrator, a conference with an administrator will be held and lunch or afterschool detentions, and/or In-school suspension days assigned.**

## Category 2 Offense

Repeating category 1 offenses after corrective action has been taken

Cyber-bullying in any form (Cyber-bullying is defined as the use of an electronic device to bully or harm another person)

Disrespect in any form toward a school employee

Profanity/Vulgarity

Leaving the campus without permission

Violating the school technology policy

Skipping all or any portion of a class

Use or possession of tobacco products

Cheating/Plagiarism

Harassment in any form

Bullying or cyber-bullying in any form

Going outside without permission

**Consequences: Correction by the teacher then Renweb referral to an administrator. The teacher also has the discretion to remove the student from the classroom where a conference will be held with an administrator. The administrator will impose detention, in-school suspension, out of school suspension, probation, Honor Code violation documented in the student's permanent record, and/or expulsion.**

## Category 3 Offense

Repeating category 1 and/or 2 offenses after corrective action has been taken

Other behavior deemed a level 3 offense by a school administrator

Aggressive behavior/fighting

Theft

Possession/Use of alcohol or drugs

Repetitious and/or malicious school disruption

**Consequences: Immediate removal from the classroom followed by a conference with an administrator. At that time the student will receive out of school suspension, Honor Code violation documented in the student's permanent record, and/or expulsion. A discipline committee may also be convened to review the behavior and decide whether the student should remain a student at CCS.**

## **Classroom Responsibilities and Conduct**

Students are expected to behave in a way that makes learning as easy as possible for everyone in the classroom. Each teacher will have his or her own requirements. That increases the chance that students will abide by positive expectations. The following guidelines will be observed in all classes:

1. Be in your seat and ready to start class before the bell stops ringing. This means stop talking, have your materials out and ready, and be attentive to your teachers.
2. If you finish your work, remember that others may be still working. Remain still and quiet as you study for other classes. Do not make it hard for others to work or think.
3. Eating and drinking is not allowed in the classroom with the exception of water. Gum chewing is not allowed anywhere on campus.
4. Do your own work. Plagiarism or cheating is theft and will result in discipline and a zero on the assignment for all students involved. Repeated plagiarism or cheating will result in suspension or expulsion.
5. Pay attention to instruction. Do not do work for another class without the teacher's permission. Inattention is a violation of positive classroom behavior.
6. Do your work neatly and legibly. This helps your teacher correct it quickly and accurately. Sloppy work will be returned.
7. Take good care of books, desks, lockers, and other school property. If school property is damaged and defaced, restitution must be made and parents will be contacted.

8. Humor is fine at the appropriate time and when used in an appropriate manner, but you must know when to stop. Sarcasm, insults, and off-color comments or jokes are never appropriate.
9. Respect and obey your teacher. Respect other students' needs, privacy, and properties.
10. Remember that your attitude is as important as your actions and honest concern for one another.

### **Cell Phone Policy**

Upon entering their first period classroom, students must place their cell phone in the clear cell phone holder mounted on the wall with the cell phone turned off. The student's name will be written on the cell phone pouch. The phone must remain in the bag for the entire day without exception. The student will be assigned to detention and parents notified if he/she fails to place their cell phone in the bag. That is tantamount to lying. More severe consequences will be imposed if that behavior happens again. If the student is found to be in possession during the day he/she will be punished BOTH for being in the possession of a cell phone and for not placing it in the cell phone holder at the start of first period.

Students may use their cell phone before first period and after retrieving the cell phone at the end of the day.

Violation of cell phone policy will result in the following:

- a. First violation – Cell phone sent to the office for the parent to pick-up and Renweb documentation.
- b. Second violation – Cell phone dropped-off at the office upon entering school and retrieved for a period of one week/five school days and Renweb documentation.
- c. Subsequent violations will result in the student not being allowed to have the phone on school grounds at all, detention, suspension, or expulsion.
- d. Detention will also be added to violations.

### **Central Christian School Honor Code**

Having a desire to honor God, my family, my school, and my friends, I willingly commit myself to a daily lifestyle that reflects honesty, integrity, trust, and respect for God, authority, peers, and property.

- C**     **CHRIST CENTERED** – I will make personal time with God a priority in my life. I will seek Him in my personal time of prayer and daily Bible study, and in chapel. My behavior will leave no doubt that I am a child of God. I will have the courage to share His love with others. I will refrain from saying hurtful things about others including classmates, parents, and teachers.
- E**     **EMPATHY** – I realize that we are all created in God's image. I will show love and compassion toward those around me. My family, friends, and teachers will know that I am someone they can go to for encouragement and prayer. I will show empathy by refraining from all manner of disrespect toward anyone in the CCS family in person, in the presence of others, and on social media.

- N NO COMPROMISE** – I am personally accountable for everything I say and do. I will abstain from any form of lying, gossip, cheating, bullying, and any form of disrespect toward others. I will not compromise my commitment to live a Godly lifestyle.
- T TRUSTWORTHY** – I will have the courage to do the right thing regardless of peer pressure. I will not participate in doing what I know is wrong nor stand idly by while others do the wrong thing.
- R RESPECT** – I will show respect to those God has placed in God-given authority over my life. I will also respect classmates and help them fulfill God’s calling on their life. I will behave in such a way that it brings honor to my Lord, my family, and my school. There are two responses students are expected to use at all times when corrected by any employee at CCS. Those are “yes ma’am” or “yes sir.” Any arguing or disrespect toward CCS staff or classmates will result in serious consequences.
- A ATTITUDE** – I will be there to help my family and my classmates when they need me. I will strive for excellence in all that I do. Quitting when the going gets tough is not an option for me. I will maintain an ethic of excellence in every assignment I do.
- L LEADERSHIP** – I will be a leader in and out of the classroom. I will seek to achieve my personal best while helping my friends and classmates do the same. I will maintain excellence and honesty in all academic work.

Students who repeatedly violate the Honor Code or commit serious Honor Code offenses may be expelled and have an Honor Code Violation form placed in their permanent record which is sent to the college with official transcripts. The Honor Code documentation is used in two ways:

**1. HONOR CODE VIOLATION**

**STUDENT:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The above named student has violated the Central Christian School Honor Code. This documentation will be placed in the student’s permanent record and shall remain a permanent part of that record unless determined otherwise by the Head of School. This violation is a serious breach of the behavior expected of Central Christian School students.

NATURE OF INCIDENT:

----- OR -----

**2. HONOR CODE COMMENDATION**

Dear \_\_\_\_\_ University,

It is my honor to inform you that the student named above has shown exemplary character and epitomizes what the Central Christian School Honor Code stands for. I know these character qualities are important in your

institution of higher learning. I do not take this recommendation lightly and hope it will be of help to you as you select students for admission and scholarships.

Sincerely,  
Bill Parsons, Ed.S.  
Head of School

### **School Security**

Keeping all students and staff safe is of utmost priority at CCS. Teachers are trained to deal with any situation that poses a threat to school safety. Students are expected to abide by the following rules regarding school safety.

