

2025-2026

STUDENT & PARENT HANDBOOK



**COMMUNITY
CHRISTIAN** SCHOOL
Home of the Cyclones

School Verse

And suddenly there came a sound from heaven as of a rushing mighty wind, and it filled all the house where they were sitting. - Acts 2:2

School Colors

Purple, Teal, and Black

Team Name

Cyclones

Administrative Staff

Dr. Steven Wall - Head of School
Mr. Chad Horner - Assistant Head of School
Ms. Angela Tippett - Assistant Head of School
Mrs. Rebecca Arroyo - Accreditation and Operations
Mrs. Michelle Barnes - Enrollment Coordinator
Wanda Murph - Office Manager
Ms. Mona Fulghum - Resource Director
Mrs. Tiffany Burnette - AIG Director

School Board

Wendy Winstead	Jon Grant
Robert Bartlett	Cris Boswell
Staci Stone	Carol Tomlinson
Jeremy Renfrow	Caleb Varnell
David Brown	Krystal Baker
Gasford Brown	Robin Bass

Important Phone Numbers
252-399-1376
Fax: 252-243-6973

www.ccscyclones.com

TABLE OF CONTENTS

Introduction	p. 5
Mission Statement	p. 5
Statement of Faith	p. 5
Ethical Code	p. 6
Statement of Racial Equality	p. 8
Philosophy of Christian Education	p. 8
Affiliation	p. 10
A. General Information	p. 10
1. Admissions	p. 10
2. Afterschool Care	p. 11
3. Athletics	p. 12
3a. Mission Statement	p. 12
3b. Athletic Affiliation	p. 12
3c. Responsibilities of the Booster Club	p. 13
3d. Responsibilities and Conduct of Coaches	p. 13
3e. Expectations for Student Athletes	p. 14
3f. Expectations for Parents of Student Athletes	p. 14
3g. Conflict of Interest and Conflict Resolution	p. 14
3h. Levels of Competition	p. 15
3i. Sports Offered	p. 16
3j. Rules of Conduct	p. 16
3k. Athletic Eligibility	p. 16
3l. Gender Policy	p. 16
3m. Physicals	p. 16
3n. Scholastic Requirements	p. 16
3o. Roster Additions During the Year	p. 17
3p. Homeschool Eligibility	p. 17
3q. General Athletic Policies	p. 17
3q -i. Athletic Fees	p. 17
3q -ii. School Attendance	p. 17
3q – iii. Awards	p. 18
3q – iv. Communication	p. 18
3q – v. Dress Code	p. 18
3q – vi. Earning a Varsity Letter	p. 18
3q – vii. Inclement Weather Policy	p. 18
3q – viii. Parent Meetings	p. 18
3q – ix. Practice Schedule	p. 18
3q – x. Transportation	p. 18
3q – xi. Tryouts	p. 19
4. Automobiles	p. 19
5. Before School Care	p. 19
6. Biblical Integration	p. 19
7. Building and Grounds	p. 19
8. Cell Phone/Telephone Usage	p. 20

9. Computer Use	p. 20
10. Chapel	p. 20
11. Conferences	p. 21
B. Student Discipline Plan	p. 21
a. Before school Detention	p. 22
b. In-School Suspension	p. 22
c. Out of School Suspension	p. 22
12. Academic Offenses	p. 22
13. Behavioral Offenses	p. 23
Redemptive Discipline Policy	p. 29
14. Emergency Events/Precautions	p. 30
15. Field Trips	p. 31
16. Health Information	p. 31
17. Homework	p. 32
18. Internet Usage/Technology Agreement	p. 32
19. Lost and Found	p. 33
20. Lunch	p. 33
21. Media Center	p. 33
22. New Student Probationary Period	p. 33
23. Parent/Guardian Policy	p. 34
24. Student Check Out	p. 36
25. Parking Lot Regulations	p. 36
26. Parties	p. 36
27. Report Cards	p. 37
28. Learning Resource	p. 37
29. CCS Class Schedules	p. 38
30. Testing	p. 39
31. Textbooks	p. 39
32. Visitors	p. 39
33. Withdrawal	p. 40
C. Elementary School	p. 40
a. Academics	p. 40
b. Course Work	p. 40
c. Make-up Work	p. 40
d. Grading Scale	p. 41
e. Electives	p. 41
f. Honor Roll	p.41
g. Promotion/Retention	p. 42
34. Attendance and Tardiness	p. 42
34a. Absences	p. 42
34b. Tardiness	p. 42
34c. Drop-off	p. 42
35. Awards and Recognition	p. 43
36. Dress Code	p. 43
D. Upper School	p. 44

37. Attendance/Tardiness	p. 44
37a. Absence	p. 44
37b. Excused and Unexcused Absences	p. 44
37c. Tardiness	p. 44
38. Awards and Recognition	p. 45
39. Community Service	p. 45
40. Make-up Work	p. 45
41. Lockers	p. 45
42. Dress Code	p. 46
43. Wise-Up	p. 47
E. Middle School	p. 48
44. Academics	p. 48
44a. Course Work	p. 48
44b. Exams	p. 49
44c. Grading Scale	p. 49
44d. Honor Roll	p. 49
44e. Promotion/Retention	p. 49
45. Clubs	p. 49
F. High School	p. 50
46. Academics	p. 50
46a. Educational Tracks	p. 51
46b. College/Career Track	p. 51
46c. Honors/Dual Enrollment Track	p. 51
46d. Exams/Exemptions	p. 51
46e. Dual Credit	p. 51
46f. Grading Scale	p. 51
46g. Graduation Requirements	p. 52
46h. Class Rank and GPA for Transfer Students	p. 52
46i. Valedictorian/Salutatorian	p. 52
46j. Marshalls	p. 53
46k. Honor Roll	p. 53
46l. Promotion/Retention	p. 55
46m. Mid-Year Transferring Students	p. 55
47. College Visits	p. 55
48. High School Retreat	p. 56
49. Community Service	p. 56
50. Clubs	p. 56
51. Jr/Sr Prom	p. 57
52. Senior Trip	p. 57
53. Summer School	p. 57

INTRODUCTION

The following handbook represents the policies and practices of Community Christian School. Community Christian School was founded in September 2000, at Raleigh Road Baptist Church and was designed as a Private, non-Denominational Christian educational environment for our community and we are governed by a board of directors. Our current location was established for instructional classes in 2001. Community Christian School is a non-profit day school for children in our community ranging from Kindergarten through Twelfth grade. If at any time our handbook policies are in need of amending, the foundational decision will be to ensure that those changes are biblical centered and in the best interests of our students.

MISSION STATEMENT

Community Christian School will be a light in our community by developing Christian leaders in a grace filled atmosphere and cultivating the God-given talents of our students with a Christ-centered education.

STATEMENT OF FAITH

We believe the Bible is inspired by God, and is the only infallible, authoritative Word of God (II Timothy 3:16; II Peter 1:21).

We believe there is only one God, who exists eternally in three equal persons - Father, Son, and Holy Spirit and who created the heavens and the earth and all that is in them by the power of His spoken word (Genesis 1:1; Matthew 28:19; John 1: 1-3; John 10:30).

We believe in the deity of Christ (John 10:37-38); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; Hebrews 7:26); His miracles (John 2:11); His substitutionary death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His physical resurrection (John 11:25; I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); and His personal return in power and glory to judge the living and the dead (Acts 1:11; Revelation 20:11-15; Revelation 22:12).

We believe that man was created by God in His own image (Genesis 1:27), but was spiritually separated from God because of sin (Romans 3:23), and is incapable of being reconciled to God apart from the work of Christ on the cross (Romans 5:6).

We believe in the absolute necessity of rebirth by the Holy Spirit for salvation; and that people justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19; John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5).

We believe in the physical resurrection of both the saved and the lost; those who are saved will rise to eternal life, and those that are lost to eternal punishment (John 5:28-29).

We believe that the Church is the body of born-again believers in fellowship with Christ and with fellow believers (Romans 8:9; I Corinthians 12:12-13).

We believe in the presence and power of the Holy Spirit, who indwells believers enabling them to live a Godly life (Romans 8:13-14; I Corinthians 3:16; I Corinthians 6: 19-20; Ephesians 4:30).

ETHICAL CODE

Community Christian School stands firmly upon the historical truth claims and moral foundations of Christianity. This includes, but is not limited to, the biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear biblical teaching that gender is both sacred and established by God's design.

Parents or legal guardians, who choose to enroll their children at Community Christian School are agreeing to support these and other basic biblical values derived from historical Christianity. Parents understand and agree that Community Christian School will teach these principles and biblical values.

Community Christian School's Board of Directors urges parents to recognize their scriptural responsibility to provide their children with a Christian education and to understand that the primary responsibility for this task rests with the parents (Deuteronomy 6:1-9, Psalm 78:5, 6, Proverbs 22:6, Ephesians 6:4).

Community Christian School was founded and continues to operate upon biblical values and the desire and commitment for Bible-believing Christian parents to enroll their children in an intentionally Christian environment.

Community Christian School will accept students who are willing to support the school's Confession of Faith, above-stated positions, and student conduct requirements, and whose parents are willing to allow their children to be educated and influenced in an intentionally Christian environment. Continued enrollment at Community Christian School is contingent upon this same understanding and support by both the student and parents.

Community Christian School is a religious institution providing an education in a distinctly Christian environment, believing its biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasions in which the atmosphere or conduct within a particular home or the activities of the student are counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or discontinue enrollment of a current student. This includes, but is not necessarily limited to, living in, practicing, condoning, or supporting sexual immorality, including but not limited to, sex outside of marriage, homosexual acts, bisexual acts, gender identity different than the birth sex, promoting such practices, or otherwise the inability to support the moral principles of the school (Leviticus, 20:13a, Romans 1:27, Matthew 19:4-6).

Community Christian School believes that every person is created in the image of God, that human sexuality reflects that image in terms of intimate love, communication, fellowship, subordination of the self to the larger whole, and fulfillment. God's Word makes use of the marriage relationship as the supreme metaphor for His relationship with His covenant people and for revealing the truth that that relationship is of one God with one people. Therefore God's plan for human sexuality is that it is to be expressed only in a monogamous lifelong relationship between one man and one woman within the framework of marriage. This is the only relationship that is divinely designed for the birth and rearing of children and is a union made in the sight of God, taking priority over every other human relationship (Genesis 1:27-28; 2:18, 20,

23–24; Isaiah 54:4–8; 62:5b; Jeremiah 3:14; Ezekiel 16; Hosea 2; Malachi 2:14; Matthew 19:4–6; Mark 10:9; John 2:1–2, 11; 1 Corinthians 9:5; Ephesians 5:23–32; 1 Timothy 5:14; Hebrews 13:4; and Revelation 19:7–8).

Community Christian School believes that to follow the teachings of the Scriptures regarding marriage and divorce we must affirm that sexual relationships outside of marriage and sexual relationships between persons of the same sex are immoral and sinful. We further affirm that heterosexual monogamy is God’s plan for marriage, and we regard sexual sin of the spouse, such as adultery, homosexual behavior, bestiality or incest, as the only biblical grounds for considering divorce, and then only when appropriate counseling has failed to restore the relationship. Community Christian School abhors the trend to ignore God’s laws of chastity and purity, and vigorously opposes public acceptance of sexual promiscuity and all factors and practices that promote it. The school maintains a biblical view of human sexuality that makes the sexual experience, within the framework of marriage, a gift of God to be enjoyed as communion of a man and woman, as well as for the purpose of procreation. Sexual relationships outside of marriage and sexual relationships between persons of the same sex are immoral and sinful. The depth of the sinfulness of homosexual practice is recognized, and yet we believe the grace of God sufficient to overcome both the practice of such activity and the perversion leading to its practice (Exodus 20:14, 17; 22:19; Leviticus 20:10–16; Matthew 5:32; 19:19; Mark 10:11–12; and Luke 16:18).

Gender differentiation and male/female uniqueness are part of a divine design that God indelibly engraved upon creation. God gives our bodies to us for spiritual and relational purposes, as well as physical ones. It is His desire that the most fundamental distinctions we experience as human beings should remind us that our completeness is ultimately found in communion with Himself and others. For this reason, “The Lord God said, ‘It is not good for the man to be alone. I will make a helper suitable for him’” (Genesis 2:18). Personal fulfillment involves intimate fellowship and union with God, as exemplified by the ideal of Christ as the bridegroom and the Church as His bride (Ephesians 5:22-32; Revelation 19:7-9). Based on our biblical and theological study, there is no argument for a “third gender” or “transgender” among humans. Gender confusion and dysphoria are ultimately the biological, psychological, social, and spiritual consequences of the human race’s fallen condition. This state of sin affects all persons individually and collectively. While society is at liberty to destigmatize or legitimize any behavior it chooses simply by reclassifying and renaming it, Christians must adhere to biblical boundaries. It is our Christian conviction that renaming them cannot normalize sin and its expressions. We call upon biblical Christians to continue to accept their role as witnesses, who speak prophetically about the need for repentance and sanctification in every culture.

Community Christian School believes that every person is created in the image of God and must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11). Hatred and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.

STATEMENT OF RACIAL EQUALITY

Community Christian School believes that every person is created in the image of God and must be treated with love, compassion, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31). Everyone has value because they bear the image of God. All are our neighbors, and we are to love them as ourselves. (Mark 12:31). Hateful attitudes or behavior directed toward any person or group are inconsistent with God's unconditional love towards all.

God shows no partiality based on race or ethnicity in his offer of forgiveness and redemption to everyone who believes in Jesus Christ. (Acts 10:34-35, Romans 10:9-10). The Bible tells us that God is building a multi-ethnic Kingdom with a bold witness for a lost world. (Revelation 7:9-10). As believers, we all are equal in Christ. We all stood as guilty sinners before God, in need of the same redeeming grace. In Christ, there should be no distinctions. No divisions. No separation. No favorites. Jesus unites us all. (Galatians 3:28, James 2:1-9).

PHILOSOPHY OF CHRISTIAN EDUCATION

The educational philosophy of Community Christian School is based on a God-centered view of truth and man as presented in the Bible. Since God created and sustains all things through His Son, Jesus Christ, the universe and all life are dynamically related to God and have the purpose of glorifying Him. Man, who is made in God's image, is different in kind from all other creation, with the unique capacity to know and respond to God personally and voluntarily. Because man is a sinner by nature and choice, however, he cannot in this condition, know or honor God in his life. He can do this only by being born again through receiving Jesus Christ as Savior and Lord, and this be enabled to do God's will, which is the ultimate purpose of life.

The entire process of education is seen as a means used by the Holy Spirit to bring the student into fellowship with God, to help him become strong in the spirit, to assist him in developing a Christian mind, to enable him to think God's thoughts, to train him in Christ-likeness, to teach him to act like God and to help the student demonstrate Christ-like character qualities so that he can fulfill God's total purpose for his life personally and vocationally. He is taught the Bible so he may understand God as well as his own nature and function as God's image. He is developed and related to God as a whole person, that is: spiritually, mentally, physically, and socially. He is taught to see all truth as God's truth and to integrate it with and interpret it by God's Word. He is educated as an individual with his own unique abilities and personality who learns to live and work with others at home, in church, and in a changing secular society. He interacts with and is taught by parent and teacher models that are themselves born again and have this perspective on life.

The authority for such an education comes from God's command that children be taught to love God and place Him first in their lives and from the fact that parents are responsible for the total education and training of their children. At the parent's request, the Christian school becomes a partner in giving this education. From this philosophy stems certain aims and objectives.

- I. For the spiritual and moral growth of the students, the school seeks:
 - A. To teach the Bible as God's inspired Word and to develop attitudes of Love and respect toward it.
 - B. To teach the basic teachings of the Bible, that is: God, Jesus Christ, Holy Spirit, Man's Salvation, Church, Scriptures, Satan, and Angels.

- C. To help lead the pupil to a decision of confessing Christ as Savior and Lord.
- D. To develop a desire to know and obey the will of God as revealed in the Scriptures.
- E. To equip the student to carry out the will of God daily.
- F. To impart an understanding of each Christian's place in the church and its worldwide task of witnessing, evangelizing, and discipline, and to stimulate the student's involvement in this task.
- G. To develop the mind of Christ toward Godliness and sin and to teach the students how to overcome sin.
- H. To encourage the development of self-discipline and responsibility in the student based on respect for and submission to God and all other authority.
- I. To help the student develop for himself a Christian worldview by integrating life and studies with the Bible.

