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CORE VALUES

We affirm Christ likeness, as revealed in the Bible, to be the hallmark of all Christians; therefore, we are committed to teaching our students how to be like Christ and expect all connected with CCCS to strive to live and grow in Christ likeness.

We affirm that God's Word is our authority in all matters of faith, values and practice; therefore, we will submit to its direction in all aspects of life at CCCS.

We affirm the local church's role in determining matters of faith in an individual's life; therefore, we will seek to build loving relationships with local churches and partnering with them to bring our children up in the grace and knowledge of the Lord Jesus Christ, allowing for differences in theological non-essentials, but unity in the essentials as outlined in our Statement of Faith.

We affirm that God holds parents responsible for their child's upbringing; therefore, we purpose to support and assist the parents in their child's upbringing by providing quality Christian education and discipline.

We affirm that Christians are to love God with all their heart, soul, mind and strength; therefore, we purpose to foster in our students this passion for God and service to Him.

We affirm that the Bible is the revelation of truth and an accurate, undistorted worldview; therefore, students will be taught to process information and think critically in the context of a biblical Christian worldview.

We affirm God's desire for each person to achieve his or her fullest potential in Him; therefore, we will maintain academic excellence to maximize each student's potential.

VISION OF THE SCHOOL

Columbia County Christian School opened its doors on September 7, 1999. CCCS is an independent, interdenominational Christian school committed to supporting Christian families and churches in the academic, personal, social, physical and spiritual development of their children. This is achieved through integrating the Word of God into all subjects and disciplines, promoting scripture-based problem solving, and nurturing a servant's heart through service to others. The ultimate goal of the school is to graduate responsible growing disciples of Jesus Christ who are prepared to meet the challenges of today and tomorrow.

“A student is not above his teacher, but everyone who is fully trained will be like his teacher.” (Luke 6:40)

STATEMENT OF FAITH

We believe that the Bible is the inspired, inerrant and authoritative Word of God.

We believe in one Triune God, eternally existent in three co-equal persons - Father, Son, and Holy Spirit.

We believe in the Deity of our Lord Jesus Christ, in His virgin birth and in His sinless life, His atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and in His personal and physical return in power and glory.

We believe that salvation is a free gift of God's grace apart from works, based solely upon Christ's vicarious and atoning death, received through faith.

We believe in the present ministry of the Holy Spirit, by Whose indwelling the Christian is enabled to live a godly life.

We believe in the resurrection of both the saved and the lost: the saved unto the resurrection of life and the lost unto the resurrection of damnation.

We believe in the spiritual unity of all believers in the Lord Jesus Christ.

PHILOSOPHY OF EDUCATION

We believe that it is the biblical responsibility of parents to provide an education for their children (Deuteronomy 6:7, 8; Proverbs 22:6).

We believe that Christian education should take place first in the home and church and that the Christian school functions to support and extend that training.

We believe that the primary goal of Christian education is the development of Christ likeness in the student.

We believe that students are created with unique talents and abilities. Christian education should use teaching strategies that complement the learning needs of students and facilitate development of their full potential.

We believe that Christian education should develop students who will serve God and impact the community in which they live by their Christian walk.

We believe that Christian education promotes growth in the Christian life that comes through Bible study, fellowship with God through prayer, and through service to others.

We believe that the student must be equipped to be a life-long learner, and that a sound education will address every aspect of the student's life: intellectual, social, emotional, spiritual and physical.

We believe that all knowledge should be tested against, and integrated with, a biblically based view of God.

STATEMENT REGARDING THEOLOGICAL DIFFERENCES

The founding of this school is based on the premise that a Christian education can be provided that crosses denominational lines without compromising the Word of God. CCCS will seek leaders who can affirm our Statement of Faith and who will not promote theological positions which may tend to be exclusive or divisive.

PLEDGES

Pledge to the Bible

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

Pledge to the Christian Flag

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

Pledge to the American Flag

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

ADMISSIONS

Since the concept of a "Christian" school necessarily involves the consent and support of parents, the following conditions must be met by parents enrolling their children in Columbia County Christian School.

1. At least one parent must be a born-again believer as understood by the historical Biblical interpretation of salvation by faith in the work of Christ on the cross. At least one parent must indicate their profession as a Christian by signing the Christian Family Confirmation Form. Applicants should regularly attend a local

church. New students entering grades 9-12 will express why they are interested in a Christian school education.

2. Admission to Columbia County Christian School is a privilege that carries with it the responsibility of all parents to be whole-heartedly committed to the general concept of Christian education, the success of Columbia County Christian School, and to the spiritual and academic growth of their children in the school. This commitment must be evident in an attitude of willing support and cooperation with both the educational programs and authority structure of the school. It is expected of parents that they will participate in various aspects of school life, volunteer projects, and fundraising activities.
3. Parents are responsible for the behavior and attitudes of their children toward the school and are expected to instill in their children support of and enthusiasm for the school, teachers and staff at the school, and activities of the school.
4. Parents are required to indicate their awareness of the school's Statement of Faith by signing the student application.
5. Parents are expected to be familiar with the contents of the Parent-Student Handbook and to be responsible for the compliance of their children in areas of behavior, dress, athletics, academic requirements, and involvement in extracurricular activities.
6. No student will be denied admission to Columbia County Christian School on the basis of sex, race, color, or national or ethnic origin.
7. An entrance test may be given to each applicant in order to verify his/her performance level.

Married Students

A student will not be allowed to enroll or continue to be enrolled if married.

Procedures for Enrollment

Each of the following steps must be successfully completed, in sequence, before a new student is enrolled:

1. A prospective family should initially become familiar with the school through the information packet, a personal visit to the school and a meeting with the Head of School, faculty and staff members.
2. The student application should be completed (including the "Expression of Commitment" form and application fee) and returned to the office.
3. All records from the student's current school should be sent to CCCS.

The school will notify the student and his or her family as soon as possible after a decision has been made and before records are transferred. Upon acceptance, the remainder of the forms sent in the information packet will be due.

Withdrawals

If a parent wishes to withdraw a student, he must contact the school office for the necessary forms. At that time the parent must schedule an appointment with the Head of School to discuss the withdrawal. Teachers will assign grades earned from the beginning of the quarter to the day of withdrawal. The student is responsible for returning all books and materials to teachers. No academic records will be released until all accounts are closed.