1. No student should be outside of class during class time for any reason. Students are provided breaks a minimum of every 50 minutes during the day.
2. All students should remain in the gym before school. No student should be in the hall or in a classroom without a pass.
3. Students may not roam the building after-school. They should leave campus, report to after-care, or be in the immediate supervision of a teacher in a classroom by 3:30.
4. Students must not be in the gym dressing rooms unless it is just before practice or a game.
5. Students must sign-in and out of school through the office.
6. The doors are secured with security bars at 4:00. No student should remove a security bar at any time.
7. The following areas are classified as “restricted” for students at any time unless they are accompanied by a teacher or staff member: offices, kitchen, upstairs rooms, stage, electrical/telephone system room, and empty classrooms; the sanctuary building, the technical building, computer lab, and the well house.

### **Suspension and Expulsion**

Repentance and restoration are at the heart of Central Christian School’s disciplinary measures. There are times, however, when either the moral and spiritual health of the school as a whole or of specific individuals demands more severe measures of discipline than the issuance of communication notices or detention hall assignments.

**There are certain acts and practices that lie beyond the purview of simple parent notifications. As a Christian school, Central Christian reserves the right to remove any student who by actions, attitudes, or beliefs undermines the Christian character of the educational ministry.**

Substance abuse, sexual immorality, theft, violence, vandalism, occult practices, and other un-Christian behaviors fall in the category of conduct undermining the school’s testimony to the community at large. If a student finds himself/herself caught in this type of situation, the best remedy is to seek help from both parents and the school staff before the situation becomes public and before the school has to seek the student out and confront him. The school will neither ignore these types of behavior nor look the other way. When these behaviors become public, suspension or expulsion will of necessity follow. If a student, on the other hand, comes for help on his own initiative, privately, sincerely, and with the matter at hand not public knowledge, the school can then deal with greater latitude and, by God’s grace, restore the student. Restoration is the principal objective in such discipline; nevertheless, Central Christian School has an obligation to protect her own integrity and the safety of her students.

### **Bullying – Bullying is defined as:**

1. Any willful attempt or threat to inflict injury on another person when accompanied by an apparent present ability to do so.
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, cause bodily harm, or intimidate.
4. Any actions that would cause the victim to believe their personal property will be damaged or stolen.
5. Any disruptive behavior that causes disruption to the educational environment through bullying behaviors as defined in this policy.
6. Any bullying behavior defined in this policy conveyed through electronic means heretofore defined as cyberbullying. This includes behavior that originates on or off of school grounds and is behavior defined in this policy.

**Drug Testing** – If a student’s behavior reflects the use of drugs or alcohol the administration reserves the right to administer a drug test using a standard over-the-counter drug test available in any drug store. A student testing positive for either will be referred to the school’s Administrative Leadership for review and implementation of severe consequences.

**Suspension** – Students are removed from school for a period of 1-10 days. He/she may not come on campus nor participate in any athletic or academic practice or competition while suspended. Work missed while suspended may not be made up and the student will receive a zero for all missed assignments.

**Expulsion** – Students are removed from CCS permanently. He/she is permanently banned from coming on campus for any reason, nor may attend CCS functions off campus.

### **Conclusion**

The teachers and administration of Central Christian have full authority to choose the appropriate disciplinary measures for classroom management and disciplinary problems. These measures may include special assignments, removal from the classroom, home-school correspondence, in-school and out-of-school suspension, detention, personal counseling, and expulsion.

**Any conduct by a student on or off campus, on weekdays or weekends, not specifically mentioned or covered in the *student handbook* that the administration determines to be disruptive or in any other way unacceptable to the school will be dealt with as the administration deems necessary.**

## **GENERAL POLICIES**

### **Accreditation**

CCS is fully accredited with quality through the Georgia Accrediting Commission (GAC)

### **Achievement and College Entrance Testing**

Each year Central Christian either administers or provides registration information for various achievement and college entrance tests. The PSAT (Preliminary Scholastic Assessment Test) is offered and administered to interested 8<sup>th</sup>-11<sup>th</sup> graders each fall. Registration and preparation materials for the SAT (Scholastic Assessment Tests), the ACT (American College Testing Assessment), and their adjuncts (Achievement tests, advanced placement exams, etc.) are available through the Academic Counselor. These tests are not administered at Central Christian, but they can be taken at several locations within a reasonable distance of the campus and test results can be sent to Central Christian. Costs for the PSAT and college entrance exams are not included in the Central Christian entrance and book fees. Each spring Central Christian administers the Stanford Achievement Test to the student body.

### **After-School Social Activities**

Gatherings of Christian students under the supervision of faculty sponsors and announced in school messages are considered Central Christian functions and are sanctioned as such. Group gatherings without such sponsorship are not sanctioned as functions of Central Christian.

### **After-School Aftercare / Morning Supervision**

**Morning Care begins at 7:00 a.m.** – Supervised care in the gym is provided for students from Kindergarten through twelfth grade at no cost.

### **After school**

Any child or student remaining in the building or on the campus after 3:30 p.m. is required to attend aftercare. They will be required to remain in an assigned and supervised classroom until his/her ride arrives. The regular aftercare fee will be assessed against those who remain after 3:30. A charge \$10.00 for any child picked up after 6:00 p.m. An additional \$10.00 is charged per charge for each 15 minute period thereafter.

### **Announcements / Latest News**

Announcements concerning Central Christian are published on the CCS website, group e-mails, or distributed to students at the day's end. It is the student's responsibility to see that these announcements are taken home to his parents. Announcements for activities and programs hosted or sponsored by other churches must be cleared through the administration.

### **Athletic Program**

Central Christian is a member of the Georgia Independent Christian Athletic Association (GICAA).

### **Automobiles**

Permission for students to drive motor-driven vehicles to and from Central Christian is a privilege. They are expected to exhibit safe driving habits and abide by the following regulations at all times:

- Pedestrians have the right-of-way on the parking lots and driveways
- Reckless or "show-off" driving is strictly forbidden
- All students wishing to drive to Central Christian must have a valid driver's license and be properly insured
- Underage and unlicensed drivers are not to operate motor vehicles on the parking lots or driveways
- Students are to park in designated student parking areas only
- Parking or leaving vehicles unattended under the canopy or in the drive-thru is prohibited.
- Students may not return to their cars or drive their cars during the school day without permission from the office
- Parents must accept full responsibility for their children's driving and are liable for any injuries or damages resulting from wrecks or careless driving on the school property

Violations of any of the above regulations may result in the loss of driving privileges.

### **Awards Program**

Students may earn awards for consistent and/or extraordinary academic performance throughout the year, outstanding work on special projects, good conduct, athletic accomplishments, spiritual leadership, academic improvement, and perfect attendance. Students may also be given recognition for extracurricular accomplishments.

### **Ball Cabinets**

The ball cabinet in the gym is off limits to students at all times. Only PE teachers and coaches are authorized to open ball cabinets and/or remove their contents.