II. For the student's personal and social development, the school aims:

- A. To help the student develop his personality based on a proper understanding and acceptance of himself as a unique individual created in the image of God and on the fullest possible development of his own abilities.
- B. To teach the student to treat everyone with love and respect as unique individuals made in God's image.
- C. To teach the student to be a contributing member of his society who realizes his dependence on others and their dependence on him and the need to serve them.
- D. To promote an understanding of time as a God-given commodity and the individual's responsibility for effective use of time.
- E. To show a realistic view of life and work, and provide skills for personal relationships and future endeavors.
- F. To develop both good and proper attitudes toward marriage and the family and also the understanding of skills needed to establish God-honoring homes.
- G. To promote physical fitness, good health habits, and wise use of the body as the temple of God.
- H. To impart Biblical attitudes toward material things and to encourage individual responsibility of using them for God's glory.
- I. To engender an appreciation of the fine arts through the development of the students' understanding and personal expression.

III. Academically, the school endeavors:

- A. To promote high academic standards within the potential of the individual as uniquely created by God and to help the student realize his full academic potential.
- B. To help each student gain a thorough comprehension and command of the fundamental processes used in communicating and dealing with others, such as reading, writing, speaking, listening, and mathematics.
- C. To teach and encourage the use of good study habits.
- D. To teach the student how to do independent research and to reason logically.
- E. To motivate the student to pursue independent study in areas of personal interest.
- F. To develop creative and critical thinking and the proper use of Biblical criteria for evaluation.
- G. To promote good citizenship through developing the understanding and appreciation of our Christian and American heritage of responsible freedom, human dignity, and acceptance of authority.

- H. To discuss current affairs in all fields and relate them to God's plan for man.
 - I. To produce an understanding and appreciation for God's world, an awareness of man's role in his environment, and his God-given responsibilities to use and preserve them properly.
- IV. Working with the homes from which the students come, the school desires:
- A. To bring those whom we find are not Christians to the saving knowledge of Jesus Christ.
 - B. To aid families in Christian growth and to help them develop Christ-centered homes.
 - C. To cooperate closely as servants to the parents in every phase of the student's development, especially as it relates to the school program.
 - D. To help the parents to understand the school's purpose and program.
 - E. To assist parents in keeping up with the changing culture and its effect on the home and the implications for their children.
 - F. To encourage regular attendance and involvement in the local church.
 - G. To encourage parents to realize and shoulder their responsibility for the spiritual, moral, and social education of their children.
 - H. To involve the parents immediately upon detecting academic, social, or spiritual problems with their children.
 - I. To show Christian concern and sensitivity in times of sickness or tragedy among our school families.

AFFILIATION

Community Christian School is a non-profit organization. Community Christian School is sanctioned by the North Carolina Department of Nonpublic Education. We are affiliated with the North Carolina Christian School Association and the American Association of Christian Schools.

A. GENERAL INFORMATION

1) ADMISSIONS

Attending Community Christian School is a privilege, not a right.

Community Christian School admits students of any race, color, and national ethnic origin to all the rights, privileges, programs, and activities offered to students at the school. It does not discriminate based on race, color, national and/or ethnic origin in administration of its educational policies, scholarship/loan programs, athletic programs, or other school administered programs. CCS does participate NCSEAA Equal Opportunity Scholarship Program. ***All new students are placed on probation for the first 30 days they attend CCS and will be re-evaluated at the end of that 30-day period.***

As long as a student is enrolled in school, he/she represents our school both on and off campus. Anyone who will not cooperate spiritually, morally, scholastically, or disciplinarily will be required to withdraw. At any time, if student conduct is detrimental to the mission and operations of Community Christian School, they may forfeit the privilege of being a student.

Admissions at Community Christian School is a multi-step process. Each step is designed to ensure that both the school and the potential family have clear protocol in place which can be followed for smooth

enrollment. Once the families have contacted our enrollment coordinator, the following steps will be put in place to ensure all documentation and dates are collected and met.

To begin the application process:

Step 1:

Parents will complete the online application found on the [Community Christian School Website](#) and provide the following: Current Report Card, Testing data, current disciplinary report, as well as 504 or IEP documentation if applicable. Families will also show that the tuition assistance program process, if needed, has begun. Following initial administrator approval, the family can begin step 2.

Step 2:

Parents will then provide the following: child's up to date shot record, birth certificate, and letter of recommendation from a former teacher.

CCS will set up the following: Meeting with parents and students with our grade level director will take place. After this meeting, a date for the potential student to shadow and complete school entry testing (Grades K4-2nd) will take place. Upon completion of testing, a recommendation will be made to the head of school.

Step 3:

Once a decision has been made by the head of school, the family will receive information regarding the enrollment packet which will be completed on the FACTS Family Portal (Link also on the website) and set up their payment plan, as well as paying enrollment fees at the school office.

Step 4: Once step 3 has been complete, an appointment will be set to meet with the Head of School and the Finance Director in order to finalize the enrollment. Provided both parties agree, the student's start date and terms of the probationary period will be set at this time.

*High School students can enroll at CCS during the first semester on or before September 15th and during the second semester on or before February 15th.

Middle and Elementary School students may enroll at CCS on or before February 15th. The only exceptions would be a new family moving to the area.

Please note:

If a student has been suspended or expelled from another school, we will not accept them. Rising High School Seniors are not accepted.

2) AFTERSCHOOL CARE

After school care is available for all students in K4 through 6th grades from 3:00 to 6:00 p.m. Middle school or high school students that are not picked up by 3:15 pm and are not attending an athletic practice or game, will be sent to the office. The fee schedule is listed below.

After School Care	3:15 - 6:00 pm
	3:15 - 4:00 = \$10.00
	4:00 - 5:00 = \$15.00
	5:00 - 6:00 = \$20.00

3) ATHLETICS

The athletic program of CCS is to serve the athletic training of our students. Christian character and leadership are taught through athletic competition. This is an extracurricular activity, where exemplary standards of conduct and academic effort are required for participation. All students participating in athletics at CCS are aware of their responsibility to God and the school in regard to their sportsmanship, their Christian testimony, and their teammates in regard to cooperation, preparation, dedication to practice, and academic eligibility.

a) Mission Statement

The mission of the athletic department is to aid in the Christian, academic, emotional, and physical development of our students through promotion of teamwork, sportsmanship and athletic competition. The athletic program is believed to be a valuable asset to the total education process; therefore, the program operates within the same objectives and goals of the overall educational program. Research has shown that athletics helps to foster team building skills, problem solving skills, self-discipline, and self-confidence. We believe sports should be secondary to academics. Therefore, an athlete should concentrate on academics before sports.

Goals of the Athletic Department

- To set and maintain a Christian example for all student athletes.
- To develop sport skills by maximizing participation and focusing on instruction.
- To develop the positive values of athletics, including sportsmanship, teamwork, cooperation, and competition.
- To provide as many students as possible with the opportunity to participate in activities they enjoy.
- To foster academic and athletic achievement in students by emphasizing the importance of self-discipline, sacrifice and dedication to achieving goals.
- To develop in students emotional control, dependability, and respect for rules, property and authority.
- To provide students with the opportunity to work as a member of a team in order to achieve a goal, and in the process, learn the importance of cooperation, teamwork and good sportsmanship.
- To provide students with experiences which require problem solving, decision-making and critical thinking skills.
- To provide students the opportunity to pursue physical fitness as a means of mental well-being.
- To develop in students a sense of school loyalty and generate school spirit.

To fulfill our mission, the athletic department, booster club, faculty and staff will work together to ensure that the athletes of Community Christian will make us proud not only on the field or court, but also out in a world where it is needed most.

b) Athletic Affiliation

Community Christian School's athletic program will consist of the following schools (NCCAA 2A) for Varsity, Junior Varsity, and Middle School athletics.

Competing teams are as follows:

- Community Christian School
- Christ Covenant School (Winterville)
- Trinity Christian School (Greenville)

- Faith Christian Academy (Goldsboro)
- Jacksonville Christian Academy (Jacksonville)
- Gramercy Christian School (Newport)
- New Bern Christian Academy (New Bern)

*CCS will play everyone two times each season then followed by a postseason tournament as long as there are four participants.

c) Responsibilities of the Booster Club

Help support the athletic department.

Set up fundraisers to help purchase equipment.

Work with the athletic director to fulfill the needs of the athletic teams.

Be the backbone of CCS athletics.

Officers will be a president, vice president, secretary, and treasurer.

d) Responsibilities and Conduct of the Coaches

- Responsibilities of the coaches are to help guide and direct the athletes to have a Christ-like attitude and to help develop their skills.
 - Each coach **WILL** open and close practices and games with prayer.
 - Profanity **WILL NOT** be tolerated from any coach.
 - First offense will be a three-game suspension
 - Second offense will be termination from coaching.
- Each coach will be responsible for keeping up with his/her equipment, finding a scorekeeper, and/or manager.
- It is the responsibility of the coach to issue uniforms/equipment to all players.
- It is the responsibility of the coach to retrieve all uniforms/equipment after the last game of the season. Each player should bring a change of clothes to the last game and turn in all uniforms/equipment to the coach before leaving.
- It is the responsibility of the coach to turn in all uniforms/equipment to the athletic director with an inventory list no later than the next school day.
 - Coaches will not receive pay until all uniforms/equipment are accounted for by the athletic director.
- It is the responsibility of the coach to make sure each member of the team is accounted for after the game, and before the departure of the place where the team played.
- It is the responsibility of the coach to ensure that the school van being driven is clean and all equipment/personal items/trash is taken out of the van before any player leaves. Vans will be checked the next morning for compliance
- The coach will require that all athletes should be at practice unless they are sick, injured, or did not attend school that day.
- It is the responsibility of the coach to make the Athletic Director aware of any issue that may arise with players/parents.
- **The coaches will hold only optional practices on Wednesdays and Sundays. Student athletes will not be penalized for missing these practices.**
- Coaches will be evaluated at the end of each season by the Athletic Director and Upper School administration.
- **It is the responsibility of the coach to determine the playing time for the members of the team and the coach's decisions on playing time are final.**

e) Expectations for Student Athletes

Community Christian School holds its athletes to high standards. Student athletes are seen as representatives of Christ and our school. As a representative of Community Christian, student athletes are expected to adhere to all school and athletic department rules.

All athletes are expected to:

- Act in a responsible manner, realizing, at all times, they represent Christ and their school.
- Remain academically eligible. (Grades will be checked every week)
- Arrive on time and attend all practices and games.
- Refrain from using profanity or obscene language or gestures.
- Show good sportsmanship and respect for officials, coaches and fellow athletes.
- Care for all athletic equipment issued throughout the season.
- Play fair, play hard and put forth their best effort in practice and in competition.
- Turn in all uniforms/equipment at the last game of the season. Players are to bring a change of clothes to the game.
- Remain alcohol and drug free.
- Treat other student athletes with respect and dignity.

Athletes who fail to comply with these expectations **will** face disciplinary actions, including but not limited to dismissal from the team.

f) Expectations for Parent of Student Athletes

Parents are encouraged to support their children's athletic endeavors and recognize the importance of athletics in their lives.

All parents are expected to:

- Respect the actions of coaches regarding contest strategy, their child's play status and playing time.
- Understand that Christian character and academics are a priority over athletics and emphasize successful classroom performance.
- Be positive, helping their child understand the benefits of athletic participation regardless of contest results or individual performance.
- Insist their child abides by expectations of the athletic department and by team rules.
- Encourage fair play.
- Avoid "coaching" from the stands or sidelines during both games and practices.
- Ensure their child attends all practices and games
- **CCS reserves the right to prohibit any spectator from a sporting event if proper etiquette is not followed, including parents and siblings of players.**
- Parents are expected to follow the appropriate steps for conflict resolution as outlined in section g of the handbook – **Conflict of Interest and Conflict Resolution**

g) Conflict of Interest and Conflict Resolution

In a school environment such as Community Christian School, it is inevitable that coaches will have their own children on their teams from time to time. CCS athletics and the coaching staff are

committed to treating all student athletes with respect and conducting practice and games in an impartial, ethical manner. Should a conflict arise involving the coach's own child, the coach will defer to the athletic director for resolution. At such time as the athletic director as a coach, spouse, or parent is found in a similar situation, they will defer the issue to the upper school administrator.

Parents are expected to follow this protocol when they wish to meet with coaches about situations that arise at practice or during games which involve their child:

- Parents will wait 24 hours before scheduling an appointment to meet with the coach
- If the issue cannot be resolved with the coach to both parties satisfaction, a meeting will be arranged to include the athletic director and upper school administrator in the discussion.
- No discussions will be held at games or practices, or in front of students and other parents.
- At no time will parents or coaches engage in public confrontations, either in person or on social media.
- The students and their well-being is of the utmost importance and harassment or embarrassment of student athletes by coaches or parents will not be tolerated.

h) Levels of Competition

Middle school - 5th - 8th ; Junior Varsity - 6th - 10th ; Varsity - 9th - 12th

- All 10th grade athletes will have to play either Junior Varsity or Varsity. They will not be able to play both (per conference rules).
 - Varsity will be allowed to pull up players. This will be at the discretion of the head coach and athletic director. Player will be moved up if he/she demonstrates a talent for the sport and possesses the emotional, social, and physical maturity that a varsity player is expected to have.
 - Cuts can and will be made based on the discretion of the head coach and AD.
 - Once a team has been determined, the head coach and athletic director will decide if a player needs to be moved up or down during the season.
 - **Any athlete who starts a sport must finish (unless injured). Injured athletes should attend practice unless pardoned by an agreement between the coach and the parent that the athlete cannot participate due to the injury. If an athlete quits, he/she will be ineligible for the next sports season. This may be altered at the discretion of the AD or administration.**
 - Athletes are allowed to participate in two sports, but this is not encouraged. Coaches make the final decision on playing time and starting rosters. Two-sport athletes will not receive special consideration in those decisions. The athlete must have a primary sport and a secondary sport. They must attend all practices and/or games if at all possible.
- i) **Sports Offered** - These sports are contingent that there are enough athletes available for a full team.

Fall:

- Junior Varsity Football
- Varsity Football
- Middle School/Varsity Cross Country

- Junior Varsity/Middle School Boys Soccer
- Varsity Boys Soccer
- Middle School Volleyball
- Varsity Volleyball
- Junior Varsity Volleyball
- Cheerleading

Winter:

- Cheerleading
- Junior Varsity Girls Basketball
- Middle School Girls Basketball
- Middle School Boys Basketball
- Junior Varsity Boys Basketball
- Varsity Girls Basketball
- Varsity Boys Basketball

Spring-:

- Varsity Softball
- Middle School Girls Soccer
- Varsity Girls Soccer
- Junior Varsity Baseball
- Varsity Baseball
- Varsity Golf
-

j) Rules of Conduct

The Athletic Department will follow the school handbook on discipline. If a student is suspended from school, that student will not be eligible for practice or games until returning to school from suspension. If a student is assigned In School Suspension, they will not be eligible to practice or play in games on that day. We want our athletes to represent our school in a Christ-like manner. If this cannot be done at school, then it cannot be done at an athletic event. The head coach of each sport will establish team rules and guidelines. All athletes will follow school rules while away at an athletic event.

k) Athletic Eligibility

Age requirement:

According to the North Carolina Christian Athletic Association (NCCAA), an athlete who becomes 19 years of age before August 1 will be ineligible to participate in high school athletics. Once an athlete has entered the 10th grade, he/she can only participate in six semesters of Varsity sports.

l) Gender policy:

According to the NCCAA, all boys may only participate in boys' sports and all girls may only participate in girls' sports.

m) Physicals:

All athletes need a physical exam before the first game. He/she will be ineligible for games until a physical is provided. There will be NO exceptions!

n) Scholastic Requirements

An athlete is required to maintain an overall C average for all classes and must not have any F's. A student cannot have failing grades in any class at any time. Grades will be checked weekly and will be used to determine if an athlete will be placed on academic probation. Once on probation, a student's

grades will be checked each Friday to determine if they are eligible to play the following week. Eligibility for students on probation will run from Monday - Saturday. An ineligible athlete cannot ride with the team to away games and will not be dismissed early from class. Ineligible athletes will not be able to attend home games and sit on the bench. At any time, the administration may pull an athlete off a team if they consider it to be in the best interest of the student academically.

o) Roster additions during the year

New students added to the school rolls after the first day of school will be required to attend school five days before he/she can play a game. They may start attending practices after their first day of school.

p) Homeschool Eligibility

As of the 2021-2022 school year, CCS will allow homeschool students to participate in private school athletics on a case-by-case team basis. The students must meet certain criteria and eligibility requirements. Sports offered at CCS for homeschool participation are contingent per sport for each season as set by the Athletic Director. Homeschool students deemed eligible must comply with all school rules.