Re-Enrollment

Re-registration is limited to students currently enrolled in the school and is held during April each year. Students already in the school who are re-enrolled by May 1 of the preceding year will be given preference over new families when classes are full or other registration problems develop. This privilege will not apply to students re-enrolled

after the May 1 cut-off date. A waiting list of prospective students will be established when enrollment in a class has exceeded capacity. As openings in that class occur, students will be notified in order of their registration dates with the earliest registration date receiving the first notice and proceeding in that order through the list as openings become available. Re-enrollment forms will be provided by the school to the families of current students. Submit the completed form along with a check payable to Columbia County Christian School in the amount of the appropriate fees.

THE SCHOOL DAY

Students should arrive and be in their classrooms no later than 8:00 a.m. (unless their bus is delayed). The school day ends at 2:30.

Parents should notify the school office if drop-off and pick-up are other than by bus. Changes in the routine should also be reported to the school office by 2:00 pm.

Closed Campus

CCCS has a closed campus. Once students arrive at the school they must remain on campus until school is dismissed except with written permission from the student's parent.

Parental excusals must comply with Title 22 PA School Code, Chapter 11.25a and 11.23. Students leaving and returning to school during school hours must sign in and out in the main office.

All visitors must sign in at the main office upon arrival at the school. Any student pick-ups must be done in front of the office. Visitors are not to wander the halls or go to the classrooms without permission of the Head of School. For the safety of our children, all parents and visitors must respect this policy.

Attendance

Attendance is taken at the start of every class period. Students arriving late should check in at the school office.

Any student in grades 7-12 that accrues more than ten (10) absences in a year will immediately receive a failing grade in all of his/her classes. This total will include all excused and unexcused partial or full day absences, vacations, and non-school sanctioned educational trips. This total will NOT include the following:

1. Medical excuses (documentation from a health care provider required)
2. Death in the immediate family (grandparent, parent/guardian, sibling)
3. School sponsored absences (field trips, academic competitions, athletic events, etc.)
4. Court appearances (documentation from the courthouse required)
5. Other exceptionally urgent reasons as approved by the Head of School.

Students absent from school for any reason are responsible for meeting all class requirements (see ACADEMIC POLICIES, Make-Up Work). The students will be given twice the number of days absent to make up the class work. Parents must call by 9:00 a.m. if their student will be absent or tardy.

Tardiness

Students are expected to be in all classes, seated, and ready to work on time.

Elementary students with unexcused tardies will be disciplined by the classroom teacher (loss of recess, etc.). Middle and High School students that are tardy without excuse will receive an after school detention to be served at the teacher's convenience. Students having more than two tardies in a single marking period in any class will be referred to the Head of School for further disciplinary action. Students acquiring four unexcused first period tardies in one quarter may temporarily lose driving privileges. After two such tardies, the parents of the student will be contacted.

Students who arrive at school after 10:00 a.m. and before 1:00 p.m. will be considered absent for half (1/2) the day. Students arriving at school after 1:00 p.m. will be considered absent for the entire day.

Early Dismissal

Students must give the office a written note from the parent or guardian in order to be dismissed during the school day for dental, medical or other important appointments. Before leaving, the student must sign out in the office. Any work that is missed during the absence must be made up. High school students who fail to follow correct procedures before leaving the building will be assigned an after-school detention.

The parents of a non-driving student must first come to the school office to sign the student out. Once the parent has signed out the student, the student may leave the building. Please do not ask your child to meet you outside. A student driver may sign him/herself out.

Work Release

Twelfth grade students may be dismissed at 12:00 (noon) from school for employment if the following conditions are met:

1. The student has only study halls remaining in the day.
2. A parental permission slip is on file in the office.
3. Graduation requirements are being met by the existing schedule.
4. The student is enrolled in no fewer than four (4) credits.
5. Employment is verified.

A student must obtain a form from the office to be completed by the employer and submitted to the school office when completed. This form must be submitted one week before the first day of each quarter or when the employment begins.

STUDENT BEHAVIORAL EXPECTATIONS

Students are expected to exhibit Godly behavior and attitudes. This includes:

1. Speaking to others in a respectful manner. School employees are to be addressed by surname.
2. Having a cooperative attitude in the classroom.
3. Not speaking in ways that have sexual connotations.
4. Speaking in encouraging, not hurtful ways.

Prohibited Behavior

The following behavior is considered inappropriate:

1. Disrespect toward anyone, especially school employees.
2. Immorality as described by Scripture.
3. Physical violence toward others.
4. Dishonesty (including lying, plagiarism, cheating, and stealing).
5. Disobedience.
6. Reckless driving on school property.
7. Destruction or harm to the property of others.
8. Physical displays of affection (of a non-platonic nature).

Prohibited Items

Students should not bring to class anything not permitted by the teacher (*e.g.*, stuffed animals, food, etc.). CCCS reserves the right to search student items found on school property including, but not limited to, lockers, desks, backpacks, purses, coats, lunches, cars, etc. The following items are not to be brought to school or school events:

1. Weapons of any kind.
2. Electronic devices (cell phones may be used with permission on school trips to notify parents of return times).
3. Immoral materials.
4. Illegal drugs, drug paraphernalia, or anything intended to look like these.*

5. Alcohol.
6. Tobacco products.
7. Chewing gum.

*Students needing to take legal drugs MUST give these to the office along with a note from the parent.

Dress Code

Basis

1. The dress code is intended to foster cleanliness, neatness, modesty and propriety in dress and appearance. Parents or guardians will maintain oversight and accountability for their children, adhering to the standards and intents of this code.
2. The dress code is based on certain biblical principles that are highly valued at the school. These include the following.
 - a. Modesty and Purity:
 - i. The attire for all students will be outwardly modest, will show respect for classmates and teachers, and will reflect an inner spirit of self-control and sensibility.
 - b. Compliance with authority:
 - i. The attire for all students will reflect an attitude willing to submit to authority, teachers, administration and parents or guardians while at CCCS or while representing CCCS at school events and functions.
 - ii. Practically, it is intended to teach students to comply with external requirements for other life situations, irrespective of personal preference or choice. After graduation, students will encounter many businesses, offices, schools, and other organizations with policies that identify certain types of dress to be appropriate or inappropriate.