### **Bible**

The Holy Bible is the central and supreme text in the Christian educational program. A knowledge of Scripture is essential for every Christian and no one can be considered truly educated without it. Each pupil must have a Bible in a version of their choice and have it in each class and in chapel. The edition of the Bible used by the pupil should suit his/her level of maturity (that is, regarding print size, language and study aids).

### **Books and Supplies**

Students are responsible to furnish their own writing materials, notebooks, folders, and math supplies. *All text books, workbooks, and worksheets provided by Central Christian are the property of the school (although certain workbooks and worksheets may be kept by the students at year's end at the discretion of the school).*

A June Entrance and Book Fee distinct from the normal school-year contributions which enables the school to secure textbooks and teaching supplies, is required of each student and is due June 1-10. This must be paid before a child may receive his books. Each family will be apprised of the applicable entrance fees by the office in June.

### **Building Security**

For security and maintenance reasons, students are not permitted in certain restricted areas in the buildings or on the grounds after 4:00 p.m. Details of such restrictions will be provided to students at the beginning of the school year. Also, visitors and guests must be accompanied by an escort from the office and wear a visitor's badge during the educational day.

### **Car Line**

Parents should exercise caution when entering the parking lot in the mornings and the afternoons when dropping off or picking up children. Child safety is the responsibility of everyone. Please do not park or wait in the drive-thru lane under the canopy. You may drive thru when you see your child waiting to be picked up.

### **Care of Grounds**

We praise God for entrusting Central Christian School with such extraordinary grounds and facilities. Students are expected to treat them with care, taking the time to pick up after themselves and keep them clean and attractive. Trash or mislaid items found on the floors, grounds, or other places where they do not belong will result in discipline or the assignment of clean-up jobs.

### **Change of Address**

Parents must send a written notice of all changes of address, telephone numbers, place of employment, emergency contacts, or authorized pickups, as soon as possible to the office.

### **Chapel**

Chapel meetings are conducted weekly for the purpose of giving special information, instruction, and inspiration to assist pupils in their spiritual understanding and growth. All pupils are required to attend, have their own Bibles with them, and when appropriate, take and keep notes.

### **Check In**

All students must present a written excuse from either a parent or a doctor when checking in at the office. The office will give the student an admit slip to be used for admittance into class. If an elementary student checks in before 11:50 he/she will be considered present for the day.

### **Check Out**

When it becomes necessary for parents to check their children out of school, this should be done through the office. Any student checking out before 11:50 and not returning will be counted absent for the day. (See “Attendance”)

We take the safety of your children very seriously; therefore it is CCS policy that only parents or someone authorized by the parents sign out their children. Parents should go to the school office, ask the Office Manager to summon the child, sign the check-out sheet, and wait in the office or foyer for their child to return. *Students are not to go to cars without permission of the administration during the day.*

Students leaving early for athletic games or club-related activities are responsible for all work missed.

### **Class Parties**

Class parties may be held at designated times during the year. Birthday parties for lower school (grades K4-6<sup>th</sup>) must be cleared with the teacher. Any party in the high school area must be cleared through the Head of School. If private home parties include CCS students invited at school, parents must agree to a *No Alcohol, No Tobacco* policy at that party.

### **Closed Campus Policy**

Central Christian School enforces a **Closed School Policy**. This simply means that parents, relatives, guests, volunteers, or friends must check in at the office and receive a name tag before proceeding to any location in the building. No one is allowed to disturb a classroom for any reason during the day. The office will distribute lunches, notes, or other items to students when necessary. If you need to talk to a teacher for any reason, we will be glad to set up an appointment. This will enable us to maintain a safe atmosphere. We appreciate your understanding in this area. Students are not allowed to leave the premises without parental permission and without following the proper procedures for signing in and out from the main school office.

### **Communication**

CCS provides a 24 hour online access to student progress and information through RenWeb. Teachers provide grades, lesson plans, and homework through this medium, and communicate with parents primarily through email. The Administration and Business Office also uses email primarily, and welcomes parent communication in this form. Utilizing these methods of communication allows our faculty and staff to keep parents informed while using their time wisely. Please activate your RenWeb account to maximize communication between the school and home.

### **Complaint Procedures**

*...If thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou has gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established,*

Matthew 18:15-16

1. Pray about it. Ask God to help you make your complaint in such a way that it will result in the betterment of CCS, and thus in the glory and growth of His Kingdom. Read and think about such passages as Eph. 4:1-2 and Col. 3:13-17.
2. Do you have facts or rumors? If, after seeking God's guidance, you sincerely feel your complaint must be expressed, please do so with a willingness to be a part of the solution. Express it promptly and to the right person.
3. Complaints against specific individuals should be expressed first to the individual in question. The administrator should be sought out only if you cannot work it out between yourselves or if you feel he/she should know about it.
4. Do not broadcast it. Express your complaint only to the person who should hear it. Unnecessary worry, harm, and hurt feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem and an impression of disharmony is presented.
5. Offer a solution. What lessons were learned? How can we avoid such problems in the future? Surely God wants us to seek His will in all things, especially cases of dissatisfaction. Present possible positive steps that can be taken to resolve the situation. May God's Kingdom prevail in spite of the imperfections of His people.

### **Conferences**

Parents desiring to get in touch with teachers or the Head of School for any reason may call the office to schedule an appointment. The office will contact the parents to confirm the conference date and time.

### **Counselors**

Our school counselor is always available to discuss needs or problems that students may have. The counselor may take the initiative in areas of general concern such as preparation for achievement testing, college entrance exams, credit requirements or when they become aware of special individual needs such as disciplinary problems or academic deficiencies. Students should never hesitate to seek out those who are in a position to be of help when a need or problem arises. While counseling is done in confidence, parents will be involved when circumstances dictate that it is necessary.

### **Criticizing and/or Faultfinding**

Central Christian does not tolerate backbiting or malicious criticism of the school, staff, students, or parents in any shape or form. Such practices could result in the immediate removal of your family from the ministry. See the Complaint Policy for the proper response in dealing with any situation.

### **Custody Policy**

In the event the divorced parents of a student have joint custody, the ministry will consider the domiciliary parent to have the authority and control relative to decisions concerning the child and the school.

### **Deliveries to Students**

Deliveries to students during the school day must be made through and by the office manager and must not interrupt regular classroom or chapel activities.

### **Eligibility for Extracurricular Activities**

Organized after-hours athletic activities, student government, cheerleading, clubs, etc. are extracurricular activities. These have value for the student and the school, but they are secondary to the main purpose of the educational process. Students need to keep educational priorities in order. Therefore, participation in extracurricular activities is reserved for those students who are not on academic probation and whose conduct is exemplary. Members of teams who become ineligible may, at the coach's discretion, continue to practice with the team but may not participate in or dress out for games until their grades improve.

### **Expulsion**

Central Christian reserves the right to insist on the immediate withdrawal (expulsion) of any student whose presence in the educational ministry is considered detrimental either to the educational ministry's best interests or to the students' best interests.