- Families must have a registered homeschool and that document must be on file with this status.
- Parents must attend the required seasonal parent athletic meeting with our school's AD and team coaches.
- Sports physical and concussion forms of the athlete must be turned in prior to first practice.
- The parent agreement forms must be signed prior to the first game.
- The seasonal athletic fees must be paid prior to the start of the season.
 - Fall / Spring Sports fees will be \$350.00 per sport per athlete.
 - Fall Football fees will be \$325.00 per athlete

q) General Athletic Policies

i) Athletic Fees

Due to the cost of an expanding athletic department, a \$175 fee per athlete per season will be required or \$350 max for the entire year per student, up to two seasons. (ex: Families who pay for fall and winter sports (2 seasons) will not be expected to pay for spring sports.)

Football players will pay \$275 with a max of \$400 per year due to the cost of equipment required to compete in games. This fee will cover uniform cost (school property), transportation, officials, equipment, and other fees that are unexpected.

Extra equipment, such as shin guards, gloves, cleats, socks, etc. will be purchased by the athlete. Athletic fees **MUST BE PAID** in full before the first game of that season or the athlete will not be allowed to dress or go with the team until the fee has been paid. Athletic fees are to be paid to our finance department in the front office.

ii) School Attendance

An athlete must attend an official day of school, which is 4½ hours minimum, (Arrive by 10:30 AM or do not check out before 12:30 PM) in order to practice or compete in a game. Athletes will not be allowed to play if they miss class on game days without a doctor's note or pre-approved absence by Administration. Arriving at school late will result in having to stay in school and not being allowed to leave with the team that day without a doctor's note or pre-approval of Administration. If a student checks out of school because of sickness, they will not be allowed to practice or participate in any game that day. All athletes are expected to be at all practices and games unless they are absent from school, or an emergency situation arises.

iii) Awards

An award ceremony honoring the athletes will be held on a date to be determined. The award ceremony will honor the athletes who started and completed a sport. The athletes will receive a certificate of participation. Some athletes will be recognized for extra effort with special awards. The awards include MVP, coach's awards, and others. State and conference awards also will be recognized at the athletic banquet. THE ATHLETIC BANQUET DRESS CODE WILL BE THE SAME AS THE MIDDLE AND HIGH SCHOOL DRESS CODE.

iv) Communication

All athletic schedules and news can be viewed at cyclonesathletics.com. It is the parent's responsibility to sign up for the team their son or daughter is involved in.

v) Dress Code

All athletes will be required to dress up on game days upon direction of their coaches.

*Cheerleading skirts should be at minimum fingertip length. No cheerleader will be allowed to roll skirts or cheer in skirts that are not appropriate length.

*Uniform shorts should be a minimum of fingertip length. No athlete will be allowed to roll shorts or play in shorts that are not appropriate length.

vi) Earning Varsity Letter

Athletes earn their letters by participating in varsity sports. The Athletes must attend practices and games regularly. If a coach feels the athlete did not make the necessary commitment, then a letter will not be awarded. The athletic director and head coach will make the final decision. After the athlete has earned his or her letter, he or she will receive pins for each season they have completed. An emblem of the sport completed will be given the first year. After the first year, bars will be given to represent each year after the first. Athletes who receive a letter are encouraged to purchase a letter jacket.

vii) Inclement Weather Policy

In the event of inclement weather, games may be rescheduled or canceled. The AD will make the final decision to cancel the games. There will be no practice if a game is canceled because of inclement weather. The decision will be made as soon as possible about cancelling games/practice.

viii) Parent Meetings

At the start of each sports season a mandatory parent meeting will be held to review and discuss the upcoming season, sports rules, expectations, and the role they play in how parents can make it a successful season. Attendance to these meetings will help coordinate and allow for the gate and concession times to also be assigned. For parents who attend this meeting a \$50 discount off the seasonal cost of the athletic fees will be given. This is a cap of a \$100.00 discount for the school year. One member of the player's immediate family needs to be in attendance to receive this discount.

ix) Practice Schedule

A practice schedule for each sport will be available a week before the new month begins. Practice schedules are subject to change; however, a 24-hour notice will be given. In the event of bad weather, if the school is closed, all practices will be canceled. A player must attend all practices and games unless the student athlete has notified his/her coach. Failure to do so will result in a loss of playing time.

x) Transportation

Transportation will be arranged by the Athletic Director. Directions will be made available the day of the game in the school office. All athletes will ride with their respective team. No athlete will drive to away games unless permission is granted by the AD or head coach. Athletes may ride with their parents after

the game once they have been dismissed by the coach. A note from the parents will be necessary for the athletes to ride with anyone else. It is the responsibility of the player to let his or her coach know he/she is riding with the parents or anyone for which there is written permission. Upon arrival back to the school, parents should be waiting to pick up their athlete at the school. Please be on time when picking up your son or daughter.

xi) Tryouts

Coaches will make the decision regarding cuts for their particular sport. This is at the discretion of the coach and AD. Not all students will be guaranteed a spot on the team or playing time.

4) AUTOMOBILES

Students with valid driver's licenses are permitted to drive to school. Students must register their vehicles and get a parking decal from the front office prior to the first day they plan to park on campus. The student parking decal must be visible and hanging from the rear-view mirror within the car at all times. A parking fee of **\$50.00** annually must be paid to park on campus. The speed limit is 10 mph at all times. Students must observe all traffic regulations at all times, not ride outside of any vehicle, and park only in those areas designated for student parking. **Students are not permitted to go to their cars during the school day without permission from the Assistant, Associate, or Head of School.** *Once on school grounds, students may not leave campus unless they have prior written parent permission, and they have checked out in the school office.* Students should refrain from unnecessary noises such as deliberate tire squealing, loud exhaust systems, blowing of horns, and loud radios. Students are not permitted to sit in cars before, during, or after school hours. Community Christian School is not responsible for lost or damaged property, and we reserve the right to check/search student vehicles at any time.

If any misconduct is noticed, parents will be notified, and the student will not be allowed to drive their vehicles to school the next school day or you run the risk of losing your driving privileges for the year.

5) BEFORE SCHOOL CARE

Before school care is provided for all students in K5-12th from 7:30 a.m. to 8:00. K4 drop-off begins at 8:00 AM. This service is provided free of charge. Teachers need this time to prepare for the school day.

6) BIBLICAL INTEGRATION

In conjunction with our daily Bible classes, the integration of the Bible into each subject matter taught at CCS will take place. This will encompass instructional forms such as memory verses for infusing scripture, biblical context, story and application into every subject matter taught to our students. It is a desire that they will recognize and learn how to apply the Bible throughout their daily life. Within our Bible curriculum, we focus on the Bible as the word of God, and use various translations such as NIV, ESV, or King James. As a non-denominational school, we also understand that our families may find another translation acceptable, however we encourage these translations within our instruction as some curriculum is version specific.

7) BUILDINGS AND GROUNDS

All school property was provided through the sacrificial gifts and labor of many parents and friends which belongs to the Lord. He gave it to us to use for Him. Realizing this, it is of utmost importance that we work together to keep the property in good condition. All students should observe the following rules:

- 1) Pick up trash and place it in the trash cans.
- 2) Protect shrubbery and lawns.

- 3) Help keep the property in good repair and never defacing or damaging it. Report to a teacher when something is broken.
- 4) Students who willfully damage, deface, or destroy school property will face appropriate disciplinary action and repairs will be made at the student's expense.
- 5) Students are not to be in any classroom without permission.

8) CELL PHONE / TELEPHONE USAGE

- **All cell phones and electronic devices should be** turned off and put away during the school day. Elementary school students are not permitted to have cell phones at school. If a phone is brought in by mistake it will be kept in a designated area in the main office by school staff. All MS/HS students should turn all cell phones into their first period/first block teacher at the beginning of class where they will remain until the end of the school day. If a MS/HS student is caught with their device or using a device inappropriately at any time, we will take it and a parent will have to come to the school at the end of the day to get it. The student will not be able to bring it back for one week. All listening devices to include earbuds, headphones, and air pods can be used during the computer lab for academic purposes only.
- **Apple/smart watches are not permitted to be used during class.** They will be collected during tests and quizzes and returned to the students once the testing period is over.
- The use of office telephones will be limited to emergency cases only. The office will notify the parent of an emergency. If a student needs to call home, the office will make the phone call. If a parent needs to get a message to a student, they may call the front office, and a message will be placed in the teacher boxes which are checked periodically during the day.
- Community Christian School is released from any claims associated with electronic/digital device usage or damage to cell phones that are brought on campus and turned in during the academic day. This release includes any communication from aforementioned devices during the academic day. The academic day is defined as presence on campus or at any school-sponsored activity or event.

9) Computer Use

Students do not need to use personal handheld devices (e.g. tablets, laptops). These devices will be held until the end of the academic day if brought to campus. The school has and will provide any IT requisite for learning for the day.

Student Laptop Policy 2025-26

SCHOOL ISSUED DEVICES

Each high school student will be assigned a designated laptop. This laptop remains school property and the student is granted permission to use it in accordance with acceptable use policies (see below). Unless otherwise directed, the students should keep the laptop on the school premises for classroom use. If schoolwork must be completed outside of school hours, the laptops may not be taken home without permission from the classroom teacher.

REQUIREMENTS FOR USE OF TECHNOLOGICAL RESOURCES

Community Christian School Administration realizes that today's 21st Century classrooms must use technology in order to achieve academic goals for students.

School technological resources include, but are not limited to computers, interactive whiteboards, mobile devices, websites, networks, servers, the Internet, phones, copiers, facsimile machines, televisions and video-recorders, email accounts, and licensed software.

Students are given the privilege to use the Internet along with the responsibility of using it properly. Students are responsible for exhibiting high standards of behavior in using the school system's technological resources. Students will be taught safe, ethical, and responsible uses of technological resources.

Staff members will instruct students in the correct use of these resources and ensure that students read and understand the established guidelines. Ultimate responsibility for a student's actions in using the technological resources rests with the student.

Failure to adhere to the requirements of this policy may result in disciplinary action, which may include immediate revocation of user privileges, suspension of access to school computers, other disciplinary action, dismissal and/or appropriate legal action. Misuse or damage of any school technological resource may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

Employees are expected to maintain the highest ethical behavior in using the Internet and should promote that behavior among students. When using technological resources in the classroom, instructional personnel shall:

1. Make every attempt to maintain the curricular focus of Internet use by locating and directing students toward sites on the Internet that support that focus.
2. Make reasonable efforts to supervise a student's use of the Internet during instructional time and ensure that it is in a manner that is appropriate to the student's age and circumstances of use.
3. Model and provide instruction in the ethical and appropriate use of the Internet in a proper school setting as provided in this policy; and
4. Follow the same criteria of Internet resources that are applicable to all instructional.

GUIDELINES FOR ACCEPTABLE USE: ALL USERS

1. School technological resources are provided for school-related authorized purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support teaching and learning. Use of school technological resources for commerce, profit, amusement, or entertainment is prohibited. School system technological resources shall not be used for charitable endeavors without prior approval of Administration. School system technological resources shall not be used for political purposes.
2. Under no circumstance may software purchased by the school system be copied for personal use. Users must obtain permission from the software developer prior to copying or loading school system software onto any computer, whether the computer is privately owned or is a Community Christian School System computer.
3. Students and employees must comply with all policies, administrative regulations, and school standards and rules in using technological resources. All applicable laws, including those relating to copyrights and trademarks, confidential information, and public records, apply to technological resource use. Any

use that violates state or federal law is prohibited. All rules of the Code of Conduct apply to students' use of the Internet and other technological resources.

4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors.
5. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
6. Users must respect the privacy of others. When using e-mail, blogs or other forms of electronic communication, students must not reveal personally identifiable, private, or confidential information, such as the home address, telephone number, credit or checking account information or social security number of themselves or fellow students. In addition, school employees will follow the guidelines of the Family Educational Rights and Privacy Act (FERPA). Users also may not forward or post personal communications without the author's prior consent.
7. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks and/or data of anyone connected to the server or the Internet or waste computer resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must not disable any antivirus programs from running on those computers.
8. Users may not create, download, or introduce entertainment software, games, network communications programs or any foreign program or software onto any school system computer, electronic device, or network without the express permission of administration or Designee. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not related to the instructional and administrative purposes of Community Christian School.
9. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
10. Users are prohibited from using another individual's computer account. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without appropriate authorization or the owner's express prior permission. In addition, employees shall not share or reveal their passwords or user IDs for any data system.
11. If a user identifies a security problem on a technological resource, he or she must immediately notify a supervisor without demonstrating the problem to other users. Unauthorized attempts to log onto any school system computer or the Community Christian School System network as a system administrator may result in cancellation of user privileges and/or additional disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
12. School technological resources may not be used to interfere with or disrupt other users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising; propagation of computer viruses; distribution of large quantities of information that may overwhelm the system; posting personal or private information about the user or other people on the Internet; arranging or agreeing to meet with someone the user has met on-line for purposes other than official school business; posting information that could be disrupting, cause damage, or endanger students or staff; and accessing chat-rooms or instant messaging software, unless for a valid educational purpose or official school business.

13. Using school system computers for illegal, harassing, or inappropriate purposes, or in support of such activities, is prohibited. Illegal activities are any violations of federal, state, or local laws and include, but are not limited to, copyright infringement and/or illegal file sharing; committing fraud; threatening another person; or intentionally engaging in communications for the purpose of abusing, annoying, threatening, terrifying, harassing, or embarrassing another person. Harassment includes, but is not limited to, slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, visual depictions, pranks, or verbal conduct relating to an individual that (1) have the purpose or effect of creating an intimidating, hostile or offensive environment; (2) have the purpose or effect of unreasonably interfering with an individual's work or school performance, or (3) interfere with school operations. Inappropriate use is any violation of other provisions of this policy and includes, but is not limited to, using another person's

ID or password; plagiarizing; accessing, producing, storing, posting, sending, displaying, or viewing inappropriate or offensive material, including pornographic, obscene, discriminatory, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually suggestive language or images, or images of exposed private body parts; and accessing material advocating illegal acts of violence, including hate literature.

INTERNET SAFETY

Community Christian School is aware that there is information on the Internet that is not related to the educational program. The school is also aware that the Internet may provide information and opportunities to communicate on subjects that are not suitable for school-age children and that parents would find objectionable. School system personnel shall take reasonable precautions to prevent students from having access to inappropriate materials, such as violence, nudity, obscenity, or graphic language. Administration shall ensure that the Internet service provider or technology personnel have installed a technology protection measure that blocks or filters Internet access to audio or visual depictions that are obscene, that are considered pornography or that are harmful to minors. Employees may have a different level of blocks or filters based on district guidelines.

PRIVACY

Community Christian School electronic information resources, the Internet, and use of e-mail are not inherently secure or private. No right of privacy exists in the use of technological resources. Users shall have no expectation of privacy while using school system technological resources. Users should not assume that files or communications created or transmitted using school system technological resources or stored on servers or hard drives of individual computers will be private. School administrators or individuals designated by them may review files, monitor all communication, and intercept e-mail messages to maintain system integrity and to ensure compliance with Board policy and applicable laws and regulations. School system personnel shall monitor online activities of individuals who access the Internet via a school-owned computer. The school reserves the right to take appropriate disciplinary action based on the user's inappropriate or illegal use or use that is in violation of this policy. Communications relating to or in support of illegal activities will be reported to the appropriate authorities. Information in electronic messages is not anonymous and is subject to disclosure to third parties under state and/or federal law in certain circumstances.

PERSONAL WEBSITES

Administration may use any means available to request the removal of personal websites that disrupt the school environment or that utilize the school system or individual school names, logos, or trademarks without permission.

1. Students

Though school personnel generally do not monitor students' Internet activity conducted on non-school system computers during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with the Student Handbook.

10) CHAPEL

- Chapel is an important time to praise and worship God. During chapel, students will be expected to be active and engaged in the material being presented. Students will sit with their teacher and will be reverent and respectful in spirit and attitude. Teachers will check to make sure students have their personal Bibles for each chapel service. During chapel, there is a time for student participation in songs, testimonies, and special music. The speakers' topics will connect their material to the school's theme and relevance. Parents are welcome and encouraged to come to any chapel service during the year. No students are allowed to leave the service unless their teacher grants permission. There are some special Spiritual Emphasis Weeks and possible revivals that will be scheduled.
- During all assemblies and chapel services, students' behavior should be respectful and courteous at all times. Whistling, inappropriate clapping, boisterous and loud talking, or sleeping during a program are examples of inappropriate behavior.