Boys and Girls

1. T-Shirts for Gym Class must be purchased at school. Only those T-shirts purchased at the school may be worn to school and only on PE days. Students may wear shorts for gym class with the purchased T-Shirt. Warm-ups or sweat suits are to be worn over the gym clothes during the rest of the school day. No messages or logos are permitted on the back side of sweatpants or shorts. Lace-up flies are not permitted. All shorts need at least a 5" inseam.
2. All garments are to be clean and hemmed, with no holes, rips, tears, or fraying. Garments that are stretched, stained, or extremely faded are not permitted. Tie-dye, army, hunting, or camouflage style clothing is not permitted. All attire must be properly fitted (not too tight or too loose) and properly worn (as designed). All attire should compliment the student and must be modest. Clothing that is provocative, enticing, or revealing is not permitted. No garment is to have inappropriate pictures or messages.
3. Suit coats and blazers may be worn to class or chapel. No other coats or jackets are to be worn to class or chapel (except with the specific permission of the teacher). Sweatshirts meeting other dress code requirements may be worn to class (not chapel day). Sweatshirt hoods or hats of any kind are not to be worn in school. Knit sweaters or sweater-vests may be worn to class or chapel.
4. All pants must be modest, not being overly tight or short. Pants must be pulled up and fit at the waist. Athletic type pants (sweatpants, wind pants, jogging pants, etc.) are not permitted (except for gym class). Denim pants (jeans) are not permitted on chapel days.
5. Body piercing and tattoos (temporary or permanent) are to be covered. Extreme fads of jewelry are not permitted (i.e. too large, too much, Gothic, etc.)
6. Undergarments are to be worn and are not to be visible.

Boys

1. Boys may wear button dress shirts, polo shirts/golf shirts, Henley's, turtlenecks, or dress tee shirts. All button shirts need to be buttoned at all times, except the top button. A tie with a dress shirt (tucked in) is to be worn on chapel days throughout the day (elementary students are permitted to remove ties at the discretion of their teacher). During chapel ties are to be snug to the neck. An acceptable shirt must be worn under any sweatshirt, sweater, or sports coat.
2. Extreme hairstyles or coloring are not to be worn. Spiked hair is not to be worn. Boy's hair should be cut so that it is off the collar, out of the eyes, and no longer than the bottom of the ear lobe. Boys are to be clean-shaven. Sideburns are not to be lower than the bottom of the ear. Boys are not to wear makeup. Boys are not to wear earrings or spiked jewelry. Necklaces are limited to one.

Girls

1. Girls may wear button blouses, polo/golf shirts, dress tee shirts, or turtlenecks. Tee shirts must have a jewel neckline or crew neckline. Low necklines, halter tops, see-through, and midriff tops are not permitted. (Shirts must cover the midriff when raising your hand.) Sleeveless tops must come out to the edge of the shoulder – no spaghetti straps. A dress or skirt is to be worn on chapel days throughout the day, the entire school year.
2. Girls may wear dresses or skirts. Hemlines must be no higher than the top of the knee. Slits must be modest, no more than 2 inches above the knee, when standing. Sleeveless dresses must come out to the edge of the shoulder – no spaghetti straps.
3. Extreme hairstyles or unnatural coloring or extreme makeup are not to be worn. No spiked jewelry is to be worn. Maximum of two pair of earrings may be worn. Necklaces are limited to one.

Field Trip Attire

Field trip attire will be determined by the event and the teacher in charge. Parents will be notified by the sponsoring teacher.

Banquet Attire

The following rules apply to CCCS students *and* their guests attending the Senior Banquet. *Any* student violating these rules will *not* be admitted to the banquet.

Boys must be neatly dressed. A tuxedo, suit, or sport coat, dress shirt, and tie are required (tuxedos with French collar are acceptable). Ties must be pulled snug to the neck and the top shirt button buttoned. Shirts must be tucked in.

Girls' dresses must be modest. This includes, but is not limited to, a hemline (and/or slit) that is not more than two (2) inches above the knee; a neckline that covers all cleavage; and a back that does not go below the shoulder blades. Strapless dresses are not allowed.

Infractions

Elementary school dress code infractions will be addressed by that student's home room teacher or the Head of School. The teacher will personally contact the parents to discuss the infraction. Middle and high school dress code infractions should be addressed by that student's first period teacher or the Head of School and the Head of School will contact the student's parents.

The student will receive the consequences described below:

1. If the infraction can be corrected at school, the teacher will require the student to comply.

- a. First Offense: The student will receive a verbal warning. Parents/Guardians will receive an email or written notification.
 - b. Second Offense: The student will receive an after-school detention (Head of School to be informed).
 - c. Third and Subsequent Offenses: The student will be required to give one day of service to his/her school. The date and service activity will be determined by the Head of School. Ongoing violation of the dress code will be grounds for expulsion.
2. For infractions that the student cannot correct at school, parents will be notified but will not be asked to bring appropriate clothing for the student to change. The student will receive the consequences described below:
 - a. First Offense: The student will be immediately put in in-school suspension for the remainder of the day.
 - b. Second and Subsequent Offenses: The student will be immediately put in in-school suspension for the remainder of the day and will be required to give one day of service to his/her school. The date and service activity will be determined by the Head of School. Additional service days will be assigned for subsequent offenses (2 service days for the 3rd offense, 3 for the 4th, etc.). Ongoing violation of the dress code will be grounds for expulsion.

Discipline

The discipline guidelines have been established to:

1. Provide training and encouragement to help children develop godly life patterns, the fear of the Lord, and faith in Christ (I Timothy 4:7b; Proverbs 1:7; Hebrews 12:11).
2. Nurture the development of godly obedience to given authorities and a proper respect for God, others, and oneself. (Romans 13:1-5; I Peter 2:13-17; I Thessalonians 2:8).
3. Teach students that they are responsible for their choices (Galatians 6:7, 8; Psalms 32:8, 9).