### **Fees (For Activities and Supplies)**

Additional expenses will be incurred for items such as PE and other athletic uniforms, band instruments and other musical materials, art materials, banquets, class dues, class pictures, yearbooks, field trips, and science labs. Fees will be assessed and charged for these expenses separately from entrance and regular monthly tuition. Parents will be notified in writing of these fees.

### **Field/Study Trips**

Periodically teachers will schedule study trips or field days for their classes. Notes will be sent to parents at least a week in advance explaining the nature of the excursion (including date, location, departure and return times, meal arrangements, costs) and requesting their written consent. All field/study trips will be adequately chaperoned. Study/field trips are ordinarily taken during regular school times; therefore, failure to take part (with the exception of excused absences or absence with the principal's authorization) constitutes an unexcused absence. Usually, parents are welcome to accompany their child on field days and study trips.

### **Food and Drinks**

NO FOOD OR DRINKS SHOULD BE BROUGHT INTO THE HALLS OR CLASSROOMS WITH THE EXCEPTION BEING WATER. Students are encouraged to keep a water bottle and drink it throughout the day. It helps hydrate athletes who have after-school activities and helps our brains function better after a long day. Students may refill their water bottle during class changes.

### **Fundraising**

Periodically Central Christian sponsors fundraising efforts in order to help the school in general or to raise support for particular departments or projects.

### **Grievances/Disagreements/Disputes Policy**

CCS follows very strict Biblical guidelines when settling grievances, disagreements, and disputes. Families who fail to follow these guidelines may be dismissed from CCS immediately. In every instance, the offended person should not discuss the incident of grievance with anyone not directly involved with the situation. This includes discussing the situation with other parents in the class. Relationships are more easily restored when there has been no further damage by gossip or tarnishing of one's reputation.

### **Gymnasium**

The Central Christian gymnasium is a multi-purpose area. Not only is it used for basketball, cheerleading, volleyball, and other physical education activities. It is also our lunch room. Consequently, care must be taken to keep it clean and unblemished, especially with regard to the floor and the walls. Drinks and food should not be carried over the playing court area; Frisbees, boomerangs, baseballs, and softballs should not be thrown in the gym; no one is to run in the gym except during physical education classes. Air/Heat controls and light switches in the gym should not be disturbed.

### **Hall Passes**

Students are not to be in the halls during class without a hall pass issued by their teacher.

### **History Fair and Science Fair**

The school schedules a history fair and science fair for the 1<sup>st</sup> through 12<sup>th</sup> grades each year. Projects for the history and science fair vary widely. These are held on separate nights. Those nights are posted on the school's extended calendar on the web site. Projects are prepared outside of class and may require parental assistance.

### **Home School Credits**

We welcome students involved in home study programs. Please carefully review our simple guidelines in regard to enrollment and acceptance of home study credits. Central Christian has established the following guidelines:

### **Home School High School Enrollment (Grades 9-12)**

The placement of the student must be substantiated by submitting all of the following documents:

1. A complete outline of each of the subjects taught during the previous year.
2. A list of books/materials used.
3. Copies of the student's work.
4. Copies of the student's standardized test results of verification that the child has taken a standardized achievement examination. The child must have scored at or above his/her grade level and demonstrate that he/she has progressed at a rate equal to one grade level for each year in home study.
5. A statement by a third party who has observed the child's progress – preferably a teacher at the child's grade level stating that he has examined the program being taught and that in his/her professional opinion the child has been consistently taught in accordance with a quality curriculum at the child's grade level. **Central Christian reserves the right to administer a placement test.**

In addition to the above criteria, a student requesting placement in our high school will be given proficiency exams per core subject and must earn a passing grade prior to receiving credit for the course. The proficiency exam will be administered through our Guidance Department. The final passing grade received on the proficiency exam will be recorded on the student's official high school transcript. On any proficiency exam which the student does not earn a passing grade, no credit will be awarded and that failing grade will not be recorded on the transcript. Hence, the student must complete the courses at CCS or another approved institution.

### **Hours (Office)**

The office is open for your service from 8 a.m. until 4 p.m. each school day. The office is not open weekends or during school vacations.

### **Hours (School)**

Normal hours begin at 8:00 a.m. and end at 2:45 p.m. for the lower school, and 3:10 p.m. for the upper school. Class schedules are made available at the beginning of each year.

### **Illnesses and Communicable Diseases**

In an effort to protect the health and safety of everyone at Central Christian, students with contagious illnesses (e.g., measles, mumps, chicken pox) or communicable infestations (e.g., head lice) must remain at home. Central Christian will send sick students home when it is determined that the health of the other students may be in jeopardy. Please refrain from (1) sending contagious or debilitated children to school and (2) keeping children home for ill-defined problems that should not necessitate absence.

### **Inspections**

The administration reserves the right to research and inspect all book sacks, purses, lunch boxes, lockers, and the like. The administration further reserves the right to confiscate any items that it deems necessary.

### **Insurance**

Central Christian assumes no liability in the case of accidents while on Central property or at related functions away from Central property. We recommend that parents carry primary insurance on each child and understand that the school cannot assume unpaid portions of any medical bills.

Central Christian does not provide individual student insurance. Student athletes are required to purchase accidental insurance from the parents' choice of provider and provide a medical liability waiver. While Central Christian does not require each student to have supplemental medical insurance, the school does urge families to purchase insurance coverage for their children as protection against unexpected injury.

### **Junior Class**

The junior class plans, organizes, and funds the Junior/Senior prom each year under the director of its sponsors.

### **Kitchen**

With the exception of those who are helping with assigned lunch area cleanup, no students are allowed in the kitchen at any time. The kitchen and its equipment, appliances, and utensils are not to be used or borrowed without prior approval from the administration. This restriction applies to students and parents throughout the week and before, during, and after special activities or school functions. Study projects involving food preparation do not constitute an exception to this rule. No one is to use, borrow, or tamper with food supplies, disposable eating utensils, trash bags, ice, or cleaning products from the kitchen.

### **Lice Policy**

At times head lice are a concern in our community as well as our educational ministry. Due to the communicability of these parasites, we periodically check our students. If we determine that your child is infested whether nits are alive or dead, please understand that it would be unwise for us to permit them to go to class. Parents whose children are discovered at Central Christian with head lice must be taken home immediately for treatment.

### **Leaving Campus**

Once a student arrives on campus, he is not to leave during the academic day without permission from the office.

### **Lockers**

Students are assigned lockers at the beginning of each year. Lockers must be kept clean and uncluttered. Stickers may not be placed on lockers by students. Should a door or latch malfunction the office should be notified. Students are permitted secure pictures or mirrors to the inside of their lockers with magnets; however, this privilege may be withdrawn if abused. Students are not permitted to open or tamper with other students' lockers. Central Christian is not responsible for the security of belongings kept in lockers. From time to time unannounced locker inspections will be made at the discretion of the administration.