11) CONFERENCES

- Communication is a vital component to the spiritual and academic success of our students. Teacher and parent conferences are one way in which this level of expectation can be met. We ask parents to contact the teacher to ensure an appointment time is made. This may occur either during the planning time of the teacher or after school hours as determined by the teacher.
- Impromptu parent meeting requests are not guaranteed to have an immediate audience with the requested party. Staff will work with parents to set up a timely meeting to address concerns that may be present.

B. Student Discipline Plan

It is the expectation that Community Christian School is a positive, inviting place where students can thrive and develop and mature both academically and spiritually. The school and classroom rules are set and defined in order to help maximize the use of available instructional time. The teaching and learning transaction between student and teacher is sacred and interruptions to this time will be kept to a minimum. This interaction must be one of mutual respect and communication. Teachers should be seen as mentors, approachable but not considered as friends to those whose educational and spiritual growth they are entrusted with during the academic calendar.

Students have a responsibility to fully participate in this process. To that end, students must report to

school and all scheduled classes regularly and on time, pay attention to instruction, and work to complete assigned tasks to the best of their ability.

Students have a responsibility to show respect for all teachers and the staff on campus. Any staff member has the authority to correct students who are demonstrating inappropriate behaviors. Students should not defy authority and are expected to be courteous at all times to everyone.

Students also have a responsibility to show respect to their fellow students. Students must refrain from name-calling, harassment, inappropriate language, belittling, or engaging in deliberate attempts to embarrass or harm another student. Any disrespectful behavior will be dealt with and used as a learning tool to improve ourselves.

Students have a responsibility to avoid any inappropriate behavior that impacts their learning and the learning of those around them. We must work together to develop a consistent Godly character; it is important that we remember that God expects us to be consistent in all we do. Students should strive for consistent, Godly behavior, both on campus, and when away from campus. As we commit ourselves to a code of conduct that glorifies the Lord no matter where we are, it will benefit others as well as ourselves. Students who are involved in any violation of the public or civil law may be suspended, asked to withdraw, or be expelled from Community Christian School. As long as a student is enrolled in the school, they represent this school both on and off campus. At any time, if student conduct is detrimental to the mission and operations of Community Christian School, they may forfeit the privilege of being a student.

A. Before School Detention

When assigned, Before School Detentions are not designed for the convenience of the student, team, or parent schedules. They are designed to help deter improper behavior. Detentions are scheduled from 7:00 to 8:00 AM on Tuesday, Wednesday, and Thursday. School administration will assign BSD as it relates to our student disciplinary policy. Students will receive a one-day notice prior to being assigned to BSD. Students assigned to BSD will report to the designated classroom on time. Any missed detention will result in the student being suspended for one school day. Medical appointments, sickness, or a death in the family are the only acceptable reasons that an before-school detention can be rescheduled. Students will be required to work while in detention.

B. In-School Suspension

Students who receive In-School Suspension (ISS) have done so as a result of their decision to not follow class or school rules. Students at the point of receiving ISS have received appropriate communication and been given the opportunity to correct their behavior by school faculty or staff but have not followed through with a change in behavior. In School Suspension is a progressive step in helping to redirect student behavior, outside of the management of the classroom, and may be assigned for repeated Level 1 - 2 infractions. The assigned ISS date(s) will be communicated to parents by the administration. In School Suspension will consist of the student being separated from their peers for the instructional day(s) assigned. All work and class assignments will be completed during this time, and turn in their work to the appropriate teachers at the end of the day. Any student assigned to ISS will be considered ineligible for athletic practice, field trips, or any after school events conducted on behalf of CCS. These students cannot ride with the team to an away game and will not be dismissed early from class.

C. Out of School Suspension

Suspensions from school are reserved for the most severe offenses within our discipline policy. When these offenses occur, the student will be notified and the parent will be contacted by phone or in person, followed by a notice in writing. A parent/student conference with the Head of School may be required before the student can return to classes. If a student is suspended from school, they will not be allowed to be on school property, attend any extracurricular activities or events sponsored or involving the school until that suspension is completed. We never want a student to be suspended from school but for the safety and orderly operation of our school, we will not hesitate to take the needed steps to ensure all our students have a safe learning environment.

If a student is suspended, he/she will be expected to complete all assignments while suspended and turn them into the assigned teacher their first day back at school. If a student misses a quiz or test while suspended, the student will be required to take the quiz/test the first day of return to class/school after the suspension. Failure to make up any missed assignments/quizzes/tests the first day of the return to school will result in a zero.

12) ACADEMIC OFFENSES

Cheating is defined as the unauthorized receiving or giving of information to complete an assignment (regardless of the amount of information involved and regardless of the weight of the assignment on the academic class grade). Cheating could consist of copying homework, handing in another's work as their own, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes.

Plagiarism is defined as an effort to steal and pass off (the ideas or words of another) as one's own or use (another's production) without crediting the source. It is also called “literary theft.” It is presenting as new and original an idea or product derived from an existing source.

Artificial Intelligence (AI) may not be used to create content for any assignments. Use of AI to generate any form of assignment submitted for credit in a class is prohibited. AI can be a useful tool to help edit a student’s work once the assignment has been completed in their own words. Use of AI for this purpose must be cited on the assignment submission. All uses of AI on content for credit will be considered plagiarism and treated as such.

Academic Offenses		
Infraction	Disciplinary Consequence (K4-2nd)	Disciplinary Consequence (3-12)
Cheating/Plagiarism	1. Verbal Warning 2. Loss of Privilege (Recess)	1st Write-up – Zero on Assignment 2nd Write-up – Zero (0) on Assignment; ISS
Disengagement/Disruption - failure to participate in classroom activity	3. Behavior Contract 4. Removal from Class (ISS or OSS)	3rd Write-up – Zero (0) on Assignment; OSS 4th Write-up – Administrative Decision

Administrative Discretion The administration reserves the right to adjust the discipline meted out for an offense based on mitigating circumstances and the recognition of the need for discretion. In cases where administrative discretion is utilized, students and parents will receive notification of the discretionary change and the rationale for the decision, where warranted.

13) BEHAVIORAL OFFENSES

Habitual Offense Escalation

While some behavior is labeled as a lower-level offense, there are scenarios where students continue to exhibit the same behavior repeatedly. These instances are considered habitual offenses. Habitual offenses result in ***escalation of the disciplinary response***. Escalation occurs automatically and should be anticipated with write-ups for habitual or repeat behaviors.

- **Lower School (Grades Kindergarten – Second)** - For Lower School students, the escalation clause leads to a progression of consequences that are sequenced in the section labeled disciplinary consequence (K4-2nd)
- **Upper Elementary (Grades Third thru Fifth) and Upper School (Grades Sixth thru Twelfth)** - For Upper School students, the escalation clause leads to a progression of consequences that are sequenced in the section labeled disciplinary consequence (3-12) For Major (Level Three and Level Four) Offenses – See Disciplinary Consequence (3-12) in each table

MINOR OFFENSES – All lists include discipline concerns but are not exhaustive.

Level 1		
<u>Infractions</u>	<u>Disciplinary Consequence (K-5)</u>	<u>Disciplinary Consequence (6-12)</u>
Class Misconduct/Disruption	<ol style="list-style-type: none"> 1. Verbal Warning 2. Loss of Privilege (Recess) 3. Behavior Contract 4. Removal from Class (ISS or OSS) 	1 st Write-up: Before School Detention
Unexcused Tardies (late to school)		2 nd Write-up: In School Suspension (1-3 days)
Absent (AWOP) - without pass / permission; loitering		3 rd Write-up: Out of school suspension
Dress Code		4 th Write-up: Administrative Determination

LEVEL 2

<u>Infractions</u>	<u>Disciplinary Consequence (K-5)</u>	<u>Disciplinary Consequence (6-12)</u>
Dishonesty	<ol style="list-style-type: none"> 1. Verbal Warning 2. Loss of Privilege (Recess, Extracurricular Activity) 3. Silent Lunch 4. Behavior Contract 5. Removal from Class (ISS or OSS) 	1 st Write-up - Temporary removal from classroom
Disrespect for peers		2 nd Write-up – In School Suspension (1-3 days)
Horseplay (not keeping hands to self)		3 rd Write-up – Out of school suspension
Inappropriate language/talk		4 th Write-up – Administrative Determination
Unexcused Tardy		5 th Write-up – Administrative Determination
Chapel Disruption		
Inappropriate Peer Relations		
Cell Phone violation (See Cell phone policy, pg. 21)		
Lack of Integrity		
Insubordination		
Entering another student’s locker or belongings		
Inappropriate Hallway Conduct		
Careless or Inappropriate Driving on Campus		

LEVEL 3

<u>Infractions</u>	<u>Disciplinary Consequence (K-5)</u>	<u>Disciplinary Consequence (6-12)</u>
Destruction/Defacing of Property - This includes senior pranks	<ol style="list-style-type: none"> 1. Loss of Privilege (Recess, Extracurricular Activity/Silent Lunch) 2. Behavior Contract 3. Removal from Class (ISS or OSS) <p>* Bullying is defined as anyone who repeatedly threatens, taunts, teases or calls names trying to intimidate another student in person OR on any social media platform.</p>	<p>1st Write-up - Out of School Suspension (3 - 10 days)</p> <p>2nd Write-up – OSS or Administrative Decision</p> <p>3rd Write-up - OSS or Administrative Decision</p> <p>4th Write-up – Voluntary withdrawal or Expulsion</p> <p>* Bullying will not be tolerated on any level.</p>
Skippping Class / School		
Tobacco Usage, including Vaping		
Gambling		
Stealing / Forgery		
Fighting		
Leaving Campus without Permission		
Taking of Medication without School Distribution		
Harassment / Bullying / Cyberbullying		
Flagrant disrespect toward staff / admin		
Profanity-laced language		
Inappropriate gestures		
Major Classroom Disruptions		
Flaunting non-Christian behavior		
Public Display of Affection (PDA)		
Inappropriate Internet Searches		

LEVEL 4

<u>Infractions</u>	<u>Disciplinary Consequence (K-5)</u>	<u>Disciplinary Consequence (6-12)</u>
Sexual or profane language/Inappropriate touching or visual marks (hickeys)	<ol style="list-style-type: none"> 1. Loss of Privilege (Recess, Extracurricular Activity/Silent Lunch) 2. Behavior Contract 3. Removal from Class (ISS or OSS) 	1st Write - Out of School Suspension (3 - 10 days)
Possession or use of tobacco products, or e-cigarette paraphernalia		2 nd Write-up – OSS or Administrative Decision
Rebellion		3 rd Write-up - OSS or Administrative Decision
Searching teacher desks or files		4 th Write-up – Voluntary withdrawal or Expulsion
Stealing		
Tampering/destruction with school electronic or science equipment		
Truancy (skipping school all day)		

Level 5		
<u>Infractions</u>	<u>Disciplinary Consequence (K-5)</u>	<u>Disciplinary Consequence (6-12)</u>
Misdemeanor/ Felony charge and/or conviction (other than minor traffic infractions)	<ol style="list-style-type: none"> 1. Loss of Privilege (Recess, Extracurricular Activity/Silent Lunch) 2. Behavior Contract 3. Removal from Class (ISS or OSS) 4. Expulsion 	<p>1st Write-up - OSS or Administrative Decision</p> <p>2nd Write-up – Voluntary withdrawal or Expulsion</p>
Possession /use/ distribution of alcoholic beverages/illegal drugs/prescription medications		
Possession or use of a harmful substance or dangerous object, including weapons or explosive devices on campus or at any school-related activity		
Pornography / Indecent Exposure / Sexting (production and sharing)		
Threats to Staff or Student (Physical intimidation or verbal threat)		
Assault/violence to another person		
Possession or use of a weapon/dangerous object at school		
Sexual immorality		
Possession of obscene, or anti-Christian literature/Apparel/Social Media Postings of any kind (Includes pictures or any downloaded material)		

NOTICE: *The administration acknowledges that the lists (all levels) above are not exhaustive. Administration reserves the right to add to or delete from the lists above. Students and parents will be notified of changes prior to enforcement if they have violated the rules.*

REDEMPTIVE DISCIPLINE POLICY

Community Christian School has a Redemptive Discipline Policy/Program for students who want the encouragement, teaching, and fellowship that will enable them to see clearly and live consistently a God-honoring lifestyle. Community Christian School is a light to the community, and its policies and people must bear witness to Christ.

The goal of this program is to teach everyone of God's nature — holiness and purity — along with love, forgiveness, and restoration. We also want to teach personal responsibility. The purpose of this intervention, rather than being punitive, is to be restorative in nature. All aspects of this program are for the purpose of encouraging and fostering an atmosphere of compassion and support.

Community Christian School reserves the right to evaluate discipline situations on a case-by-case basis. These situations may include, but are not limited to, matters related to sexual activity, abuse, pornography, pregnancy, abortion, harassment, and the use of alcohol, tobacco, illegal substances, etc. A redemptive discipline approach may be considered if a student and his/her family express repentance and humility, and the administration determines the student's continued enrollment is in the best interest of both the student and student body of Community Christian School. Such an approach will be personalized to fit the unique situation of each student.

An Individualized Continued Admittance Requirement Essentials (ICARE) plan will be developed by administration and approved by the Community Christian School board. The student and parents must agree to this ICARE plan as set forth by Community Christian School. Possible requirements for continued enrollment at Community Christian School may include, but are not limited to, the following:

1. The student will be involved in pastoral counseling on a regularly scheduled basis, as defined in conjunction with the pastor selected. The pastor will not have to be part of the staff of Community Christian School but will have to be approved by the Community Christian School administration.
2. The student will meet with an assigned faculty member of Community Christian School on a regular basis, for a specified period of time. The meeting will involve scripture reading, accountability, journaling, etc.
3. Parents/guardians and the student will sign a contract with Community Christian School agreeing to cooperate with administration's expectations and decision.
4. The student will undergo necessary testing or ongoing random testing (i.e. drug testing), if required, with results sent to the school.
5. Parents/guardians are to be willing to provide legal disclosure, if needed, and requested by Community Christian School administration.

6. Parents/guardians and the student must agree that limitations regarding student participation in school activities may be set.
7. The student will be homeschooled or tutored for a specified period of time. During this time, the student will complete academic work assigned by Community Christian School faculty, which will be returned to Community Christian School for grading and academic credit.
8. Parents/guardians are willing to pay an additional fee to compensate Community Christian School faculty for their time to assist the student in the items described above. These fees are separate from any other tuition or fees yet have the same consequences as unpaid tuition.
9. Parents/guardians are willing to agree that Community Christian School may require a professional counselor, physician, attorney, or legal authority's opinion regarding the student's continued attendance at Community Christian School.
10. The student must be willing to participate in community service.

Consequences of Cumulative Referrals & Points

- Level 1 Infraction = 1 demerit per infraction**
- Level 2 Infraction = 3 demerits per infraction**
- Level 3 Infraction = 5 demerits per infraction**
- Level 4 Infraction = 10 demerits per infraction**
- Level 5 Infraction = Expulsion from CCS**

10 Demerits - Mandatory parent meeting with the appropriate administrator to discuss behavior concerns and potential long-term effects.

20 Demerits - Mandatory parent meeting with Head of School, possible 5 to 10-day suspension, and students will be placed on a 30 day probationary period. Students who reach this point total will have to be reviewed for admission for the upcoming school year.

30 Demerits - Parents will meet with the Head of School to discuss possible expulsion from school for the remainder of the school year.

40 Demerits - Students will be expelled permanently from Community Christian School.

Parents may appeal the decision to the school's board. While demerits do not carry over, administration is mindful of student behavior from year to year.

14) EMERGENCY EVENTS/PRECAUTIONS

- **Fire Drill/Tornado Drill**

Fire Drills are held routinely once a month without notice to staff or students as required by state law. When the alarm sounds, teachers are to usher students in an orderly and quiet manner to their designated stations outside of the building until an all-clear signal is given by office staff. Evacuation routes are located within each classroom.

- **Lockdown Drill**

A Lockdown is appropriate for threats posed in our school's surrounding community that is on or off our campus. These threats could include a violent person, or a criminal being sought by local law enforcement

in our school's area. In order to ensure that our staff and students are prepared in the event of such an emergency a lockdown drill will take place at least once each semester during the school year. Staff and students will be notified of the danger and at such time will take necessary steps to ensure their safety.