The goal of CCCS discipline program is one of correction and restoration within God's community at CCCS. A distinctive mark of discipline in the Christian school is that it is viewed as a positive process; bringing one into fellowship with others and oneself. Discipline, in the proper context, is a manifestation of love, rooted in God's disciplining of His children (Hebrews 12:6)

The process of discipline is initiated by the classroom teachers with their students as the school year begins. Positive and consequential reinforcements are implemented as necessary. When a severe discipline situation arises, the student is sent immediately to the Head of School who becomes involved in the process. With chronic behavior problems, a specific behavior plan may be designed for that student. In-school suspension, out of school suspension, or expulsion may result if sufficient change is not seen in response to the steps of disciplinary action taken. Communication with parents is included within the varying levels of the discipline process, encouraging a mutually supportive home/school approach in dealing with the student.

Detentions

Recess Detention - This detention is used for elementary students who have demonstrated inappropriate behavior that is not of a chronic nature. For example, children involved in fighting at first recess might be required to remain in the classroom or office during the second recess.

Lunch Detention - This detention is a consequence for undesired behavior that occurs on a daily basis. A student must have his lunch isolated from classmates. During this time, the student may not communicate with other students, teachers or aides.

In School Detention - This form of detention has the student being sent to the Head of School's office. The Head of School will meet with the student to discuss concerns and determine appropriate disciplinary action.

After School Detention - This detention involves staying after school for either 30 or 60 minutes. The student will stay in the room of the teacher assigning the detention unless assigned reparative duties (e.g., student may be asked to clean lunch room if he was involved in food throwing during lunch). This form of detention might be applied to a student who has received several other forms of detentions or who has failed to correct behaviors after several disciplinary actions. The parent(s) of the child will need to be contacted and the Head of School informed.

Out of School Detention – This form of detention may require the student to participate in extra activities – Saturday school, work day, athletic event, etc. The Head of School must make arrangements with the student’s parents.

Suspensions

Only the Head of School or his designee may require suspension from school as a consequence to inappropriate behavior at the school.

In School Suspension (ISS) - This form of a suspension has the student removed from the classroom setting. All course work and additional work assigned by the Head of School will be completed while in ISS.

Out of School Suspension (OSS) - A student may receive up to five days of out of school suspension. The student will be responsible for all assignments and course work missed during the time of suspension. Any course work that can be turned in upon returning to school will receive the appropriate late penalty. Any work that cannot be turned in late will receive a 50% for the first OSS, 40% for the second, etc. The student is not allowed to attend school-sponsored activities (e.g., sports events) while serving the suspension. Out of school suspensions require a meeting with Head of School, teacher (if applicable), and parents.

Expulsion

In rare instances it may be necessary for the student to leave the school. Situations where several attempts at correcting inappropriate behavior(s) have failed or where the behavior poses a significant physical or moral risk to other students are examples. This decision must be made by the CCCS Board of Directors and should only be reached after discussion with the Head of School, teacher(s), parents (of the student in question), and the student.

When Problems Arise

To promote good communication among parents, faculty, the Head of School, and the Board of Directors it is expected that conflicts between individuals be resolved between those individuals. If this is not possible, then the parties may seek resolution at the next higher level. Such matters that cannot be resolved without going to the Board of Directors must be taken to the Board as a whole during a duly called meeting of the Board. Board review of the matter may be done during closed session if those involved prefer. It is important to address problems promptly and in a Christian manner. At all steps the parent should take the matter to prayer first.

In summary, the process is to:

1. Take the matter to prayer.
2. Discuss concern directly with person involved.
3. Meet with Head of School to discuss concern.
4. Contact President of the Board to express concern.

ACADEMIC POLICIES

Homework

Homework can be a valuable adjunct to classroom teaching, but as educators we also recognize the value of family time for both the student and the parents. Homework at CCCS should follow these guidelines:

- For kindergarten through sixth grade, no more than 10 minutes per day per grade level

- For grades 7-12, no more than twenty (20) minutes per subject area, on average

For all grades the homework lessons assigned will be based on what an average student could accomplish in the given time. It is understood that the teacher can only make approximations when making assignments but will try to stay within the guidelines. Some students will finish the homework in less time and others will require more time. No student in grades K thru 4 should spend more than one hour a night on homework. For grades 5 and 6, no more than 1 1/2 hours a night. If this occurs, the parent should communicate this concern to the classroom teacher. If homework is required, it should be checked by the teacher with feedback given to the student.

For all grades, homework assigned on Wednesday nights should be limited to math and study time for any tests or quizzes. No more than one test or quiz should be scheduled on a Thursday and no projects should be due on a Thursday or Monday. No homework should be assigned over Holiday breaks. Projects that are due after a Holiday break should be assigned well in advance of the break and cannot be due within three days of returning from break.

As a general rule, teachers should try to give a minimum two or three-day advanced notice of any upcoming examinations. Teachers should be sensitive to Sunday church activities and not make weekend assignments that may conflict with church or youth group attendance.

Make-Up Work

When a K-8 student is absent, the student must work carefully with the teacher to get the work made up as soon as possible, but at least within twice the amount of time the student was absent. However, such work is the responsibility of the student, not the teacher. When an absence has occurred, the student shall receive full credit for make-up work unless it is turned in past the deadline stated above. If, however, a student misses only the day a test is given, or an assignment is due, he is responsible to make up the work the first day he returns. If a student is absent for reasons other than illness, he or she is expected to be prepared the day he or she returns to school. The student should be prepared to submit homework and to take tests scheduled for that day.

For students in grades 9-12, completion and grading of missed work will be governed by the classroom teacher's policy.

Grading

Kindergarten records grades as:

O – Outstanding	S – Satisfactory
G – Good	N – Needs Improvement

Elementary grades will be assigned as follows:

<u>% Range</u>	<u>Letter Grade</u>	<u>% Range</u>	<u>Letter Grade</u>
99-100	A+	83-84	C+
95-98	A	80-82	C
93-94	A-	77-79	C-
91-92	B+	75-76	D+
88-90	B	71-74	D
85-87	B-	70	D-

Students in grades seven through twelve will have their class grades reported as a letter grade with the following meaning:

A = Outstanding
 B = Very good
 C = Acceptable
 D = Marginal
 F = Failing

Honor roll, academic probation, athletic eligibility, etc. will be determined using grades from the appropriate marking period. The “official” grade point averages (GPA – used for class rank, college applications, etc.) will be determined as a weighted average of final grades, using the scale below.