### **Lost and Found**

PARENTS ARE STRONGLY ENCOURAGED TO WRITE THEIR CHILD'S NAME INSIDE THE COLLAR OF SHIRTS, HOODIES AND JACKETS. Each week we have numerous articles of clothing found throughout the building. If the student's name is on the collar we will see that the item is returned to them. Lost or misplaced articles are placed on the front of the stage in the gym. Lost items that are not claimed will be given to a worthy cause. Students should always check that area whenever an article is lost. Students, not Central Christian, must accept responsibility for their personal belongings. Personal items should be marked for easy identification.

### **Lunch Program**

A lunch period is held each day for the kindergarten through twelfth grades. Students may bring their own lunches. Lunches are delivered to the school from local fast-food establishments for students to purchase. Parents are notified regarding which food is available via Renweb. During the class day, all foods and beverages are to be eaten and drunk in the lunchroom—not in other places in the building or on the grounds. During lunch students are expected to remain seated until they finish, use good table manners, talk quietly at the table, and not play with or trade food or drinks. When they finish, students should clear their places. Parents who bring their son/daughter lunch must do so prior to or as lunch begins. Students will not be given extended time to eat lunch if a parent is late with food. Report cards will not be issued to those with outstanding lunchroom charges.

### **Maternity Policy**

In a society which often questions and undermines Christian values and principles, Central Christian School strives to provide an environment which stimulates and fosters the growth of these Christian principles. Premarital sex is forbidden and condemned by the Bible. Therefore, premarital sex of any description is unacceptable behavior for students at Central Christian.

Should a student at Central Christian become pregnant the following measures will be taken:

1. All counseling given by Central Christian counselors will be pro-life.
2. If the student terminates the pregnancy by abortion, she will be expelled from Central Christian.

Abortion is not an option.

Once a pregnancy is medically confirmed, parents and the expectant student will meet with the administration in order to discuss her options, and the options of the father. After medical confirmation of the pregnancy, the students will no longer be allowed to attend school at Central. An educational plan involving home schooling as the parent's responsibility can be devised. This plan may be supervised by the Central Christian administration so the students can still earn credits towards graduation. A female student who has become pregnant out of wedlock, though she may receive a high school diploma from Central Christian, will not be allowed to participate in high school commencement exercises. The final decision concerning the continuation of her education at Central is left to the discretion of the administration.

### **Medications and Analgesics**

All medications are to be left in the office in their original container with a letter from the parents giving specific instructions regarding the proper use of the medication. No pupils are to carry medication with them or leave medication in their lockers or desks. This includes medicated chewing gum, pain relievers, cough drops, and throat lozenges. Parents must provide the office with a notification of permission for their children to use analgesics and specifying any types of pain relievers that they may not take.

### **Medical and Dental Appointments**

Whenever possible, try to make medical and dental appointments in the afternoon after school. Students are responsible to present an Early Departure Slip to their teachers and ask them for their assignments for the classes they will miss before leaving for their appointments. Parents should notify the office and teachers in writing the school day before the appointment.

### **Music Lessons**

Central Christian offers students the opportunity to take lessons for a variety of musical instruments (including piano and various stringed, woodwind, brass, and percussion instruments) after the academic day is over. Enrollment in these after-school classes is especially for those without previous training or experience but who may wish to later join a school-day band class. Enrollment is limited and will begin shortly after the regular academic year begins. Information on scheduling, fees, and acquisition of instruments will be provided to those who express an interest in this musical tutoring program.

### **Office**

Students are not allowed in any office without permission. Tuition payments may be made through the office between 8:00 a.m. and 4:00 p.m. Families must obtain a written receipt from the office if contributions are made in cash.

### **Orientation/Fellowship Night**

Parents, upon registration, agree to support CCS verbally and practically. This cooperation includes attendance at the regular scheduled annual Partners in Education Family Night during the first week of school. A letter will be sent to each family informing them of the exact date and time. Essential information and materials regarding classroom needs, classroom assignments, policy changes, and other vital information will be handed out at this time. Every effort is made to ensure that this meeting will be both beneficial and informative as to the “how” and “why” of CCS.

### **Parent/Guardian Cooperation**

Parents and guardians are expected to work harmoniously with the school. Those in the ministry at Central Christian School are available to discuss and/or answer questions that arise about the educational ministry in order that they may be properly dealt with. Constructive criticism and parental involvement in the correction of misunderstandings and the resolution of problems are always welcome; however, gossip and malicious criticism of the school are not.

### **Parent/Teacher Conferences**

Because of the joint nature of educating your child, parent/teacher conferences are sometimes necessary. Central Christian’s teachers are always willing to meet with parents. However, these meetings should be scheduled through the office at a time convenient for both teacher and parent. Parents are encouraged to confer with a teacher first in matters relating to their child; then, if need be, arrange a conference with the Head of School.

### **Parent-Teacher Fellowship (P.T.F.) Meetings**

Evening Parent-Teacher Fellowship meetings are scheduled from time to time during the year and will be announced on the calendar and in the weekly bulletins. The specific purpose of the meetings will vary, but their general objective is to provide an opportunity for parents and teachers to fellowship with each other and plan school academic and extracurricular activities.

### **Parental Involvement**

It has been said, “Kids spell love T-I-M-E”. Nothing shows we care about our children like spending time with them and being actively involved in their world. During each year we will offer orientation, open house, PTF meetings, sporting events, and various other ways for you to enjoy Central. We encourage your participation in these events.

### **Paternity Policy**

The male is partner to and responsible for a pregnancy. If a male student is attending Central and is responsible for a pregnancy, he must follow the same basic disciplinary procedures that are stated under “Maternity Policy”.

### **Personal Injury – Waiver of Liability**

Parents or guardians are responsible for all medical expenses incurred as a result of injuries sustained by their children while traveling to and from the school, while on the school premises, or while participating in activities sponsored by the school. By enrolling their children at Central Christian, parents or guardians grant permission for their children to take part in school-sponsored activities associated with the educational ministry including sports/field day activities and study trips and absolve the school of liability resulting from injury to their children during all such activities.

### **Phone Numbers and Addresses**

If a family’s telephone number or address or a parent’s work phone number changes, the office should be notified immediately. Also, the office should be notified of any changes during the school year of other changes, such as student transportation arrangements, medications, and emergency numbers.

### **Physical Education**

Opportunities are provided almost daily for those in the educational program to participate in physical recreation and sports activities. It is the purpose of the educational ministry to provide a program for spirit, soul, and body in keeping with scriptural values and priorities. The physical education class is a supervised, graded, daily program. Only those too sick or injured to take part with a note from parent or physician are excused from participating. Each student is responsible to have the apparel necessary for his daily physical education class.

### **Pictures and Retakes**

Individual pictures are taken in the fall and spring each year. Senior portraits are taken in the fall of the student’s senior year. Seniors are required to have their portraits made by the school photographer for the annual. Seniors may also desire to have their portrait made by another photographer.

Pictures of students in uniform will be taken in the fall of each year. Should a problem arise, retakes will be available. Sports and organization pictures will be scheduled throughout the year and will be announced or included on the yearly calendar.