- **Tornado Watch:**

A tornado watch is issued due to the potential that exists for the development of severe thunderstorms or tornadoes but has not yet occurred. Notification to staff will be made and all outside activities will be canceled. All regular classroom activities will continue.

- **Warning:**

A Tornado Warning is issued when a severe thunderstorm has produced a tornado or radar has indicated that conditions conducive to tornado development are occurring. Notification to all students and staff, a continuous ringing of the school bell will be made. All students and staff will proceed to designated shelter areas within the school building until further notice. Staff should take attendance once in place and ensure all students are accounted for. Students should be and remain quiet and in a safe position until all clear has been given.

Throughout the school year we will practice these drills so that everyone; staff, students, and families become familiar with all emergency procedures and how we conduct them. By knowing these procedures, and taking the practice drills seriously, we can keep ourselves and others as safe as possible.

15) FIELD TRIPS

Field trips are an interesting opportunity for our students to learn with the desire to deepen and enhance their educational experience. In order to ensure that our students are able to be completely immersed in the learning experience, we request all school age siblings not to attend other grade levels trips. This will in time, take away from the uniqueness and quality of the trip for those upcoming students. Field trip forms will be sent home and must be returned in a timely manner prior to the trip. Chaperones must follow our school's dress code and conduct. They must be immediate family in order to take part in school field trips. Students who cannot show the appropriate behaviors on campus may forfeit the opportunity to take part in off campus class field trips.

16) HEALTH INFORMATION

All students must bring all medications to the school office. Any medication administered must have a permission slip signed by the parent. No student is to give or receive any type of medicine to or from other students. Any student who becomes ill and cannot go to class must report to the school office to contact a parent. To eliminate any viruses or school outbreaks, we have these guidelines:

- 6) **Diarrhea/vomiting:** If your child has diarrhea 3 times within a 2 hour period, we will call you to come and pick up your child. Should they start to vomit, you will be called immediately to pick up your child. Your child should be without vomiting for 24 hours before returning to school.
- 7) **Fever:** We will call parents to come and pick up their child if they have a fever of at least 100 degrees (without Tylenol). Your child must be without fever for 24 hours without fever reducing medicine before coming back to school.
- 8) **Lice:** Students found with head lice will be sent home for treatment. Treatments for head lice are available at local drug stores or doctor's offices. Students may not return to school until completing one full treatment and all nits (eggs of head lice found on hair follicles) are removed. Prior to returning to class, the student's hair will be checked by staff to ensure the complete removal of all head lice.
- 9) **Other Common Illnesses:** Students contracting chickenpox, measles, mumps, whooping cough, pinworms, scabies, ringworm, impetigo, pink eye, and may not attend school until they have been properly treated. A doctor's note will be required.

10) **Infection:** If your child has a thick, green, runny nose, rash, eye drainage or pink, they probably have an infection. Infection needs to be treated with an antibiotic for 48 hours before the child is not contagious to our other children. Your child will need to be kept at home during this time period.

For people who test positive, but are asymptomatic (never develop [symptoms](#))

- Isolation can be discontinued at least 5 days after the first positive viral test (day 0 through day 5, with day 0 being the date their specimen was collected for the positive test).
- These people should continue to properly wear a [well-fitted mask](#) around others at home and in public for 5 additional days (day 6 through day 10) after the 5-day isolation period. Day 0 is the date their specimen was collected for the positive test and day 1 is the first full day after the specimen was collected for the positive test.
- If a person develops [symptoms](#) after testing positive, their 5-day isolation period should start over (day 0 changes to the first day of symptoms).

Should your child start to show any signs of flu or covid like symptoms while at school, you will be called immediately.

17) HOMEWORK

Homework is an integral part of academic instruction and is a valuable tool for teaching responsibility. Written homework will be kept to a minimum on Wednesday. Planners, teacher websites, and electronic communication will be ways parents can ensure they are kept up to date on the assignments given.

11) The CCS homework policy is based on three important principles:

- a) All assigned work must be completed and turned in.
- b) Every student is expected to complete every assignment.
- c) Homework will never be assigned as “busywork”.

12) To merit the assignment, the assigned work must meet at least one of the following criteria:

- a) It is a review of the class lessons and assesses the understanding of the material taught.
- b) It is given in preparation for a test or quiz.
- c) It is a special class project.

18) INTERNET USAGE / TECHNOLOGY AGREEMENT

Student Laptop Policy - New 2025-26

SCHOOL ISSUED DEVICES

Each high school student will be assigned a designated laptop. This laptop remains school property and the student is granted permission to use it in accordance with acceptable use policies (see below). Unless otherwise directed, the students should keep the laptop on the school premises for classroom use. If schoolwork must be completed outside of school hours, the laptops may not be taken home without permission from the classroom teacher.

REQUIREMENTS FOR USE OF TECHNOLOGICAL RESOURCES

Community Christian School Administration realizes that today’s 21st Century classrooms must use technology in order to achieve academic goals for students.

School technological resources include, but are not limited to computers, interactive whiteboards, mobile devices, websites, networks, servers, the Internet, phones, copiers, facsimile machines, televisions and video-recorders, email accounts, and licensed software.

Students are given the privilege to use the Internet along with the responsibility of using it properly. Students are responsible for exhibiting high standards of behavior in using the school system's technological resources. Students will be taught safe, ethical, and responsible uses of technological resources.

Staff members will instruct students in the correct use of these resources and ensure that students read and understand the established guidelines. Ultimate responsibility for a student's actions in using the technological resources rests with the student.

Failure to adhere to the requirements of this policy may result in disciplinary action, which may include immediate revocation of user privileges, suspension of access to school computers, other disciplinary action, dismissal and/or appropriate legal action. Misuse or damage of any school technological resource may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

Employees are expected to maintain the highest ethical behavior in using the Internet and should promote that behavior among students. When using technological resources in the classroom, instructional personnel shall:

1. Make every attempt to maintain the curricular focus of Internet use by locating and directing students toward sites on the Internet that support that focus.
2. Make reasonable efforts to supervise a student's use of the Internet during instructional time and ensure that it is in a manner that is appropriate to the student's age and circumstances of use.
3. Model and provide instruction in the ethical and appropriate use of the Internet in a proper school setting as provided in this policy; and
4. Follow the same criteria of Internet resources that are applicable to all instructional.

GUIDELINES FOR ACCEPTABLE USE: ALL USERS

1. School technological resources are provided for school-related authorized purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support teaching and learning. Use of school technological resources for commerce, profit, amusement, or entertainment is prohibited. School system technological resources shall not be used for charitable endeavors without prior approval of Administration. School system technological resources shall not be used for political purposes.
2. Under no circumstance may software purchased by the school system be copied for personal use. Users must obtain permission from the software developer prior to copying or loading school system software onto any computer, whether the computer is privately owned or is a Community Christian School System computer.
3. Students and employees must comply with all policies, administrative regulations, and school standards and rules in using technological resources. All applicable laws, including those relating to copyrights and trademarks, confidential information, and public records, apply to technological resource use. Any use that violates state or federal law is prohibited. All rules of the Code of Conduct apply to students' use of the Internet and other technological resources.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors.

5. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
6. Users must respect the privacy of others. When using e-mail, blogs or other forms of electronic communication, students must not reveal personally identifiable, private, or confidential information, such as the home address, telephone number, credit or checking account information or social security number of themselves or fellow students. In addition, school employees will follow the guidelines of the Family Educational Rights and Privacy Act (FERPA). Users also may not forward or post personal communications without the author's prior consent.
7. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks and/or data of anyone connected to the server or the Internet or waste computer resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must not disable any antivirus programs from running on those computers.
8. Users may not create, download, or introduce entertainment software, games, network communications programs or any foreign program or software onto any school system computer, electronic device, or network without the express permission of administration or Designee. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not related to the instructional and administrative purposes of Community Christian School.
9. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
10. Users are prohibited from using another individual's computer account. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without appropriate authorization or the owner's express prior permission. In addition, employees shall not share or reveal their passwords or user IDs for any data system.
11. If a user identifies a security problem on a technological resource, he or she must immediately notify a supervisor without demonstrating the problem to other users. Unauthorized attempts to log onto any school system computer or the Community Christian School System network as a system administrator may result in cancellation of user privileges and/or additional disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
12. School technological resources may not be used to interfere with or disrupt other users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising; propagation of computer viruses; distribution of large quantities of information that may overwhelm the system; posting personal or private information about the user or other people on the Internet; arranging or agreeing to meet with someone the user has met on-line for purposes other than official school business; posting information that could be disrupting, cause damage, or endanger students or staff; and accessing chat-rooms or instant messaging software, unless for a valid educational purpose or official school business.
13. Using school system computers for illegal, harassing, or inappropriate purposes, or in support of such activities, is prohibited. Illegal activities are any violations of federal, state, or local laws and include, but are not limited to, copyright infringement and/or illegal file sharing; committing fraud; threatening another person; or intentionally engaging in communications for the purpose of abusing, annoying, threatening, terrifying, harassing, or embarrassing another person. Harassment includes, but is not limited to, slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, visual depictions, pranks, or verbal conduct relating to an individual that (1) have the purpose or effect of creating an intimidating, hostile or offensive environment; (2) have the purpose or effect of unreasonably

interfering with an individual's work or school performance, or (3) interfere with school operations. Inappropriate use is any violation of other provisions of this policy and includes, but is not limited to, using another person's

ID or password; plagiarizing; accessing, producing, storing, posting, sending, displaying, or viewing inappropriate or offensive material, including pornographic, obscene, discriminatory, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually suggestive language or images, or images of exposed private body parts; and accessing material advocating illegal acts of violence, including hate literature.

INTERNET SAFETY

Community Christian School is aware that there is information on the Internet that is not related to the educational program. The school is also aware that the Internet may provide information and opportunities to communicate on subjects that are not suitable for school-age children and that parents would find objectionable. School system personnel shall take reasonable precautions to prevent students from having access to inappropriate materials, such as violence, nudity, obscenity, or graphic language. Administration shall ensure that the Internet service provider or technology personnel have installed a technology protection measure that blocks or filters Internet access to audio or visual depictions that are obscene, that are considered pornography or that are harmful to minors. Employees may have a different level of blocks or filters based on district guidelines.

PRIVACY

Community Christian School electronic information resources, the Internet, and use of e-mail are not inherently secure or private. No right of privacy exists in the use of technological resources. Users shall have no expectation of privacy while using school system technological resources. Users should not assume that files or communications created or transmitted using school system technological resources or stored on servers or hard drives of individual computers will be private. School administrators or individuals designated by them may review files, monitor all communication, and intercept e-mail messages to maintain system integrity and to ensure compliance with Board policy and applicable laws and regulations. School system personnel shall monitor online activities of individuals who access the Internet via a school-owned computer. The school reserves the right to take appropriate disciplinary action based on the user's inappropriate or illegal use or use that is in violation of this policy. Communications relating to or in support of illegal activities will be reported to the appropriate authorities. Information in electronic messages is not anonymous and is subject to disclosure to third parties under state and/or federal law in certain circumstances.

PERSONAL WEBSITES

Administration may use any means available to request the removal of personal websites that disrupt the school environment or that utilize the school system or individual school names, logos, or trademarks without permission.

Though school personnel generally do not monitor students' Internet activity conducted on non-school system computers during non-school hours, when the student's online behavior has a direct and immediate effect on

school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with the Student Handbook.

19) LOST AND FOUND

Books and other personal articles left in the hallways, classroom, bathroom, or school grounds will be placed in lost and found in hallway outside the teacher workroom. We ask parents to please label all of their children's items so that they can be returned if lost. Notification to our school families will be made throughout the year, as a courtesy to help return items that are misplaced. Any lost and found items not picked up will be donated to a local charity organization.

20) LUNCH

Microwaves are provided only for middle and high school so that students may heat items brought from home. Elementary students will need to bring food that does not require heating. The lunch program is a service to the students; classroom discipline rules apply in the lunch room as well.

Lunch service to the school has been reduced to one provider per day. **A menu of items is available on the FACTS family portal and must be ordered by noon of the day PRIOR to the delivery date.** No same day orders can be accepted, as CCS is moving from the FACTS ordering system to the My Hot Lunch Box service at the end of the first quarter, in the fall of 2025. This online ordering service requires pre-paid orders to be completed by noon the day prior to delivery as well. No same-day lunch services will be available. Information regarding My Hot Lunch Box can be found at www.myhotlunchbox.com

We are a closed campus, meaning only immediate family members may come onto campus during the school day, including those wishing to have lunch with a student. Former students may be allowed on campus, but may not be in classrooms during instructional times without administrative approval. All visitors to campus must sign in at the office, including those joining their students for lunch. Visitors should sign out at the office as they are departing campus as well.

21) MEDIA CENTER

Students in K5 through 12th grade may borrow books from our school library. Our library is now located in room 134, in the modular unit. The student's account will be charged to replace any lost or damaged books. The fine will be the cost of the text plus \$5.00 to replace the barcode and shipping and handling.

22) NEW STUDENT PROBATIONARY PERIOD

As part of the new enrollment all families are placed on a minimum 30-day trial. We want to ensure that all parties in this new endeavor feel that the decision to enroll was the right choice. During this time, our staff will be monitoring how well all our new students are acclimating to Community Christian School. If there are concerns, academically or behaviorally, then a meeting will be held by the Associate Head and Head of School to determine whether or not to continue the probationary period or separate based on this information.

23) PARENT/GUARDIAN POLICY

The ultimate success of our students will be because of the partnership and collaboration we have with our families. There are times however that concerns arise where we have to constructively correct and support our students. We ask that you work with us and follow the biblical procedures to achieve a resolution.

1. Remember that your child is truthfully explaining to you, to the best of their ability, what took place. However, it is one perspective and may be emotionally charged. We ask that you give the teacher the benefit of the doubt.
2. Go to your child's teacher by calling or emailing asking for all the facts surrounding the concern and hear them out.
3. Remember also that the rules we have in place are to be enforced for the benefit of all our students.
4. If after meeting with the teacher about the concern you still do not feel a resolution has been made, please ensure you contact the school's team in the following order.
 - a. **Classroom Teacher**
 - b. **Grade Level Director**
 - c. **Assistant Head of School**
 - d. **Head of School**
 - e. **School Board**

We expect parents/guardians and visitors to have a fundamental understanding and commitment to the following general propositions that teachers, administrators and parents/guardians:

- Want all children to learn in a safe environment
- Must work together for the benefit of all students

All parents/guardians and visitors, as well as all members of the school community, deserve to be treated with respect.

The school should be provided an opportunity to resolve issues of concern before public criticism.

Scripture Verse

Hebrews 12:15

¹⁵ Take care *that* no one falls short of the grace of God; *that* no one growing up *like* a root of bitterness causes trouble, and by it many become defiled^[1]

Greek Word: *Pikria* (bitterness)

Prohibited Behaviors

Behaviors subject to evaluation based on parent conduct policy that are considered detrimental to growth and development of the school community

- Bad-mouthing, slander of faculty or staff
- Creating dissent among currently enrolled families
- Confrontational meetings and/or intimidation of faculty or staff

- Abusive, threatening, profane or harassing communication, either in person, by e-mail, text/voicemail/phone, or other written or verbal communication
- Disruptive behavior that interferes or threatens to interfere with school operations, including:
 - The effective operation of a classroom
 - An employee's office or duty station
 - Open spaces on campus lobby,
 - School grounds, including sporting events, parking lots and car-pickup
- Threatening to do bodily harm to an employee, visitor, fellow parent/guardian or student
- Threatening to damage the property of an employee, visitor, fellow parent/guardian or student.
- Damaging or destruction of school property
- Confrontational, unscheduled appointments
- Defamatory, offensive or derogatory comments regarding the school or school staff made publicly to others.

Reasonable Expectations of Parents

Any concerns that you may have regarding these matters must be made through the appropriate channels so they can be dealt with fairly, appropriately, and effectively for all. This includes use of any social media medium, including but not limited to: websites, blogs, wikis, social networking sites such as Google+, Facebook, Instagram, Snapchat, LinkedIn, X (formerly Twitter), Flickr, etc.

School staff and administration may not always be immediately available to speak with you. The only way to *ensure* that you are able to speak with a staff member or administrator is to schedule an appointment. Staff and administrators have a practice of attempting to return all phone calls/e-mails. Your calls and visits will be responded to consistent with this practice if someone is not immediately available to speak with you.

CONSEQUENCES

- Warnings (1st Offense)

In situations involving lesser infractions or where remediation is viable, a warning will be provided, either verbal or in writing.