<u>Letter</u>	<u>G.P.A.</u>
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

In 7th and 8th grade each marking period grade will count as 45% of the semester grade and the cumulative semester final exam will be 10%. In grades 9-12 each marking period grade will be 40% and the cumulative semester final exam will be 20% of the semester grade.

Honors

In order to encourage students to excel in their God-given talents and abilities, two categories of honor have been designated for academic excellence:

1. Academic Honors:
 - a. Honor Roll – Given to students having only grades of ‘B-’ or better in every class/subject.
 - b. High Honors – Given to students having only grades of ‘A-’ or better in every class/subject.
2. Christian Service Award – Given to those students chosen by the faculty has having shown exemplary Christ-likeness.

Adding/Dropping Courses

A student may drop or add a course during the first two (2) weeks of school, one (1) week following the end of the first quarter of the course, or at the start of second semester, and then only if the student maintains a minimum of four (4) credits scheduled after the drop. A course drop at any other time will result in a failing grade unless exempted by the Head of School. A student who drops a course at the end of the first quarter will not receive any credit.

Teachers may recommend that students drop or change from one course to a related course. Any change in the schedule must be approved by the teacher, Head of School, and parents.

Graduation Requirements

The Columbia County Christian School offers two diplomas: a General Education Diploma and a College Preparatory Diploma. The requirements of each are listed below. Students transferring into CCCS after the start of 9th grade may petition the Curriculum Committee for a waiver of certain graduation requirements.

College Preparatory Diploma

A student must accumulate twenty three and three quarter (23 $\frac{3}{4}$) credits in grades 9 through 12. Students must complete the number of credits listed below within each content area:

Bible	4 credits
English	4 credits
Social Studies	4 credits
Mathematics	4 credits (must include pre-calculus)
Science	4 credits (must include chemistry)
Physical Education	1 credit
Health	$\frac{1}{4}$ credit
Christian and Critical Thought	$\frac{1}{4}$ credit (starting with class of 2011)
Study Skills	$\frac{1}{4}$ credit (starting with class of 2011)
Electives	2 credits

General Education Diploma

A student must accumulate twenty two and one half (22 $\frac{1}{2}$) credits in grades 9 through 12. Students must complete the number of credits listed below within each content area:

Bible	4 credits
English	4 credits
Social Studies	4 credits
Mathematics	3 credits
Science	3 credits
Physical Education	1 credit
Health	$\frac{1}{4}$ credit
Study Skills	$\frac{1}{4}$ credit (starting with class of 2011)
Electives	3 credits

High school students (9 - 12) who have two semester course grades with an average of 'F' fail that course. Students who fail mathematics or foreign language classes MUST make them up before proceeding to the next higher course.

Students in grades 1-8 who have two or more final course grades of 'F' will be retained in the present grade for the next academic school year. Students can also be retained at the request of the parents and consent of the Head of School.

Students in grades 7-12 may not elect more than five (5) study halls per week, except with permission of the Head of School.

Transcript Release Policy

1. Anyone seeking a copy of a student's transcript must have signed written permission of the student or of the parent/legal guardian of a minor child.
2. If a student's account is not paid in full, no transcript or other written details regarding the student's academic record will be released. Columbia County Christian School will send a letter to the party desiring the transcript explaining only that there is an open account and records cannot be released.

Support Services

Columbia County Christian School may offer academic support services as available. Teachers who have concerns regarding particular students should initiate a referral to the Learning Support Teacher (LST). The LST will evaluate the student and discuss remedial options with the classroom teacher or refer the student for additional testing (e.g., speech and language, learning disability, etc.). The classroom teacher is expected to cooperate fully

with the LST in these changes. If warranted, the student may be seen individually or in a small group setting for intervention. In such cases, the parent will be informed.

Academic Probation

A student will be placed on academic probation if during any marking period a student earns two failures, three D's, or one F and two D's. Academic probation is an awareness time for the student to realize that his or her grades are failing. The requirements below are meant to encourage the student, help the student to grasp necessary academic materials, and improve the student's grade(s).

Procedures for Academic probation include the following:

1. The student is encouraged to make arrangements with the teacher(s) of those courses they are failing for tutoring outside of the normal class time. Alternatively, the parent and student may seek tutoring outside the school (e.g., Sylvan Learning Center or Bloom U.).
2. The student's participation in extra-curricular activities (praise band, sports, drama, etc.) will be at the discretion of the Head of School. Tutoring and/or remedial work scheduled by the teacher take precedence over athletic/extra-curricular practice time and students are to be allowed to miss practice for such. However, teachers should not require activities of the student that would conflict with game and/or performance schedules.

Parent-Teacher Conferences

Parent/Teacher Conferences are scheduled at the end of the first marking period. Additional Parent/Teacher conferences may be scheduled at any time throughout the school year through the school office or a teacher.

GENERAL INFORMATION

Suspected Child Abuse

CCCS faculty and staff will report suspected cases of child abuse to the Head of School. The Head of School will review such cases and report those required by law.

Banquet Age Limits

CCCS students in grades 9-12 are welcome to attend the annual Senior Banquet. Each CCCS student is allowed to invite a guest/date provided that person is also in 9th grade or above. The Head of CCCS has the right to refuse admission to the banquet to any student or guest.

Classroom Visits

CCCS encourages parents to visit the classroom. Parents are asked to make arrangements in advance for their visit through the school office. Visits are discouraged during the last two (2) weeks of school. Parents must report to the school office before going to their student's classroom.

Students who desire to have a friend visit (during lunch only) must secure permission in writing from the Head of School at least one day in advance. Visitors are expected to comply with the CCCS dress code and code of conduct.

Staying for Athletic Events

Elementary Students

Students who wish to attend athletic events must be accompanied by a parent or another adult (not another student or an older brother/sister) to whom they are directly responsible. Upon dismissal from school, students may not remain at school unsupervised until the sporting event begins.