### **Prom**

Central Christian sponsors this social event in order for upper-classmen to celebrate and commemorate their memories and friendships. The format of our Central Christian prom includes a banquet and attendance is optional. Our prom is not designed to encourage couple-dating but, rather, to encourage groups of friends to seize the opportunity to “dress up” in a Christian social context. Naturally, certain guidelines are established to help insure an enjoyable, wholesome, and safe evening. These will be distributed by Mrs. Pam.

1. Juniors and seniors may invite a “date” to the prom who is younger than 21 years of age.
2. Girls’ dresses must be modest and pre-approved by Mrs. Pam. Likewise, girls invited by Central junior or senior guys must be dressed modestly.
3. Upon arrival at prom, students must remain in the building until the end of the prom.
4. If a student leaves the premises, he or she will not be readmitted.
5. There is to be no loitering in the parking lot.
6. Basic standards that apply at school apply at the prom.
7. No refunds of tickets are given.
8. Central Christian School administration reserves the right to alter or supplement its guidelines.

### **Report Cards**

Report cards are posted on RenWeb every nine weeks. The Central Christian calendar lists the specific dates parents may expect this. Please mark your calendar for this.

### **Safety Regulations**

Guns, knives, sling shots, darts, fire crackers, lighters, matches, balloons, squirt guns, etc. are not allowed in students’ possession on campus. These items will be permanently confiscated. Fighting of any kind leads to immediate discipline to include expulsion from school.

### **School Office**

The personnel who work in the office are there for your service. Parents wishing to check their children in or out of school, send messages to their children or a teacher, pay tuition, etc. are asked to do so through the office.

### **Senior Expenses**

Seniors are apprised of special expenses required of them for their senior year, such as senior portraits, the junior-senior prom, graduation-related expenses cap and gown, tassel, diploma, invitations and announcements, etc., and costs for college entrance exams.

### **Soft Drink Machine**

High school students may use the soft drink machine only before and after school. Leaving drink cans around the building or on the grounds and playful or careless use of soft drinks constitutes an abuse of the soft drink machine privilege and will lead to the suspension of that privilege.

### **Solicitation, Advertising, and Petitions**

No one shall solicit or advertise at Central Christian School for personal gain or for any other church, or organization without prior written approval from the principal, neither shall anyone circulate any petitions without principal's prior written approval.

### **Spirit Week**

A *Spirit Week* for the school is held each year in conjunction with homecoming. Details of this special week will be given to each family well in advance.

### **Spiritually/Morally Offensive Materials**

Central Christian School reserves the right to permanently confiscate and destroy immoral or offensive materials brought to the campus or on outings.

### **Sportsmanship**

Much could be written on this subject; however, we believe that the *thrill of victory* or *the agony of defeat* can be a great challenge to some Christians. We are speaking to students, parents, and all guests who attend Central Christian activities. We understand that sporting events are capable of stirring our passions, especially when our children are participating. Students and family members must control their temper, words, and actions. Your behavior is being watched by other Central Christian students, and you are representing "Christianity" to the other participating teams. Psalm 37:8 says, "Cease from anger, and forsake wrath: fret not thyself in any wise to do evil." Be sure to set a Godly example of how to enjoy victory and accept defeat.

### **Student Deliveries**

All deliveries must go through the office. Students are welcome to receive balloons, flowers, etc. When parents need to deliver a forgotten lunch or book, please be sure they are labeled. Finally, parents who bring their son/daughter lunch must do so prior to or as lunch begins. Students will not be given extended time for lunch if a parent is late with food.

### **Student Government Association (S.G.A.)**

The high school Student Government Association includes seniors with a G.P.A. of 3.0, plus one class representative from grades 9, 10, and 11. The S.G.A. will meet at least quarterly during the academic year. The purpose of the Student Government Association is to act as a liaison between the student body and the administration, to organize social and service projects, to assist in maintaining and enforcing student discipline and guidelines, to foster school spirit, and to serve as Central Christian's welcoming committee to visiting teams and other guests.

### **Student Travel Policy**

Students who travel under the school's supervision on any educational or athletic activity, must return with the group to the campus unless written notification of other arrangements is given beforehand to the bus/van driver, or as the student is released directly to his own parent. If a student travels to the activity on his/her own, Central Christian will not be responsible for the student except during the actual time that the activity is in progress.

### **Toys and Games**

Pupils are not to bring toys or games to the school without special permission from the teacher. Weapon look-alikes are prohibited.

### **Transcripts**

Transcripts are sent free of charge to colleges within the first year of graduation for those who graduate from Central Christian. To have records sent, seniors and Central Christian and graduates need only apply online using the school's web site. For those wishing for records to be sent or transferred to another school, a written request from that school plus a letter permitting the release from Central Christian from the student's parents must be received by the office. Central will need a minimum of 5-7 days to process transcript requests. All obligations to the school must be satisfied before student records can be released to anyone.

### **Valuables**

Central Christian asks that students refrain from bringing sentimentally or monetarily valuable or irreplaceable items to the school unless they are brought to show to one's class and immediately taken home. It is also requested that students not bring large sums of money to school. Students should keep any money they bring to school on their persons throughout the day.

### **Work Assistance**

Because of the many demands and opportunities involved in the maintenance and upkeep of our buildings and grounds, Central Christian will inform families of various ways they can help with this work. Families or individuals interested in taking part in maintenance, upkeep, repair work, and special projects of Central Christian School are encouraged to approach the Head of School and express to him your availability to serve in this way.

### **Yearbook**

The yearbook staff coordinates and compiles the Central Christian yearbook. Yearbook ads are available for purchase through the yearbook staff or the yearbook sponsor. Every effort will be made to include late enrollees in the yearbook. Yearbooks are distributed to Central Christian students early each spring. Students who have withdrawn or transferred and have paid for a yearbook are responsible for securing their yearbook before the next academic year begins.

## **Technology**

### **Technology Information**

The instructional technology used at Central Christian School is an integral part of our academic program. We use technology in many forms to enhance the educational experience for all of our students.

Promethean Boards have been placed in all of our core classrooms. Promethean Boards are interactive white boards that replace outdated chalkboards and standard whiteboards. These boards connect to a computer and projector that display the image onto the board's surface. The teacher controls the computer with a finger, pen, or slate device. The board enables the teacher to provide computer generated instruction and video streaming. While the boards have become a staple in twenty-first century schools, there is also ample evidence that proves that the boards can have a significant impact on student achievement.

Students begin as early as kindergarten with our Android tablet program. This program is specifically designed with educational options to support existing curriculum. Not only do these reinforce existing curriculum, it also exposes students to a multitude of learning options. The tablets include over 100 pre-loaded applications including math, science, language arts, English, and Spanish. Each one has over 100 pre-loaded books. One unique feature is the Multiple Intelligence Assessment that helps teachers assess how each student learns best.

The CCS computer lab has been updated with new computers. Ample software provides students with the tools necessary for success in every classroom. Our future plans include beginning a one-to-one laptop/tablet program where all students are provided with the same device to use in all classrooms.