Should a parent/guardian or visitor fail to heed the direction issued in the warning, a ban or other restrictions designed to deter the conduct will follow. No restriction associated with a first offense, however, will prevent the parent/guardian from working collaboratively with the school to meet the child's educational needs, nor will a parent/guardian be excluded from meetings specific to instructional needs.

- Such meetings will be carefully monitored and supervised. This approach is designed with the intent to resolve disruptive issues while maintaining the integrity of Community Christian's mission for the child(ren) involved.

- Dismissal (Repeat or egregious offense)

In cases where offenses are repeated or a severe incident occurs, dismissal may occur. Notice will be provided and will include information regarding the following: 1) Issuance of a formal ban, and 2) Notice of Withdrawal of all students [administrative decision]. Bans and/or dismissals include the following consequences:

- Ejection or banning from campus and participation in school-sponsored events
- Legal communication (where warranted)
- Withdrawal from Community Christian School (all students associated with named individual/family)

Cost of Withdrawal/Expulsion

- No guarantee of refund is offered or provided
- Refunds, if granted, are subject to evaluation based on the following factors:
 - Time of year
 - Rationale for dismissal/withdrawal

24) STUDENT CHECK OUT

No student can leave campus unless a parent sends a note or comes to the school office to check him or her out. The office will buzz the class for student dismissal when the parent arrives or calls. Only the parents or those listed on the Permission to Pick-Up form signed by the parent will be allowed to pick up students. If a student brings in a note, parents will be contacted to confirm.

25) PARKING LOT REGULATIONS

Students may arrive on campus each morning at 7:30 and drop off through our school car line will take place until 8:10. Families dropping off students in the morning are asked to enter campus via the main entrance proceed carefully through the parking lot heading toward the daycare end of the building and turning back to the building's main entrance in one of two drop off lanes. Please stay in these two lanes until your student has safely left your vehicle before exiting campus. If you wish to walk your children into the building you will need to park in a parking space and not in the fire lanes.

Students may be picked up at the end of the school day at the following times. K5 – Middle School will dismiss at 2:45 and High School will dismiss at 3:00. Pick up will take place in the main parking lot for Elementary students (and their middle school siblings) following the same two-lane procedure used during drop off in the morning. Elementary students will be walked to their car by a staff member from their designated area. Remaining middle school students and high school students will be picked up in the gravel parking lot at the multipurpose room area. We ask that only middle school and high school parents use the gravel parking lot for pick up or drop off. We also request that families do not park at the flagpole islands and wait for your student to walk to your car as it disrupts the flow of traffic and can be unsafe for your student.

26) PARTIES

Celebrations of our national holidays are a wonderful way to reinforce traditions. Thanksgiving, Christmas, Valentine's Day, and Easter are four times a year our elementary classes can hold parties. Celebrations for individual student birthdays can be done during lunch time in the multipurpose room. If the middle or high school teams wish to hold a party, it also needs to be in the multipurpose room and should be jointly held.

Middle and High School students are not allowed food or drinks in the classroom during the instructional time of day, with the exception of water. Elementary food and drink will be decided upon the discretion of each homeroom teacher. Energy drinks of any kind are not permitted on campus for any student.

27) REPORT CARDS

Report cards are issued every nine weeks. Please check the school calendar for the specific dates and know parents will be reminded via FACTS. Report Cards will be emailed to custodial parents or guardians. Report Cards will not be released to any families who have a balance on any account. Any family that has an account balance 30 days or older will have to withdraw their child/ren until the account is up to date. Absences due to overdue balances will be unexcused and will follow the student handbook regulations.

Progress reports showing the details of each student's work will be emailed to custodial parents or guardians at the midpoint of each nine-week period. Teachers will contact families of students who have a D or an F at any time.

28) RESOURCE

The Resource Department at CCS is a service for students that need extra help with academics. The resource teacher works with parents and teaching staff to identify what the needs are of our students through classroom observations, teacher input, test scores, class participation and quality of homework. The resource teacher will also evaluate current IEPs provided by the public school system or provided to the parent by a licensed practitioner.

a) Services Provided Through CCS Resource Department

The services for each student are determined by how they are classified after evaluation, and can be a determining factor in continued enrollment. Students are classified based on their current IEP (if they are in public school) or by classroom evaluations, grades, and teacher input if they are at CCS. Based on each need we will offer the following options: consultative resource, part-time resource, or full-time resource support. Our resource director will determine the final classification. If the student is referred to the resource department at CCS by a current teacher who has taught the student for one year or if the student is accepted at CCS with a current IEP, the student's enrollment is contingent upon participation with resource. Any referred family must agree to be a part of the resource program if the student is accepted. CCS will determine its ability to serve any student and will communicate with the family regarding next steps. A minimum commitment of one year is required. Resource participation can be a factor in continued enrollment at CCS. This program does require an additional fee based on the students' plan.

b) How CCS Determines Student Resource Eligibility

- (1) Identify the academic needs of the student
- (2) Track information for cumulative folders
- (3) The resource director will meet with parents to discuss options
- (4) Write a "Student Education Plan" (SEP) for student
- (5) Meeting with the teacher and the student to implement the plan should be set
- (6) Meet with the student weekly to do individual tutoring and/or small group instructional time
- (7) Follow up with parents monthly by phone or email and meet as deemed necessary by the resource teacher or by parent request.
- (8) Meet with parents, teacher, and student as needed at report card time.

29) CCS CLASS SCHEDULES

FULL DAY

Elementary School	Middle School
8:00am Homeroom Begins 8:10 am Class Begins 11:00 - 11:30 am K-2nd Lunch 12:00-12:30 pm 3-5th Lunch 2:45 pm Dismissal CHAPEL Mondays 8:30-9:15 K4 - 2nd 9:30 - 10:15 3-5th	8:00 - 8:10 - Homeroom 8:10 – 8:58 1st Period 9:01 – 9:50 2nd Period 9:53 – 10:42 3rd Period 10:45 – 11:34 4th Period 11:37 – 12:27 5th Period 12:30 - 1:05 Lunch 1:08 – 1:57 6th Period 2:00 - 2:45 7th Period CHAPEL Tuesdays (8:30-9:30)
High School	High School Tuesday Chapel Schedule
8:00 - 8:10 Homeroom 8:15 - 9:00 Period 1 (Block 1) 9:05 - 9:55 Period 2 (Block 1) 10:00 - 10:45 Period 3 (Block 2) 10:50 - 11:30 Period 4 (Block 2) 11:30 - 12:00 Lunch 12:00 - 12:45 Period 5 (Block 3) 12:50 - 1:35 Period 6 (Block 3) 1:40 - 3:00 pm Block 4	8:00 - 8:10 Homeroom 8:15 - 8:45 Period 1(Block 1) 8:50 - 9:20 Period 2 (Block 1) 9:25 - 9:55 Period 3 (Block 2) 10:00 - 11:00 Chapel 11:00 - 11:30 Clubs 11:30 - 12:00 Lunch 12:00 - 12:45 Period 5 (Block 3) 12:50 - 1:35 Period 6 (Block 3) 1:40 - 3:00 pm Block 4

Early Release Schedule

LS/MS students are dismissed at 11:45; HS students are dismissed at 11:30 am on all half days.

There will be no lunch or aftercare on scheduled half-days.

Elementary School

Homeroom begins at 8:00

Dismissal begins at 11:45

Middle School (Early Release Schedule)	
8:00 - 8:10	Homeroom
8:10 - 8:40	1st Period
8:40 - 9:10	2nd Period
9:10 - 9:40	3rd Period
9:40 - 10:10	4th Period
10:10 - 10:40	5th Period
10:40 - 11:10	6th Period
11:10 - 11:40	7th Period

High School (Early Release Schedule)	
8:00 - 8:10	Homeroom
8:15 - 8:45	1st Period (Block 1)
8:45 - 9:15	2nd Period (Block 1)
9:15 - 9:45	3rd Period (Block 2)
9:45 - 10:15	4th Period (Block 2)
10:15 - 10:45	5th Period (Block 3)
10:45 - 11:15	6th Period (Block 3)
11:15 - 12:00	Block 4

(1) DELAYED SCHEDULE

Depending on the delayed start time for the school, students will pick up at the usual appropriate class.

(2) SEVERE WEATHER

School will be closed at the discretion of the administrator in cases of severe weather, mechanical

breakdown, and other emergencies. When dangerous weather develops and a closing or delay takes place, Community Christian School will contact families via Facebook, Instagram, and WRAL-TV . You will also receive communication from the school via FACTS texts and emails at every number you provided CCS on your enrollment forms. You may also check the school website at www.ccscyclones.com. When school is closed due to inclement weather, this includes all events scheduled for that day.

30) TESTING

Community Christian School has a detailed program of testing designed to measure the student's abilities and progress. All students in third through ninth grades are given a nationally standardized (could be CAT, IOWA, Otis Lennon, etc.) form of testing during the spring of each year to measure their achievement. The results of the testing are used to aid the teachers and administration in improving the curriculum. The guidance counselor directs this program. Results are for the teachers, department directors, and school administration to evaluate academic growth. These tests do not determine promotion or retention for students.

- Sophomores take the Pre-ACT, and juniors take the ACT, which are preliminary college entrance exams. Juniors are registered for the PSAT in October by the guidance counselor.
- The state of North Carolina requires that all private schools administer a nationally standardized achievement test to all 11th graders. This test must measure competencies in the verbal and quantitative areas. CCS meets this requirement by administering the ACT in March of the 11th grade year

31) TEXTBOOKS

All textbooks are the property of Community Christian School. Books must be handled with care, covered, kept in good condition, and free from marks. Students will be issued textbooks, and are required to replace lost or damaged textbooks. Damaged textbooks will result in a damage charge based upon the age of the book and the amount of damage assessed. No student is allowed to write in a CCS textbook or workbook unless given permission from the teacher.

32) VISITORS

CCS has a closed campus. All visitors that are coming to campus must sign in and out at the main office and obtain a visitor's pass to wear while they are on our campus. In an effort to maintain school safety and security, there will be no exceptions. No one is allowed to come on campus and go directly to a student's class without first checking in at the front office. The administration reserves the right to disallow any visitor to our campus. Graduates who wish to return to campus to visit during the regular school day are given this opportunity only during the high school lunch period.

33) WITHDRAWAL

Withdrawal from school must be made through the school office in writing. Upon withdrawal or dismissal from CCS, report cards and academic records will only be forwarded to the enrolling school when tuition and fees are paid in full. (This includes returning all textbooks, athletic uniforms, and other school property.) A \$500 withdrawal fee will be required unless deemed otherwise by administration.

ELEMENTARY SCHOOL

a) ACADEMICS

At our elementary level, we strive to build a solid academic and spiritual base for our students, implementing best practices in instruction and learning.

b) COURSE WORK

CCS students are engaged daily in developing their personal faith with the Lord. Our staff presents to our students a spiritual understanding of the written word within their daily instruction. Thus, allowing for the integration of both the spiritual and the academic aspects of their growth. Students are also given the opportunity to further deepen their learning of Christianity through our weekly chapel services.

Elementary School instruction is delivered through a comprehensive, age-appropriate approach to learning. The curriculum is rigorous enough to continuously push our students but is built to develop a love of learning that lasts. Our daily core classes of mathematics, language arts, science, social studies, and bible are broadened through elective subjects which allow students to enhance their day with music, physical education, media, technology, and studio arts.

Community Christian School is a nurturing academic environment where our students' social well-being matters deeply to us. Our Elementary School teachers seek to continue to build a foundation of honesty, respect, and truth that was shown to all of us by Jesus. Teachers promote the time-honored expectation of the "Golden Rule". We expect our students to treat others the way they want to be treated at all times and in all settings. The environment we surround our students in helps to strengthen their path to future success.

c) MAKE UP WORK

A teacher may give a student an incomplete on a report card if makeup work has not been completed. However, the student must complete the make-up work in a timely fashion or each incomplete assignment should be counted as a zero.

1-2 Days absent - 2 days to make-up work missed during absence

3 or more days - Determine plan with teacher and get administrative approval

No assignment will be accepted for credit after 5 school days have passed since a student's return. Administrative approval is required for extenuating circumstances.

Assignments due on the day of absence are due the day that the student returns to school

If a child misses 7 days for a family vacation during the semester, he/she will be allowed 5 days to make up all work/quizzes/tests. Failure to make up assignments within 5 days will result in the student receiving a zero for all missed work.

Planned absences are not considered excused absences. Whether excused or unexcused, students are allowed to make up missed work.

If a student is suspended for non-payment of required fees/tuition, he/she will be expected to complete all assigned work/quizzes/tests during the time missed if the student returns to CCS. Students will be allowed one day for every suspended day to make up all work/quizzes/tests, not to exceed 5 days. All work not completed within the 5 day period will result in a zero. All previously assigned work is due the date of return. *If makeup work is given ahead of time it is due upon return to school.*

Students who do not return to CCS must return all school materials (uniforms, textbooks, etc) and have all accounts cleared before records are released.

d) GRADING SCALE

Grades K4-K5

K4 and K5 will utilize the following grade scale:

M = Mastery

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

Handwriting will utilize the following grading scale: M, S and N. Handwriting will not be counted when computing Honor Roll.

Grades 1 - 5

First through fifth grades utilizes the following grade scale:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 0-59

Transferring Students

Third through fifth grade students transferring to CCS must report numerical grades from their previous school in order to calculate final grades. If no numerical grades are submitted, the following numerical grade will be given for the letter grade received:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 0-59

e) ELECTIVES

Students have the opportunity to extend and enhance their instructional day through elective specials. Students in grades K5-5 have the opportunity to attend Music, Library, Physical Education, Art and Computer classes. These classes meet once a week for up to 40 minutes in grades K 5 - 2 and 45 minutes in grades 3-5.

f) HONOR ROLL

K5 - Whiz Kids

Students are at or above grade level in all areas with only M or S's.

1st - 5th GRADE

Administrator's List

Students must have an "A" in every academic subject.

A/B Honor Roll

Students must have an A or B in all academic subjects with no C's, D's or F's.

g) PROMOTION/RETENTION

Identification of all academically at-risk students or students in danger of failing their grade level is critical to their success. Teachers will notify parents before implementing a student improvement plan for each identified student. Students in Kindergarten must pass a percentage of their curriculum objectives. Students in grades 1-5 must pass four of the five core subjects (Math, Bible, Language Arts, and Social Studies or Science). Attendance does play a part in the promotion or retention for students.

34) ATTENDANCE / TARDINESS

The school hours are 8:00 a.m. to 2:45 p.m. All students are expected to attend school regularly. Regular on time attendance in class is essential to the success of a student's school experience.

a) ABSENCE – EXCUSED/UNEXCUSED

Students in Kindergarten through fifth grade are allowed 20 absences per year. Absences in excess of 20 may result in retention. When a prolonged illness is documented by a physician, the administration will make the final decision as to whether or not a student will be promoted or retained. Elementary students must be in school for 4 hours or until 12:00 pm to receive credit for the day. Students must arrive at school by 10:30 a.m. to be counted present for the day.

b) TARDINESS & EARLY RELEASE

Tardy students must go by the front office to sign in and get a slip for their teacher. Teachers will track tardies. They will determine if the tardy is excused or unexcused. Parents of non-driving students will receive a notice concerning the number of tardies from the teacher after the fourth tardy. The sixth tardy will be converted to an absence. After the sixth, every three tardies will result in an unexcused absence. If the number of tardies reaches 15 (four total absences), the administrator will request a meeting with the parents. Should the number of tardies reach 20, another meeting will occur with the Administration. Students with 20 or more tardies are subject to long-term attendance/expulsion from CCS.

EARLY RELEASE - Early release will follow the same criteria as a tardy.

State attendance requirements must be met or students may be ineligible for promotion.

c) DROP-OFF

i) K4

K4 students will be dropped off at the end of the new elementary wing addition. Parents must park and walk their K4 child to class.

ii) K5 - 5th

After 8:00 am, parents of students in grade K5 are allowed to park, walk in, and help their little ones to class until the first school day after Labor Day. These little ones are learning to adapt to school and all of the new routines. However, 1st-5th graders are learning to become more independent. For this reason, we are asking parents to walk with these students for the first week of school only. By the second week, these students should understand where their classroom is and how to put away their things. We want our students to grow more independent and gain more confidence through this process and ask that parents support this process.

Therefore, we ask that after the first week of school, please do not walk with your 1st-5th graders. You should be able to just drop them off at the front driveway and they will know what to do. If you need to walk them in for some reason, please make sure to park in an appropriately marked parking space before safely crossing the car line to walk them into the school.