Middle and High School Students

If an athletic event begins immediately after dismissal time, those students wishing to stay for that event should report directly to the event's location. Students should not remain in the hallways or other parts of the building.

If a student is participating in a practice or game not held directly after school and wishes to remain on campus, they must remain in a supervised study room until the practice or game begins.

Emergency School Closings

CCCS announces any emergency closing information on the following stations:

<u>Radio</u>	<u>Television</u>
WPGM 96.7 FM	CHANNEL 22
WHLM 930 AM	CHANNEL 16
WGRC 107.7 FM	CHANNEL 28

Early Dismissal

CCCS may dismiss students early because of inclement weather. If your district closes early, CCCS will send your children home on their bus at the time it arrives. Parents must listen to the radio or television to find out their district's closing times. Please do not call the office for this information. Telephone lines are to be kept open for school districts to notify CCCS of early closings. When foul weather forces an early closure, parents are free to pick up their children, or dismiss their student driver, at the time that seems best to them.

Delayed Opening or Cancellation

CCCS may delay the opening of school or cancel school if weather conditions warrant. Announcements will be made on the stations listed above.

Should CCCS delay opening for a longer or shorter period of time than the public school district wherein you reside, students may use the district transportation.

Examples:

1. If your district is delayed one hour and CCCS is on a two-hour delay, your students will be supervised upon arrival at school.
2. If your district is delayed two hours and CCCS is on a one-hour delay, your students will not be considered tardy.
3. If your school district cancels school and CCCS is holding classes, you may follow your district closing or transport your student to school at your discretion.
4. If CCCS is closing and your district is not, your student will be allowed to remain at CCCS until arrangements can be made.

Field Trips

Various classes take trips to interesting and educational places in the area from time to time as a vital part of the school's instructional program. Parents will be notified in advance of these trips. In some cases the students will be passengers in the vehicles of other parents. If a parent does not want their child to ride in vehicles of other parents or school personnel they must contact the school office at least 48 hours prior to the day of the field trip.

Lockers

Lockers are furnished to all students in the high school. No student should ever enter another student's locker. Lockers are inspected periodically. They must be kept clean and neat. Nothing may be posted on the outside of the lockers and anything posted inside must be morally and ethically acceptable to the Head of School. Food, other than sack lunches, is NOT to be kept in the lockers. The Head of School has the right to check the lockers at anytime. The student occupying the locker is responsible for the damages done to the locker. Locks are not to be used.

Transportation

Transportation is provided by some local school districts in accordance with State Transportation Aid for non-public schools.

If a student wishes to travel home by any means other than his regular bus two notes of permission must be brought to school. The first note is to be given to the student's teacher to alert the school of the change. The second note is to be given to the driver of the new bus or to the parent driver. Keep in mind that some school districts do not allow students from other districts to ride on their busses. Check with your school district's transportation director before making plans.

CCCS opens its doors at 7:45 a.m. The school is not responsible for any student dropped off earlier than this time. Parents who drive their students should pick up their students at 2:30 p.m.

Student Drivers

Students may drive to and from school with both Head of School and parent permission. It should be recognized that driving to school, while necessary for some students, is a privilege with certain responsibilities. Driving privileges may be revoked if deemed appropriate by Head of School. Students acquiring four unexcused first period tardies in one quarter may temporarily lose driving privileges. After two such tardies, the parents of the student will be contacted.

Students are not to sit in cars before school begins. Immediately upon arrival, students are to enter the building and report to the appropriate location. The vehicles are off limits during the school day unless the student has work release or is authorized by the Head of School and parents (e.g., doctor's appointment). When the school day is over, students are to leave immediately. The Head of School has the right to check student vehicles at anytime.

Student drivers who are on work release may not take a sibling from school in order to transport the sibling home before going to work.

Common sense and safe driving techniques should be used coming to and going from school. Cars should move at no more than 10 mph while on school property. Safety of children in the parking area must be a priority. Failure to comply may result in loss of driving privileges.

Students are to park properly in designated spaces only.

Students are not permitted to have other students accompany them for athletic transportation unless written permission is on file from all parents involved. Individual cars are not to be used when teams go to away games unless permission is granted by the Head of School. This permission will only be given due to extenuating circumstances.

Policy on Non-payment of Tuition

By sending their children to the Columbia County Christian School, parents have made a commitment to Christian education. With this commitment parents accept many responsibilities, such as participating in school functions and payment of tuition.

Without the timely payment of tuition, the school has difficulty in meeting payroll obligations to the teachers and staff and paying bills within the required terms.

In an effort to collect tuition within the due date and to prevent the non-payment of tuition accounts, the following procedures and policies govern the payment of tuition:

1. Tuition payments received after the fifth of the month will be assessed a late fee.
2. Tuition accounts that are 30 days past due will be sent a reminder notice.

3. Accounts which are 60 days past due, will be sent a letter from the Head of School indicating the seriousness of the delinquency and the necessity to bring the account current. The letter will require the payment of the past due amount. Also available to the parents will be a meeting to discuss a payment plan. Any payment plan must address the past due and future tuition payments. The payment plan must be in writing, signed by the Head of School and the parents. Failure to abide by the payment plan will result in the student being removed from the school.
4. Any account which is 90 days past due will result in the student being removed from the school unless special arrangements are made with the Head of School.
5. All tuition payments and fees must be current before student records will be released by CCCS to any other party.
6. Any senior who is past due on tuition will not be allowed to participate in graduation ceremonies or receive a diploma.
7. All tuition and fees must be paid before a student is allowed to enroll for the new school year.

Fundraisers

As an independent school, CCCS must rely on parent support of fundraisers and tuition to finance the operation of the school. It is the desire of the Board of Directors to keep the tuition as low as possible so that more families may take advantage of Christian education. Unfortunately, tuition alone will not cover the expenses of running a school. The following are some of the means by which families can support Christian education at CCCS.

Grocery Certificates - Weis and Giant store certificates can be purchased from the school. The school buys these at a 5% discount and sells them to the parents at full price. Thus the school makes \$5 for every one hundred dollars worth of certificates sold. It costs the parents no more than what they would normally pay for groceries to use the certificates, so this is a fundraiser that has great potential.