Renweb.com provides school management software including gradebook and parent contact functions. Parents can keep track of their child's grades using Renweb.

### **Technology Beliefs at Central Christian:**

1. Technology should support the curriculum.
2. Technology should serve as a resource for teachers to enhance instruction.
3. Technology should facilitate communication with parents.
4. Technology should be used to prepare students for the use of it in college.
5. Technology should teach students the proper care of hardware and the legal guidelines they will need to follow as responsible adults.
6. Technology should be dependable and be student and teacher friendly.

Technology is to be used on the Central Christian School campus for educational purposes only. It is a privilege, not a right, to use the school's technology resources. Inappropriate use can result, depending on the infraction, in cancellation of technology privileges, discipline consequences, criminal prosecution, and/or suspension/expulsion from school.

### **Bringing Personal Devices to School**

Central Christian School (CCS) is committed to prepare all students and teachers to maximize learning by fully integrating relevant technology into every classroom. That commitment must also be tempered with a balance on keeping students on task during instruction. Unfortunately, using a personal device can lead to distractions for the student and those around him or her. With classroom teacher approval, students may use their own devices in the classroom for specific assignments/activities prepared in advance. **The student must have prior teacher approval before using a device in the classroom.**

### **Social Media**

A "Google" search for "Schools using social media" yields 188,000,000 results in .48 seconds. When you add to that the realization that 73% of wired American teens aged 12-17 use social networking sites one can quickly see that social media can present schools with previously unimagined challenges. It is essential that we all work diligently to manage the use of social media at school. It is particularly important at Central Christian where our goal is to teach students to interact with others in a Godly manner in a way that encourages others and glorifies God.

Social media provides many exciting learning opportunities for students. It can also provide many temptations. This social media information is designed to educate parents and students regarding the laws and guidelines that can impact their time on social media. We cannot encourage parents enough to monitor your child's activity on social media whether it is on a cell phone, tablet, or computer. Working together we can educate your child on how to navigate social media safely. We hope the following information proves helpful in that endeavor.

Students need to know that in a recent survey of the top 500 colleges in America, 1 in 10 admission officers stated that they check out applicant's social networking profiles during their decision making process. What students do on-line can have a significant impact on their character and their future.

It is the policy of Central Christian School to:

1. Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of communications.
2. Prevent unauthorized access and other unlawful online activity.
3. Prevent unauthorized online disclosure, use, or dissemination of personal identification information.
4. Comply with the Children's Internet Protection Act [Pub. L No. 106-554 and 47 USC 254(h)]

### **Unacceptable Technology Usage**

The user is responsible for all his/her actions and activities involving all aspects of technology. Examples of prohibited conduct include but are not limited to the following:

#### **1. Accessing materials or communications that are:**

- a. Damaging to another person's reputation
- b. Abusive
- c. Obscene
- d. Sexually oriented/Sexting
- e. Threatening, taunting, or demeaning to another person
- f. Harassing
- g. Illegal
- h. Social exclusion, including incitement and/or coercion

#### **2. Sending, creating, or posting materials or communications that are:**

- a. Damaging to another person's reputation
- b. Abusive
- c. Obscene
- d. Sexually oriented/Sexting
- e. Threatening, taunting, or demeaning to another person
- f. Harassing
- g. Illegal
- h. Social exclusion, including incitement and/or coercion

3. Using the school's computer hardware or network for illegal activity such as copying software or violation of copyright laws.
4. Making copies of software on any school's computer or computer system.
5. Copying or downloading copyrighted software for one's own personal use.
6. Using the network for private financial or commercial gain.
7. Loading or using games, public domain, shareware, or any other unauthorized programs on any of the school's computers or computer systems.
8. Purposely infecting any school computer or network with a virus or program designed to damage, alter, or destroy data.
9. Gaining unauthorized access to network resources.
10. Attempting to bypass Internet filtering devices.
11. Invading or attempting to use another person's user name or password.
12. Posting or plagiarizing work created by another person without their consent.
13. Posting anonymous messages.
14. Using the network for commercial or private advertising.
15. Forging electronic mail messages.
16. Attempting to read, alter, delete, or copy the electronic mail of other system users.
17. Using the school's computer hardware, network, or Internet link while access privileges are suspended.
18. Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.
19. Attempting to alter the configuration of a computer of any of the school's software. Examples include changing screen colors, backgrounds, screen savers, etc.

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet access to inappropriate information. Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of Central Christian School's online computer network when using electronic mail and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking', and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

## **Education, Supervision and Monitoring**

It shall be the responsibility of all members of Central Christian School's staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Education shall include, appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.

## **Cyberbullying**

Cyberbullying is when a child is threatened, harassed, humiliated, or embarrassed by another child using digital technologies such as the Internet. Some examples of cyberbullying are:

- Pretending to be someone else online to trick others
- Spreading lies and rumors about others
- Tricking people into revealing personal information
- Sending or forwarding mean text messages
- Posting pictures of people without their consent

You can prevent cyberbullying if you stop and think or seek the advice of an adult before responding to something you encounter online. You can stop communication with cyberbullies, and you can also report cyberbullying to your teachers. Some ways to stay cyber-safe are:

- Never post or share your personal information online (this includes your full name, address, telephone number, school name, parents' names or Social Security number).
- Never share your passwords with anyone, except your parents.
- Never meet anyone face to face whom you only know online.
- Students should report any form of cyberbullying to a parent and teacher or administrator.
- Discipline for cyberbullying is serious and can result in expulsion from school.

## **Sexting**

Sexting crosses many boundaries and can have significant disciplinary and legal consequences for unsuspecting students. In general terms, any teen who distributes or possesses a sexually explicit image could, at the discretion of the court, be charged with a misdemeanor or felony depending on the facts and circumstances. If convicted for a felony, the sentence could be up to 20 years in prison, and the teenager's name would appear on Georgia's sext offender registry for at least 15 years.

Georgia law is very clear on the seriousness of sexting. House bill 156 (2013) addresses every aspect of sexting. Teens need to know that creating an obscene image can lead to charges ranging from a misdemeanor to a felony offense. In addition, possessing an image can result in charges of a misdemeanor of a high and aggravated nature. There are also federal laws that are related to punishment for sexting.

Every teen needs a frank conversation about the seriousness of sexting and its implication on their future. Aside from the criminal prosecution, violating sexting laws can easily result in expulsion from Central. That expulsion becomes part of a permanent record and can impede college acceptance as well. Central staff will educate students regarding sexting and the consequences. We encourage parents to do the same. Students should report any form of sexting to a parent and teacher or administrator.