Due to fire code and general safety concerns with traffic patterns, parents/guardians are not allowed to park in the fire zones near the front entrance or the island near the flagpole. This poses a significant safety risk to our children and the parents dropping off in the carline. We will have teachers at the front entrance, so they will watch out for and take good care of your children.

35) AWARDS AND RECOGNITION

High academic performance will be recognized by the administration throughout the school year at the end of each grading period.

36) DRESS CODE

The Elementary uniform allows our teachers to teach and focus on academics, the front office to be productive instead of calling parents for a collared shirt on chapel day, and for us all to grow our students spiritually. To that end, families are given options to make this happen. They can continue to order uniforms via the CCS website. There will be opportunities to purchase CCS logo approved attire at the school during designated times of the year.

A good rule of thumb: if it is questionable, refrain from wearing it.

Romans 12:1 ESV-“I appeal to you therefore, brothers, by the mercies of God, to present your bodies as a living sacrifice, holy and acceptable to God, which is your spiritual worship.”

SHIRTS

Uniform/logo shirts are available in purple, teal, black, and white in a t-shirt, collared shirt, or sweatshirt. These shirts may be worn any day of the week, including chapel day. The elementary students may also wear any logo shirt sold and approved by CCS clubs, our homecoming shirts, CCS Fall festival shirts, etc. These must be shirts sold by CCS. Remember that oversized shirts must be tucked in.

BOTTOMS

Elementary Students may wear shorts, pants, capris, skorts, and skirts in khaki, black, navy blue, or blue jeans only. Bottoms must be neat and appropriately sized. Shorts must be within 3 inches of the knee and skirts must touch the knee. No athletic shorts, athletic pants, or sweatpants are allowed. Female students will be allowed to wear leggings underneath a skirt, if the skirt is in dress code in all grades. We will consider leggings like tights, or panty hose.

SHOES

Shoes must be worn at all times. Flip flops may be worn but tennis shoes must be worn on PE days.

HAIR

Hair must be kept neat, clean, and not of an extreme style (should be of a consistent length). No mohawks, extreme lines, colors, streaks, or extreme highlighting will be acceptable. Boys must have their hair neatly groomed, not below the eyes or t-shirt collar, the earlobe must be visible, and no extreme lines. No hats, hoods, or head coverings of any sort are allowed in the buildings.

GENERAL

No visible body piercing jewelry, other than girl’s earrings, is permitted. No see-through clothing may be worn, and undergarments may not be visible.

***Any clothing deemed inappropriate by school personnel will result in a parent contact requesting appropriate attire. For second or multiple offenses, students will be subject to disciplinary action.

AWARD CEREMONIES

Dress attire for elementary school should be consistent with the understanding that this is a time to shine. Students are asked to wear neat and respectful attire that is within our school’s upper school dress code.

C. UPPER SCHOOL

(Includes all items pertaining to both Middle School and High School)

37) ATTENDANCE / TARDINESS

Regular attendance in classes is essential to the success of a student's school experience. All students are expected to attend school regularly. The school hours are 8:00 am through 2:45 pm for middle school students.

For High School - 3 unexcused tardies equals 1 class absence. It is imperative that student tardiness must be recorded into the FACTS (SIS) program on a daily basis in order for the school to ensure accuracy.

a) ABSENCE

Students in grades six through twelve are allowed 10 absences per semester. When a student has 7 absences in any course, parents will be contacted. All upper school students must be present for at least half the period in order to be counted present. Absences in excess of 10 days will result in course failure except under extenuating circumstances. More than 10 days may require credit recovery at the discretion of the Head of School. When a prolonged illness is documented by a physician, the administration will make the final decision regarding promotion or retention.

b) EXCUSED AND UNEXCUSED ABSENCES

While we realize that students will have unforeseen issues that come up during the school year, parents must make every effort to ensure that their students attend school. No absences will be excused this year without a doctor's note or a death in the immediate family. **All absences are unexcused until teachers receive a doctor's note. These notes must be turned in within 3 days of return.** Students can take two days for church related functions per school year with a letter from the youth pastor on church letterhead. Prior approval by the administration is required.

c) ACADEMIC TARDINESS & EARLY RELEASE

d) TARDINESS & EARLY RELEASE

Middle School (6-8): Tardy students must go by the front office to sign in and get a slip for their teacher. Teachers will track tardies. They will determine if the tardy is excused or unexcused. Parents of non-driving students will receive a notice concerning the number of tardies from the teacher after the fourth tardy. The sixth tardy will be converted to an absence. After the sixth, every three tardies will result in an unexcused absence. If the number of tardies reaches 15 (four total absences), the administrator will request a meeting with the parents. Should the number of tardies reach 20, another meeting will occur with the Administration. Students with 20 or more tardies are subject to long-term attendance/expulsion from CCS.

EARLY RELEASE - Early release will follow the same criteria as a tardy.

State attendance requirements must be met or students may be ineligible for promotion.

High School: Students are expected to be at school and in class on time. A student coming to school late must present a doctor's note to the office or their tardiness will be unexcused. Tardies are cumulative per class during the semester. Every 3rd tardy to class will equal 1 unexcused absence in that specific class. These absences will impact exam exemptions at the end of each semester and may impact promotion and awards eligibility.

d) EARLY RELEASE

Checking a student out early may result in an absence in missed classes. High school students must attend $\frac{2}{3}$ of any given class in order to receive credit for attendance that day. Early pick up or dismissal of students must be kept to a minimum, as every instructional minute is important to their academic success. If students are leaving early for doctors appointments, a doctor's note must be turned in before those absences will be considered excused. This is true for all students, Kindergarten thru 12th grade. State attendance requirements must be met or students may be ineligible for promotion.

38) AWARDS AND RECOGNITION

High academic performance will be recognized by the administration throughout the school year at the end of each grading period.

39) COMMUNITY SERVICE

Middle and High school students will participate in community service as this is an important representation of their Christian faith. We are called to be the hands and feet of the Lord and we hope to model this through specially designed opportunities that students can be engaged in throughout the school year.

40) MAKE UP WORK

A teacher may give a student an incomplete on a report card if makeup work has not been completed. However, the student must complete the make-up work in a timely fashion or each incomplete assignment should be counted as a zero.

1-2 Days absent - 2 days to make-up work missed during absence

3 or more days - Determine plan with teacher and get administrative approval

No assignment will be accepted for credit after 5 school days have passed since a student's return. Administrative approval is required for extenuating circumstances.

Assignments due on the day of absence are due the day that the student returns to school

If a child misses 7 days for a family vacation during the semester, he/she will be allowed 5 days to make up all work/quizzes/tests. Failure to make up assignments within 5 days will result in the student receiving a zero for all missed work.

Planned absences are not considered excused absences. Whether excused or unexcused, students are allowed to make up missed work.

If a student is suspended for non-payment of required fees/tuition, he/she will be expected to complete all assigned work/quizzes/tests during the time missed if the student returns to CCS. Students will be allowed one day for every suspended day to make up all work/quizzes/tests, not to exceed 5 days. All work not completed within the 5 day period will result in a zero. All previously assigned work is due the date of return. *If makeup work is given ahead of time it is due upon return to school.*

Students who do not return to CCS must return all school materials (uniforms, textbooks, etc) and have all accounts cleared before records are released.

41) LOCKERS

Lockers are assigned to all students in grades 6-8. Each student is responsible for his or her locker throughout the year. He or she may not use any other locker without the permission of the school office. A clip or lock should be kept on lockers at all times to protect students' belongings. If you have a combination lock or a key lock, your homeroom teacher needs the combination or the extra key. Magnets may be used for decoration, but stickers are NOT allowed on school lockers. All food and drink items must be securely contained while in student lockers. The school reserves the right to search the lockers at any time and is NOT responsible for lost items.

DRESS CODE

Romans 12:1 ESV "I appeal to you therefore, brother, by the mercies of God, to present your bodies as a living sacrifice, holy and acceptable to God, which is your spiritual worship."

Any clothing deemed inappropriate by school personnel will result in a parent contact requesting appropriate attire. For secondary or multiple offenses, students will be subject to disciplinary action. *****A good rule of thumb is if it is questionable, refrain from wearing it.*****

GIRLS/YOUNG LADIES:

TOPS

- Any blouse or tops may NOT expose cleavage, undergarments, including camisoles or bralettes, or mid- riffs (**no crop tops**). No see-through clothing may be worn. Shirts should be appropriately sized, not too tight (**No body suits**) or too oversized.
- Shirts do not have to be tucked in, but must cover the body, front and back with no skin exposed, when sitting or standing or bending over. No spaghetti straps, strapless, halter or tank tops, and no backless garments.
- Appropriate graphics on clothing - No skulls (except ECU college shirts), dark or gothic looking, inappropriate language, tobacco or alcohol products, or shirts that may be offensive to Christians allowed on campus. Text should be appropriate, with no inappropriate innuendos.
- Dresses must touch the knee or longer.

BOTTOMS

- Girls may wear dress pants, jeans, capris, shorts, MAXI-skirts (skirts that touch the floor), or regular skirts (shorts and skirts must touch the knee or longer) . Bottoms may be solid, plaid, or appropriate print.
- No athletic pants, athletic shorts or yoga pants
- No rips, holes, or tears in material which expose skin above the knee including jeans.
- No leggings may be worn as pants. Leggings may be worn under appropriate-length dresses or skirts ONLY. Leggings can be solid or an appropriate print.
- Bottoms must be appropriately sized - not too tight or too baggy and worn at the natural waistline.

GIRLS HAIR, TATTOOS & PIERCINGS

- Hair must be kept neat, clean, and not of extreme style at all times.
- No extreme colors, streaks, or highlighting that is not of a natural color.
- No hats, hoods or head covering of any sort are allowed in the building.
- No visible body piercings, other than girl's earrings are permitted to include clear spacers or retainers. If a teacher or staff member sees the piercing, the student will be asked to remove it. If they refuse, disciplinary actions will be taken.
- No visible tattoos will be shown on campus at any time, to include field trips, and any school related event.

- Make up may be worn in moderation and in good taste.

BOYS/YOUNG MEN:

TOPS

Boys may wear crew neck t-shirts, V-neck t-shirts, golf shirts, sweatshirts, or oxford/dress shirts.

- Shirts should not be longer than the groin area.
- Do not have to be tucked in
- Not too tight or oversized. Any inappropriate sized shirts must be tucked in all the way around, not just in the front.
- Button down shirts must be worn buttoned with no undershirts showing
- Undershirts are considered undergarments and are not to be worn as a shirt.

Appropriate graphics on clothing - NO skulls (except ECU shirts), dark or gothic-looking, inappropriate language, tobacco or alcohol products, or shirts that may be offensive to Christians allowed on campus. Text should be appropriate, with no inappropriate innuendos.

BOTTOMS

- Boys may wear dress pants, jeans or shorts (to the knee). Bottoms may be solid, plaid or appropriate print.
- No rips, holes, or tears which expose skin above the knee.
- No athletic shorts or athletic pants.
- All bottoms must be appropriately sized-not too tight or too baggy and must be worn at the natural waistline.

BOY'S HAIR, TATTOOS & PIERCINGS

- Hair must be kept neat, clean and not of extreme style at all times (should be of a consistent length).
- No Mohawks, extreme lines, colors, streaks, or extreme highlighting.
- Boys hair should not be below the eyes or t-shirt collar, and ear lobes must be visible.
- Facial hair should be neatly groomed.
- No hats, hoods or head covering of any sort are allowed in the building.
- No visible body piercings are permitted to include clear spacers or retainers. If a teacher or staff member sees the piercing, the student will be asked to remove it. If they refuse, then disciplinary actions will be taken.
- No visible tattoos will be shown on campus at any time, to include field trips, and any school related event.

CHAPEL DRESS

Middle and High School boys and girls are expected to follow the school dress code.

PE CLASS DRESS

Middle and High School students are required to take PE. Some of these classes also leave our campus and represent CCS in the community. The following requirements for dress in these classes are as follows.

Bottoms:

- No leggings can be worn as pants. Leggings must have appropriate length shorts as cover ups.
- Shorts must be fingertip in length and must be visible under the T-shirt.
- Sweatpants can be worn in colder months however they cannot be worn prior or after the PE class.

Tops:

- T-Shirts must be worn for PE. Undershirts are not considered T-shirts.
- Sweatshirts can be worn in cold months but shorts, if worn, must still be visible.

AWARDS CEREMONIES

Dress attire for high school should be consistent with the understanding that this is a time to shine. Students are asked to wear neat and respectful attire that is within our school's dress code policy.

42) WISE UP

The purpose of the Wise Up program is to teach our students to live their lives in a way that strives to please and honor God. Jesus said, "Love the Lord your God with all your heart and with all of your soul and with all of your mind and with all your strength." (Mark 12:30). We believe education at CCS involves preparing our students to make wise and Godly choices in the physical, emotional, spiritual, and mental spheres of their lives.

There are some special Spiritual Emphasis Weeks and revivals that will be scheduled. In addition to weekly chapels, a Spiritual Emphasis Week may be held during the school year for all middle and high school students. During this week, students will engage in a program titled: Wise Up.

The Wise Up program at CCS is a series of classes that our students are taught that encourages them to live a life of purity, in both their actions and thoughts. In I Corinthians 6:18, we are told, "Flee from sexual immorality...he who sins sexually sins against his own body." God wants the very best for our lives, including a clean body and mind.

Topics in our program may include but are not be limited to abstinence until marriage, sexually transmitted diseases, how pornography affects the mind, the importance of modest dress, and renewed virginity. CCS is cognizant of 21st century culture and seeks to both educate about its realities in light of biblical authority and truth. These topics are evaluated annually based on the needs of the student body.

C. MIDDLE SCHOOL

Community Christian School's middle school is a supportive, student-valued experience where everyone has the right to develop their personal growth in a caring and academically challenging environment. Students are guided by our staff to grow their gifts and talents given to them by God for His glory. They learn to understand how integrity, independence, and personal responsibility are an important part of their education while gaining an understanding of what true respect for their peers, their community, and for themselves is all about.

43) ACADEMICS

The middle school years offer new insight into who our students can become and what they can accomplish. To that end, we provide them with the opportunity to determine their own direction through extracurricular sports, community service, and outreach projects designed to enable them to find out who God has created and called them to be. Our staff members seek to be a role model for these students and to train them in a safe and secure setting.

We want our students to experience learning in new and innovative ways. At the core of this learning is their growth in their walk with Christ. Our students learn the Biblical truths to life and how to ensure they have comfort and support through the holy scriptures. We also know that providing an active learning environment and delivering opportunities for our students to learn from their accomplishments and their struggles is a vital aspect of their middle school growth. Academic rigor is never lost during this process. Enrichment classes for these students include library, studio art, computer, and music which we feel gives our middle school students a wide range of opportunities that will only provide a deeper love of learning.

a) COURSE WORK

Middle School students follow a 7-period schedule for the entire length of the school year. Courses

include English, Literature, Mathematics, Science, Social Studies, Bible and Elective Classes. The elective classes rotate through each semester so that the students can participate in multiple opportunities over the course of their middle school career.

EXAMS

Middle School exams will count as 2 test grades.

b) GRADING SCALE

Sixth through Eighth grades will utilize the following grading scale:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 0-59

c) HONOR ROLL

Administrator's List

Students must have an "A" in every academic subject.

A/B Honor Roll

Students must have an A or B in all academic subjects with no C's, D's or F's.

d) PROMOTION/RETENTION

Students in Middle School must pass three core subjects : Math, Bible and Language Arts, and either social studies or science to be eligible for promotion. Attendance will play a part in the promotion or retention for students.

44) CLUBS

As students in middle school, it is important to have the opportunity to engage in extracurricular activities. We ask that middle school students choose and take an active role in one of the offered clubs and organizations while they are on campus. Our set club time for these clubs will be before or after school and some may also meet during their lunch period.

JR BETA CLUB- Induction to the CCS Chapter of the National JR Beta club is both an honor and privilege. Although scholastic achievement is an important criterion in the selection process, students considered for induction must also provide evidence of leadership and service both on campus and in their communities. Students eligible must meet the following criteria:

1. Students must have an a cumulative 95% average or above.
2. Students must submit three personal recommendations attesting to his or her character, leadership qualities, and/or service experience.
3. Students must not have any discipline referral of level 3 or higher. If students receive a level 3 or higher discipline referral once they are inducted, their membership will be terminated.