Apple Dumplings - Every fall the school makes and sells apple dumplings. Parents are asked to help in making the dumplings and their children are asked to help in selling them.

Spring Auction - You might not think that an auction would be a good fundraiser, but it is. The first year an auction was tried, over \$10,000 was brought in. Parents are asked to donate items, help contact businesses for donations, help set up for the auction and of course bid on occasion.

Volunteerism

CCCS appreciates the many parents and relatives of our students who volunteer their time at the school. This ministry helps the school and provides the parents with an opportunity to be involved. Some areas for volunteering include:

Office Help - answering telephones, help with mailings, copying papers

Classroom Help - volunteering in classroom to help with various projects assigned by teacher

Hot Lunch - preparing and serving the hot lunches

Cleaning and Maintenance - vacuuming the carpets, cleaning tables

ATHLETIC POLICIES

The purpose of athletics at Columbia County Christian School is to provide an environment in which a student athlete has the opportunity to develop educational and spiritual values. It exists as a part of the overall ministry of Columbia County Christian School and promotes both its mission and objectives. The following represents the core principles driving the Athletic Department:

- We believe athletics are an integral part of the educational system
- We believe athletes to be an integral part of the student body
- We believe student athletes must be the focus of the athletic program
- We believe in the character building qualities of athletic participation
- We believe in the ability to share and model Christ through athletic participation

This manual attempts to outline basic policy and procedures that govern athletics at Columbia County Christian School as it strives to model its above mentioned principles. Changes to current policy and the addition of new policy will be made as the need arises.

Philosophy of Athletics:

To place Christ at the center of our lives both on and off the field of play

“For physical training is of some value, but Godliness has value for all things, holding promise for both the present life and the life to come”
1 Timothy 4:8 (NIV)

Recognizing athletics as part of the ministry at Columbia County Christian School is key to understanding its role. Athletic participation is of some value, but if our time in athletics is without training in Godliness, it has failed to function effectively.

“Whatever you do, work at it with all your heart, as working for the Lord, not for men.”
Colossians 3:23 (NIV)

Our coaches, staff, and student athletes should strive to give their all as they represent CCCS and Jesus Christ. Whether in the classroom or on the field, all abilities – mental, emotional, physical, and spiritual – should be used for the Lord. This requires a commitment to excellence in all we do.

Objectives:

The following represent the objectives of athletics at Columbia County Christian School. The objectives involve all athletes, coaches, and staff members of the program.

- To model Christ in both actions and words.
- To strive to grow in our relationship with Christ through times of Bible reading and prayer.
- To use the God given talents and abilities, not for personal glory, but for His glory.
- To develop and nurture God given talents and abilities.
- To develop socially as we interact with both our team and other teams.
- To take seriously the life lessons found in athletics such as responsibility, commitment, dedication, adversity, humble winning, and graceful losing.
- To strive for excellence in our playing.
- To develop the athletic program as part of the overall ministry of Columbia County Christian School.
- To develop community awareness of Columbia County Christian School and its mission.

Job Descriptions:

I. Student Managers/Statisticians/Bookkeepers/Videographers:

A. General Description:

1. All student support staff will be responsible to the coach of the sport.
2. All student support staff will be considered a part of the team and held to the same standards and guidelines.

B. Responsibilities:

1. Attend practices and contests when necessary.
2. Care for the equipment.
3. Get equipment ready for all contests.
4. Keep score and/or statistics as needed during contests.
5. Assist in the clean up after contests.
6. Complete statistical reports and submit them as needed.
7. Other duties as assigned.

Policy and Procedure

The following policies and procedures have been established to govern the affairs of the Columbia County Christian School athletic program.

Athletic Eligibility for Tryouts and Participation Policy:

Students wishing to try out for an athletic team must:

- I.** be enrolled as a full time student.
- II.** have a PIAA approved athletic physical form on file in the athletic office **prior to the first scheduled practice date.**
 - A.** Students involved in multiple sports through the year will need a separate PIAA sports physical form conducted within six weeks of the beginning of the sport season.
 - B.** Forms can be obtained through the athletic office and are available online on the Columbia County school website.
- III.** have demonstrated academic eligibility.
 - A.** Students failing one subject will be considered on **restricted eligibility** and will not be eligible to **play in the first quarter** of games, but will be eligible to practice and travel with the team.
 1. For soccer games, players may not enter the game until the beginning of the second quarter or at the twenty-minute mark of a forty-minute first half.
 2. For basketball games, players may not enter the game until the beginning of the second period.
 3. For track and field, players may only compete in one less than the maximum allowed events in a single meet.
 - B.** Students failing two or more subjects will be considered **ineligible** and will not be permitted to play in games or travel with the team.
 1. A student on **ineligible** status for two full weeks (not necessarily academic reports) will not be permitted to practice with the team.
 2. A student on **ineligible** status for four full weeks (not necessarily academic reports) will be dismissed from the team.
 3. At the time an **ineligible** student becomes eligible to play, they will be considered under **restricted eligibility** for their first game back.
 - C.** Academic eligibility will be determined Friday of each week and determines eligibility for practices and games played the following Monday through Saturday.
 1. Once eligibility has been determined a student may, by their own initiative, improve the quality of their work to the level specified above. The player would be reinstated under the above mentioned guidelines by word from the teacher or Athletic Director.

2. Initial fall sport academic eligibility will be based on the grades earned in the final quarter of the previous year.

IV. submit a signed Health Record and Travel Waiver form to the Athletic Director **prior to the first scheduled practice date.**

V. adhere to any published pre-season criteria established for the sport by the coach or Athletic Director.

VI. pay the designated Athletic Fee. Athletic fees are non-refundable **and are due prior to the first scheduled practice date.**

Students must adhere to the following to remain eligible for participation:

I. maintain academic eligibility.

II. adhere to any school policy governing participation

A. Students must be in school a full day in order to be eligible to participate in any game that afternoon or evening.

1. Students not able to attend the full school day due to Athletic Director or Head of School approved reasons are still eligible to participate in a game that afternoon or evening.