## **Student Expectations Regarding Technology**

1. I will not send or participate in any forms of obscene messaging to include sexting, possession of, or the distribution of obscene messages of any kind. I realize that doing so has significant legal consequences to include a charge of a misdemeanor. That charge can lead to expulsion and can follow me through applications to other schools and college applications. Simply put, it is Biblically wrong, legally wrong, and should be avoided at all cost. It can have a significant impact on my future.
2. I will respect copyright laws. I will not plagiarize. I will obey all local, state, and federal laws when using the Internet.
3. I will not use any device to film anyone or anything at the school without the expressed approval of the teacher (Done as part of a class). Filming anyone or anything at any time without permission will be considered a direct violation of the school's Honor Code and will result in severe consequences.
4. I will not purchase or subscribe to any service for which a fee is charged. I will not download or install any unauthorized software.
5. I will not play games or use apps such as but not limited to Facebook, Instagram, Snapchat, Kick or similar sites during the school day.
6. I will not post or provide any identifying information about myself or other people through the Internet.
7. I will respect my teachers by staying on task with technology in class.
8. I will not access email or the Internet during class without teacher permission.
9. I will be careful when I surf the web, avoiding any sites that are profane, obscene, or otherwise inappropriate.
10. I will not bring any device to break or lunch.
11. I will use appropriate language and will not write anything in email or online that I would not want said to my teachers, parents, and friends.
12. I will not give out my password to anyone else, and I will never use anyone else's username and password. I will not access anyone else's account, harm or destroy their files, or make any changes to the device settings. I will not attempt to gain access to any area of the network that I am not authorized to access.
13. I understand that nothing on a school computer or the network is totally private. Central Christian School and my parents have the right to access any of my files and folders at any time.
14. I understand that, if I use a personal device, that I must bring it to school each day in working order. The battery will be fully charged, the sound will be turned off, and all educational software will be operational. Batteries will not be charged during the day.
15. I will keep my laptop/tablet in a safe place, such as my locker or book bag when I am not using it. I will be certain it is secure during after school activities. I will never leave it sitting in the hall or on a locker.

16. I understand that it is my responsibility to back up my file on a jump drive on a regular basis. I will never use computer problems as an excuse for not having assignments when due.
17. I understand the importance of personal integrity and that plagiarism is a form of cheating and is an Honor Code violation.
18. I understand that it is highly recommended that I use easily identifiable protective cases for my technology device(s).
19. I understand that the school's network filters will be applied to one's connection to the internet and I will not attempt to bypass them.
20. I understand that bringing on premises or infecting the network with any program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of this technology policy and will result in disciplinary action.
21. I understand that processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation and will result in disciplinary action.
22. I understand that the school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
23. I understand that printing from personal laptops/tablets will not be possible at school.
24. The device may only be used to access files or Internet sites which are relevant to the classroom curriculum. Non-instructional games are not permitted.
25. Students must comply with teachers' request to turn off the device at any time.
26. I understand that Central's Honor Code applies to the use of technology on campus. I will honor this policy and follow the rules. I understand I will face appropriate consequences that are serious and can result in expulsion from school.

## **Addendum**

### **ISS / OSS Policy**

Students will be assigned to In-School Suspension based on the infractions listed in this document. ISS will result in CCS paying for an approved substitute to supervise the suspension during the day. Parents will be charged a \$50 ISS fee per day to cover the cost of paying for ISS supervision. Students will be assigned a character based writing assignment during ISS. The student will be allowed to gather missed assignments the following day and make-up missed assignments. Out-of-school suspension will result in the student receiving all zeros for missed work and will not be allowed to make up the missed work. Out-of-school suspension is the most serious consequence and precedes expulsion from school.

### **Attendance In School is Essential**

Students with five or more unexcused absences for any class may not exempt the final for that class for any reason regardless of their average. Students with ten or more unexcused absences may not earn credit for that course. A formal appeal before a teacher tribunal may be requested should that happen. Student athletes may not participate in athletic events on a day when they are absent from school. The health of all student athletes comes first. It is not worth the risk to incur further injury or illness if you are injured or too sick to come to school.

### **Final Exam Exemptions**

Students with a 98 average for the semester in a class are exempt from taking the final exam provided they have no more than five absences in that class. A student who has a 90 average or higher and has PERFECT ATTENDANCE for that class may exempt that exam. This may be done for one exam/class only. Other exempted finals follow the regular final exam policy.

### **Elective Course Assignments**

As our enrollment continues to grow we find that scheduling electives is challenging at best. Secondary teachers assign students to elective classes based on what they think the students will enjoy or is an interest of his/hers. Students can request a change in an elective assignment by doing so in writing before the 3<sup>rd</sup> full day of school. The request will be granted first and foremost if there is room in that elective class. Secondly, it will be approved for seniors, and moving down to middle school students. Underclassmen who do not get their first choice for an elective will have other opportunities to do so before graduation.

### **Gymnasium Floor**

Praise God for our still new gym floor. To keep it looking new we must insist that no dress shoes, no ladies shoes with heels, no old tennis shoes that might have sand in the sole, and no bubble gum be allowed on the floor at any time. Please walk on the outside of the floor when going in the gym.

### **Senior Privileges**

Seniors may have lunch off-campus 1 time each semester (11:15-12:35). This will be arranged with teachers so seniors don't miss an important segment of instruction. Seniors are responsible for making-up work missed during this time away from school. They are also responsible for making sure every senior knows about the lunch and that parents know they will be leaving for lunch. One of those lunches during the year will be paid for by Mr. P. He will also enjoy lunch with the seniors on that day.

Seniors will enjoy pre-scheduled breakfast off-campus once a semester. This should be arranged with teachers so seniors don't miss an important segment of instruction. Seniors are responsible for making-up work missed during this time away from school. They are also responsible for making sure every senior knows about the breakfast and that parents know they will be participating. Seniors are due back to school by 9:00.

Seniors have line privileges every day. They are to be dismissed to lunch 5 minutes early (approved by a teacher) every day and may go to the front of the line upon arriving for break or lunch. Seniors are reminded about being courteous about doing so.

Seniors have special half days off during the school year. There is no such thing as a "skip day." Seniors have special half days off during the school year. These half days are the days the PSAT and SAT10 are given. Seniors do not have to report to school on these days until 12:30.

Seniors are held to a higher standard in demonstrating senior leadership when it comes to their grades, behavior, helping others, being on-time for school, having exemplary attendance, etc.

**Conclusion**

God has placed His hand on CCS in so many ways. He will continue to do so as long as we show love and respect for one another and honor His Word. The rules and guidelines in this handbook are expected to be followed with the best interest of each student and family at heart.

We include a parent/student signature page on the following page. Please read and follow the directions on that page. Please contact Mrs. Pam in the front office should you have any questions about the content of this handbook.

**Parents: Please read and review the information within this handbook with your child. Please print this signature page and sign it with your child. Have your child return this signed page to his/her first period teacher during the first week of school.**

## Central Christian School

# Student Handbook Agreement of Understanding

**The content in this handbook is designed to provide students and parents with information which help students achieve success while a student at CCS, and behave in a manner that brings glory to God.**

**All terms and conditions as stated in this document are applicable to Central Christian School students. These terms and conditions reflect the understanding and support of parents, students, and CCS staff.**

**I understand and will abide by the expectations and policy in this handbook. I further understand that any violation of the policy in this handbook will result in disciplinary action.**

Student Name (Please print): \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Please print): \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This signed form must be returned to the school during the first week of school.**