Requirements of Active JR Beta Club Members:

1. Maintain a 95% cumulative grade at the conclusion of each semester. If a student's average falls below 95%, the student is placed on academic probation for one semester. If the average does not return to 95% by the end of the 2nd semester, the student is

removed as a member of the JR Beta Club and is not eligible for readmission. All JR Beta Club members are required to complete 5 hours of community service per semester. Tutoring and service hours will be determined by the advisor. If a student fails to meet the community service component of membership, he or she will be placed on social probation for the semester. The following semester, the students will have to complete all 10 hours to remain in the JR Beta Club. If the hours are not completed, the student will be removed from Beta Club.

2. Students must not have any discipline referral of level 3 or higher. If students receive a level 3 or higher discipline referral, their membership will be revoked.

D. HIGH SCHOOL

The design and expectations of our high school is for one outcome, to prepare our students for success in life. Our students will be given the opportunity to pursue the path that God has laid before them, whether that be attending college or heading into a career. To that end, it is our desire to work closely with our families and students to develop an academic path that takes into account the student's interests and God given calling upon them after graduation.

45) ACADEMICS

Our curriculum consists of regular and honors academic courses that meet for either 45 or 90 minutes, five times a week. 45 minute courses will meet for an entire academic year, while 90 minute courses will be completed in one semester. Students are given the opportunity to earn 8 credits each year they are at Community Christian School. Students are required to earn at least 29 credits to be eligible for graduation consideration during their four years of attendance.

SAMPLE HIGH SCHOOL SCHEDULE			
Ninth Grade	Tenth Grade	Eleventh Grade	Twelfth Grade
Required Classes:	Required Classes:	Required Classes:	Required Classes:
English 9 Classical Lit.	English 10 - World Lit.	English 11 American Lit.	English 12 European Lit.
Bible - Life of Christ	Bible - Life of Christ II	Bible - Behold Your God	Bible - The Inner Man
Algebra I or Geometry	Geometry or Algebra II	Algebra II or AFM	AFM or CCP Math 171
Earth/Enviro. Science	Biology	Chemistry Honors Applied Chemistry	Financial Peace
World History	Civics and Economics	US History	Elective - 4 choices
Health / PE	Foreign Language I	Foreign Language II	
Computer Applications	Elective - 2 choices	Elective - 2 choices	
Elective - 1 choice			

Letter Grade	Numeric Grade	Standard	Honors*	Dual Enrollment**
A	90-100	4.0	5.0	5.0
B	80-89	3.0	4.0	4.0
C	70-79	2.0	2.5	3.0
D	60-69	1.0	1.5	2.0
F	0-59	0.0	0.0	0.0

a) EDUCATIONAL TRACKS

Community Christian School offers our high school students two educational tracks to follow during their careers with us. Students will choose to follow either the College/Career Track or Honors/Dual Enrollment Track. The College/Career Track will allow students to graduate ready to move into the career field of their choice or directly into any state community college program. The Honors/Dual Enrollment Track will allow students to graduate ready to continue their education career at any four-year university they choose. The decision for which track the students will be placed in takes place during the beginning of their sophomore year. The track chosen by the student will be followed for the entire school year. Reevaluation and changes in tracks can take place at the end of the school year.

b) COLLEGE/CAREER TRACK

Students choosing this track will be given the opportunity to learn and experience all they need ready to make a difference in our community and our world for the glory of God. Students will be expected to maintain an overall grade average of 75 or better in their course work. Students who choose this track will have the option to take honors level classes when available on a case by case basis and if it meets their schedule and all prerequisites are met for the course. Work Study/internships will be a required component of students in this track during their junior and senior year giving them the opportunity to grow their talents with hands-on experiences.

c) HONORS/DUAL ENROLLMENT TRACK

Honors Program Qualifications and Requirements

- Must make an A or B to receive full honors credit for a course.
- May not miss more than:
 - 5 days (Semester course)
 - 10 days (Yearlong course)
- Must have an A in the prerequisite course to qualify for honors at the next level.
- May not have disciplinary issues higher than a level II; or habitual level I or II offenses.
- Cheating on a major assignment disqualifies a student from honors in that course. More than one cheating offense in any course disqualifies a student from all honors courses.
- Students who qualify for Honors courses will be vetted for admission by teaching and administrative staff.

Honors Diploma Requirements (beginning 2026-27)

Incoming Freshmen (fall of 2025) will need to fulfill the following requirements in order to receive an Honor's Diploma upon graduation.

Honors Diploma Graduation Requirements*

Bible	1 credit per year of CCS HS enrollment
English	4 Credits (2 at Honors or College level)
Math	4 Credits (1 at Honors or College level)
Science	4 Credits (2 at Honors or College level)
Social Studies	3 Credits (1 at Honors Level)
Foreign Language	2 Credits
Computer Science	1 Credit
Fine Arts	1 Credit
Health/PE	1 Credit
Electives	5 Credits
Total Credits	29

*Total credits will vary based on year of enrollment and adjustments to course list

d) EXAMS/EXEMPTIONS

Final exams are given in each course in all upper school course. Exams count 20% of the final grade. Juniors and Seniors may be exempt from the final exam in a course if they have an overall A average and no more than 5 total unexcused absences for the semester. Students in grades 9 & 10 may be exempt in electives only if they have an overall A average and no more than 5 total unexcused absences for the semester.

**Beginning school year 2026-2027 the exam exemption policy will go to three excused absences.

e) DUAL CREDIT

CCS will offer online courses to high school students who meet the requirements. Courses are offered via Wilson Community College. Please understand if your child decides to take an online course, there is a book fee for this service. All online courses have to be done by our school CCP coordinator.

f) GRADING SCALE

Ninth through twelfth grades utilize the following grade scale:

Letter Grade	Numeric Grade	Standard	Honors*	Dual Enrollment**
A	90-100	4.0	5.0	5.0
B	80-89	3.0	4.0	4.0

C	70-79	2.0	2.5	3.0
D	60-69	1.0	1.5	2.0
F	0-59	0.0	0.0	0.0

An incomplete grade may be given in an extreme situation based on the determination between the teacher and the Head of School. However, the student must complete the make-up work in a timely fashion, or each incomplete assignment will be counted as a zero.

When figuring GPA for high school students, honors courses and Dual enrollment credit online classes will carry **1 additional** quality points.

g) GRADUATION REQUIREMENTS

SAMPLE HIGH SCHOOL SCHEDULE			
Ninth Grade	Tenth Grade	Eleventh Grade	Twelfth Grade
Required Classes:	Required Classes:	Required Classes:	Required Classes:
English 9 Classical Lit.	English 10 - World Lit.	English 11 American Lit.	English 12 European Lit.
Bible - Life of Christ	Bible - Life of Christ II	Bible - Behold Your God	Bible - The Inner Man
Algebra I or Geometry	Geometry or Algebra II	Algebra II or AFM	AFM or CCP Math 171
Earth/Enviro. Science	Biology	Chemistry Honors Applied Chemistry	Financial Peace
World History	Civics and Economics	US History	Elective - 4 choices
Health / PE	Foreign Language I	Foreign Language II	
Computer Applications	Elective - 2 choices	Elective - 2 choices	
Elective - 1 choice			

Students may not take a core course during summer school unless the course was failed during the regular school year at CCS.

h) CLASS RANK AND GPA FOR TRANSFER STUDENTS

The purpose of this policy is to address the fact that CCS has a limited number of honors classes that are graded on a 5.0 scale while the majority of the classes are graded on a 4.0 scale. Because of this, Community Christian School will accept credits earned at other schools in a manner equivalent to the issuing school on your transcripts. If the credits carry extra weight for Advanced Placement or IB, those will be reflected in our transcripts. Students will also be given credit for any Early College courses passed. For calculating class rank, all high school classes will be considered. However, any class grades

received on a scale higher than a 4.0 will be weighted on a scale no higher than a 5.0.

i) VALEDICTORIAN/SALUTATORIAN

In order to be considered for valedictorian or salutatorian honors, a student must have been in attendance at CCS their entire Junior and Senior year of high school.

The 4 students with the top cumulative weighted GPA in the class will be notified of their potential for the Valedictorian and Salutatorian honor. Once final grades are received, we will notify the honoree of their rank. Students taking additional Career and College Promise courses beyond those listed on our CCS transcript may not have a grade below a C to be considered for the honor of Valedictorian or Salutatorian. Also, students having a referral level 2 or higher during that academic year will not be considered.

Tie breakers: At times there may be a tie for Valedictorian and Salutatorian. CCS allows for Co-Valedictorian and Co-Salutatorian; however, we will have no more than 2 for each honor. In the event that there are more than 2 we will tie break using the following criteria: numerical grades, attendance and discipline.

j) MARSHALS

Each year representatives are chosen from grades 9-11 to serve in commencement exercises. Two representatives are chosen from each of grades 9-11 with an additional chief marshal chosen from 11th grade. In order to qualify, students must have been in attendance at CCS for the entire school year. Marshals are chosen based on the weighted cumulative GPA as of the 3rd 9 week mark of the current school year. In order to qualify students may not have a grade below a C to include any online classes being taken during the current school year. Students having a referral level 2 or higher during that academic school year will not be considered.

Tie breakers: In the event a tie breaker is needed for the honor of Marshal we will use the following criteria: numerical grades (past grades up to current grades), attendance and discipline.

k) HONOR ROLL

Administrator's List

Students must have an "A" in every academic subject.

A/B Honor Roll

Students must have an A or B in all academic subjects with no C's, D's or F's.

i) PREREQUISITES

Students in either track at Community Christian will follow the prerequisites for all Honors level and upper grades elective classes. See Honors Policy stated above.

Courses	Prerequisites
English:	
Honors English	A or higher in the previous year's Honors English class or an A in the standard English class in order to be placed into the Honors class.
History:	

Honors Civics and Economics	A or higher in the previous year's Honors History class or an A in the standard History class in order to be placed into the Honors class.
Honors U.S. History	A or higher in the previous year's Honors History class or an A in the standard History class.

	class in order to be placed into the Honors class.
Computer Applications	Freshman level course. Students will be required to have a personal laptop or Chromebook.
Financial Peace	Senior level course taken in the spring semester.
Mathematics:	
Honors Algebra II	A or higher in Algebra I
Honors Geometry	A or higher in Algebra II
Honors Pre-Calculus	A in Algebra II
Science:	
Honors Anatomy	A or higher in Biology
Honors Biology	A in Earth and Environmental Science
Honors Chemistry	A in Honors Biology or an A in Standard Biology to be placed into the Honors class.
Honors Forensics	A in Honors Chemistry and parental permission.
Electives:	
Advanced Physical Education	Juniors and Senior level students in good standing and with no behavior or disciplinary concerns.
First Aid and CPR	B or higher in Health and PE is required.
Weightlifting	Sophomore, Junior, and Senior level students in good standing and with no behavior or disciplinary concerns.
Work Release	Junior and Senior Level students only.

Yearbook

Juniors and Senior level students in good standing and with no behavior or disciplinary concerns. Students will be required to have a personal laptop for use as well.

*Bible is considered a core class at Community Christian School. Students are required to take one bible class each year of attendance at CCS.

*Foreign Language is considered a core class at Community Christian School. We seek to schedule these classes in consecutive semesters during our 10th grade year to benefit the learning experience of our students. We offer Spanish in person and Sign Language at WCC options for foreign language credit.

Elective Course Offerings Examples:

Yearbook
Art
Music
Business Leadership
Agriculture - Horticulture and Animal Science
Weightlifting
First Aid and CPR
Advanced PE

l) PROMOTION/RETENTION

Students in high school must successfully complete the number of credits for each level in order to be promoted to the next grade. Successful completion of all core classes is required for promotion to the next grade.

*To be a sophomore...	7 credits including English 9
*To be a junior	14 credits including English 10
*To be a senior	21 credits including English 11
*To graduate...	29 credits including English 12

Identification of all academically at-risk students who are in danger of failing their grade level is critical to the success of the education process. Teachers will implement a student improvement plan for each identified student. Parents will be notified and included in the implementation of the improvement plan.

m) TRANSFERRING STUDENTS

Students transferring to CCS middle or high school must report numerical grades from their previous school in order to calculate grade point averages. If no numerical grades are submitted, the following numerical grade will be given for the letter grade received:

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 0-59

46) COLLEGE VISITS

Juniors and seniors may take two days per semester for college visits. The guidance counselor and administration must approve these visits at least two days prior to the absence. These are not counted as absences and will not be counted against the student for exam exemptions. Proof of the visit must be obtained from the admissions office at the college. This proof must come in a letter form on the school letterhead stating the date of the visit and contact information of the college representative who was met

with.

47) HIGH SCHOOL RETREAT

CCS takes the responsibility for spiritual development of our students seriously. A spiritual retreat is scheduled during the fall for students in grades 9-12. This retreat is scheduled during the week, and encompasses 3 school days and 2 nights in-between. Students are chaperoned by high school faculty and parent volunteers at all times. All students are expected to attend as they would for any regular day. Students are given credit in each of their classes for attending the high school retreat. In extreme cases where a student does not go, they must come to school those days and must remain at school for the entire day. There will be assignments which must be completed at school in order to receive class credit. Failure to be present the entire day or to complete the assigned work will result in the student receiving a 0 for each class affected.

48) COMMUNITY SERVICE

As part of the HS promotion requirement and to give a deeper understanding of what community service looks like, our high school students will be required to complete the following hours of service throughout the school year. These service hours will be maintained and coordinated through our Bible classes.

9th Grade = 5 hours
10th Grade = 10 hours
11th Grade = 15 hours
12th Grade = 20 hours

High School students spend the day after the high school retreat helping local non-profit organizations, nursing homes, local emergency workers, etc. Middle and High school classes also participate in community service projects throughout the school year as well.

Community service hours are tracked by homeroom teachers (forms are available from HR teachers). Students will need to have a valid signature from a sponsor or appropriate person to get credit for service hours.

49) CLUBS

As students in high school, it is important to have the opportunity to engage in extracurricular activities. We ask that all high school students choose and take an active role in one of the offered clubs and organizations while they are on campus. Besides our set club time, some of these clubs will find the need to meet before or after school and some may also meet during their lunch period.

BETA CLUB- Induction to the CCS Chapter of the National Beta Club is both an honor and privilege. Although scholastic achievement is an important criterion in the selection process, students considered for induction must also provide evidence of leadership and service both on campus and in their communities. Students eligible must meet the following criteria:

1. Students must have completed their first semester of their freshman year of high school.
2. Students must have a GPA of 3.5 or above (transcript required).
3. Students must submit three personal recommendations attesting to his or her character, leadership qualities, and/or service experience.
4. Students in our Resource program that receive accommodations are eligible for membership.

Requirements of Active Beta Club Members:

1. Maintain a GPA of 3.5 at the conclusion of each semester. If a student's GPA falls below 3.5, the student is placed on academic probation for one semester. If the GPA does not return to 3.5 by the end of the 2nd semester, the student is removed as a member of the Beta Club and is not eligible for readmission.
2. All Beta Club members are required to complete 10 semester hours of community service, in addition to the school's general community service requirement. Tutoring and service hours will be determined by the advisor. If a student fails to meet the community service component of membership, he or she will be placed on social probation for the semester. The following semester, the students will have to complete all 20 hours to remain in the Beta Club. If the hours are not completed, the student will be removed from Beta Club.

50) JUNIOR/SENIOR PROM

The Junior-Senior prom is a semi-formal given by juniors to honor the seniors. This is for juniors, seniors and their invited guests. The guests must be approved by the administration at least two weeks before the prom. Guests must be in high school or no older than 20 years old. The location varies depending upon the funds raised for the evening. Approved guests must follow the rules of the school and submit to instructions given by the school personnel.

51) SENIOR TRIP

The senior trip is an opportunity for seniors to spend some time together before graduation. It is a privilege that must be earned. There is an extra cost to the students associated with the trip; however, participating seniors have many opportunities to raise funds to reduce the financial burden. If a senior chooses not to go on the senior trip, they are required to be at school.

52) SUMMER SCHOOL

Any middle or high school student who fails a course may repeat that specific course in summer school with prior approval from the guidance office. The grade, and quality point assigned, from the course failed and the grade, (along with quality point) earned in summer school will be averaged independently of each other when computing GPA and class rank. Students may not take CCS core courses in summer school unless the course has failed during the regular year at CCS. Students may not take more than 2 summer school courses. There is an added fee of \$600.00 for each summer school class taken. Graduating seniors will only be allowed to take ONE summer school class after graduation and their diplomas and transcripts will be held until the summer school class is completed.