B. Students tardy to school on the day after a game will be placed on **restricted eligibility** for the next game.

C. Students leaving school due to an illness can not return for participation in any game that afternoon or evening.

D. In case of a snow day situation when CCCS has school but a students' school district is closed – if the student is a regular bus rider and no transportation is provided by the district, they may still participate in a game that afternoon or evening.

E. Any student disciplined in other areas of school life is subject to suspension from the athletic program to be determined by the Athletic Director and the Head of School.

F. If a student receives a detention of any kind, the serving of that takes precedence over attendance at practice and/or games.

G. Students serving an ISS will be placed on **restricted eligibility** for the next game. Those serving an OSS will be **ineligible** for any practice held on that day and will be ineligible for the next game.

H. Any student using profanity or abusive language, or demonstrating unacceptable behavior will be subject to suspension to be determined by the Coach, Director of Athletics, and Head of School.

I. Any student found to be using tobacco, alcohol, or drugs will be automatically subject to dismissal from all athletic teams for the current academic year.

III. demonstrate team commitment.

A. If a player earns a position on the team, they are expected to remain on the team throughout the season.

B. If a player experiences some difficulty which affects them remaining on the team, a conference with the coach, the parents, and the player must be held prior to the players' leaving the team.

C. In the event of an unexpected medical condition which impacts a players' ability to participate, a conference with the coach, the parents, and the player will be held to identify the level of participation which is reasonable.

D. Players must participate in any fund raising done for the athletic program.

IV. maintain and improve their skills.

A. Players are strongly encouraged to participate in off-season workouts, clinics, and camps to improve their skills.

Practice Policy:

I. Attendance at practices is required for participation.

A. Coaches will be constantly adding and adjusting team strategies during practice sessions. Missing practice may result in students being unprepared for game situations.

- II. Missed practices will be classified and handled under the following two guidelines
 - A. Unchangeable Family Commitments
 - 1. Defined as an absence outside of the control of the player due to family commitments.
 - 2. These absences should be kept to an extreme minimum and will result in no mandatory loss of playing time.
 - B. Player Chosen Activity
 - 1. Defined as an absence from practice due to a player's deliberate choice
 - 2. These absences will result in a loss of playing time during the next scheduled game, the minimum being defined by **restricted eligibility**.
- III. Injured players are expected to attend practice to observe and learn new team strategies.
- IV. Practice and event schedules will be provided by the Athletic Director and may be held on Saturdays or school holidays.
- V. Wednesday practices will be rare and will end by 4:30 pm when they are scheduled.
- VI. If a student is participating in a practice or game not held directly after school and wishes to remain on campus, they must remain in a supervised study room until the practice or game begins.

Uniform Policy:

- I. Uniforms will be distributed to athletes prior to their first game.
- II. Athletes are responsible for the maintenance of their uniform throughout the season.
- III. Uniforms must be turned in, to the coach or Director of Athletics, no later than two (2) weeks after the last game of the season. *If no arrangements have been made directly with the Director of Athletics, a \$10.00 late fee will be charged after that date.*
- IV. Any damage, outside of normal wear and tear, will be the responsibility of the athlete.
- V. Uniforms or uniform parts are to be worn ONLY during athletic games or approved athletic events, not for gym or general wear.

Travel Policy:

- I. The following guidelines govern transportation:
 - A. Students are expected to ride with the team to and from all away games unless prior arrangements have been made with the coach.
 - B. A parent who is attending an away game must make verbal arrangements with the coach concerning transportation home.
 - C. No student may take a ride with another parent or student unless written permission has been given to the coach prior to the game, identifying the person who will be giving the ride.
- II. The following guidelines govern travel conduct:
 - A. Athletes must adhere to any seating arrangement designated by the coach, however, boys and girls should remain in separate sections.
 - B. Travel dress will be designated by the coach and must meet school dress code requirements or be approved by the Head of School.
 - C. Electronic devices (CD players, iPods, cell phones, etc.) are not permitted without the specific consent of the coach.
 - D. No trash is to be left at the bench, in the locker room, or in the vehicle.

Playing Time Policy:

- I. Playing time is an earned privilege.
- II. Playing time will be distributed at the discretion of the coach using the following guidelines based on level of competition:
 - A. For junior high teams, coaches are instructed to give each team member opportunity to play, based on practice attendance, effort, and attitude.
 - B. For high school teams (including junior varsity), there is no guarantee of playing time.
 - 1. Coaches are instructed to use ability, effort, and attitude, to distribute playing time.
 - 2. Evaluation of ability and game strategy is at the coach's discretion.
- III. Movement of players will be at the discretion of the Athletic Director and the coaching staff, and will take place for the following reasons: depletion of a roster due to injury or ineligibility, changes in ability level, and team strategy.

Gym and Playing Field Policy:

- I. Athletes are expected to respect the facilities and fields afforded them for practice and competition.
 - A. Athletes are responsible for all trash and equipment after games and practices
 - B. All trash should be placed in proper receptacles.
 - C. Proper shoes should be worn at all times. Non-marking shoes only should be worn on the gym floor. No cleats should be worn in the school building at any time.
 - D. Locker rooms should be kept clean at all times.
 - E. Athletes should report any damage as soon as it occurs.
- II. Athletes are not to be in the gym without proper adult supervision or approval.

COLUMBIA COUNTY ATHLETICS SPORTSMANSHIP STANDARD

Our relationships with Opponents

- Demonstrate self control and respect others.
- Avoid words or actions that offend opposing teams, players, coaches, or spectators.
- Treat opponents as we would like to be treated.
- Avoid booing, taunting, and personal comments.
- Accept victory with grace and defeat with dignity.

Our relationships with Officials

- Learn the rules of the game in order to be a more intelligent spectator.
- Accept and respect the integrity and authority of the officials.
- Avoid personal comments and sarcasm towards officials.
- Have your goal to make the official's work a joy, not a burden.

Our Relationship with Athletes and Coaches

- Encourage our athletes.
- Do not expect athletes to be perfect. They are not professionals.
- Keep a proper perspective. Remember that our children's spiritual and academic progress is much more important than their athletic achievement.
- Respect the integrity and judgment of the coaches. If you have legitimate concerns, deal with them in proper forum and manner, as would be appropriate between fellow Christians. Before, during, and after a game is not an appropriate time.