



Student Handbook

2023-2024

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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 up-bringing by providing quality Christian education and discipline.

We affirm that Christians desire 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 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; academic, 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 Article 10 of our Bylaws (Biblical Morality and Lifestyle) 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.

*an exception could be made for an individual student that has made a profession of faith.

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 and Article 10 of the bylaws (Biblical morality and lifestyle) by signing the Parental Agreement form at the back of this handbook.
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

Please see 'TEEN PREGNANCY AND/OR MARRIAGE' on p. 26

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 enrollment fee) and returned to the office.
3. A family interview will be held with the Head of School.
4. All records from the student's current school should be sent to CCCS.

The school will notify the student and his/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-enrollment is limited to students currently enrolled in the school and is held in the spring of each year. Current students who are re-enrolled by the deadline 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 deadline. 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 am (unless their bus is delayed). The school day ends at 2:30 pm.

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 re-main 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

Elementary attendance is taken at the start of every day. High School attendance is taken at the beginning of every class. Students arriving late must check in at the school office.

Any student that accrues excessive unexcused absences risks failing one or more of his/her subjects. 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 classwork. Parents must call by 9:00 am if their student will be absent or tardy. Parents may also check RenWeb for missed homework and classroom assignments.

Tardiness

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

Students (grades 6-12) with four unexcused tardies per quarter to school, class or a combination of the two will be assigned an after-school detention. Elementary students who accumulate 4 unexcused tardies should expect a meeting between the parent(s) and Head of School. Should tardiness continue afterwards without legitimate cause (as determined by the Head of School) additional disciplinary action will be taken in an effort to remedy the situation.

Students who arrive at school after 10:00 am and before 1:00 pm will be considered absent for half (½) of the day. Students arriving at school after 1:00 pm 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 (ref. "Make up work" pg. 31). Any students who fail to follow correct procedures before leaving the building will receive disciplinary consequences

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.

DISCIPLINE

"Do not be misled. Bad company corrupts good moral character." I Cor. 15:33

"These people honor me with their lips. But their hearts are far from me." Mark 7:6

"... Discipline yourself for the purpose of godliness ..." I Tim. 4:7

"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." Heb. 12:11

The Bible clearly indicates that the parents are responsible for the discipline (that is, training or instruction) of their children. Columbia County Christian School exists to assist parents in their God-given responsibilities. Therefore, CCCS seeks not to assume the task which God gives to parents, but only to serve as the parents' appointed and authorized representatives in the child training process, in a limited way. In formulating a philosophy of education and discipline, CCCS has attempted to align itself as closely as possible with the Bible's instructions to parents so as to provide the utmost consistency for the child between training to be taught at home and training received at CCCS. In the same spirit, CCCS likewise assumes parents will direct and discipline their children accordingly. If parents have chosen to follow a different course in directing and disciplining their children, then parents and students should realize CCCS may not be the choice in education that suits their needs.

Discipline may be correctly viewed as both a process and a product. God expects parents or other authorities to discipline children so as to produce a child who consistently becomes a more self-disciplined adult, requiring less supervision as he/she matures. He/She then, as a self-disciplined adult, assumes the role of training the next generation. God's ultimate purpose in charging parents

with this task is to prepare children to enter into and mature within His spiritual family, and to respond to Him with respect and obedience on the basis of their former training by their parents. CCCS's philosophy of education and discipline exists to serve and further this ultimate spiritual goal.

God-given responsibilities in the discipline process exist not only for parents and teachers; they exist likewise for the students. Students are to respond to CCCS faculty and staff members with appropriate respect and courtesy. Any failure to maintain a biblical attitude of respect and obedience toward CCCS authority which manifests itself in improper behavior or violated standards will result in disciplinary action appropriate for the violation. CCCS expects that parents will support the school in such disciplinary action by encouraging obedience and respectfulness to the action of CCCS. Only while operating within the above philosophy of discipline can the education process reach its maximum potential. CCCS is committed to the philosophy and principles of Christian education. Student conduct which works against CCCS philosophy will not be condoned. The student expectations listed in this policy are based on Christian principles, appropriate standards of conduct, and common sense. Guidelines provide boundaries for security and freedom. We trust that our students would respond with positive attitudes and conduct.

Attendance at Columbia County Christian School is a privilege and not a right. The School reserves the right and at its sole discretion can remove the students in their enrollment. The School will cooperate with the home in the nurturing of the student(s). The School reserves the right, that if at any time and at the School's sole discretion, if the School can no longer assist the family in the nurturing of their child(ren), the School can remove the student(s) from their enrollment. The School reserves the right to deny readmission to any student whose actions demonstrate that it is not in its best interest to allow readmission.

STUDENT EXPECTATIONS

1. Students shall respect the authority of all adults and the rights and property of others.
2. All student organizations that meet in the school must have an authorized sponsor with them.
3. Movement in the hallways, whether between classes or during classes, must be done quietly and in an orderly fashion.
4. Any student leaving a room during class time must have a standard hall pass from that teacher.
5. Electronic devices (i.e MP3 players, cameras, I-pods, games, etc.) are not allowed for use in the school during school hours (unless approved by a member of the CCCS staff for educational purposes). Cell phones are allowed on campus but students must adhere to the CCCS cell phone policy (ref. "Cell phone policy pg. 23").

6. Columbia County Christian School operates firmly on the premise that overt public displays of affection between members of the opposite sex are inappropriate.
7. Students who are suspended from school for disciplinary reasons may be suspended from activities or positions for the remainder of the school year at the discretion of the Head of School. No school function, including athletics, may be attended on days of suspension.
8. Misbehavior on a bus or van will not be tolerated and may result in removal, temporary or permanent, from this mode of transportation.
9. No students will be allowed in the hallway before 7:55 AM except with permission and supervision by a teacher.
10. Students are expected to follow the dress code.

PARENT EXPECTATIONS

1. Parents are expected to dress modestly and in a manner that demonstrates humility rather than an effort to draw attention to one's self at all on campus and school related events and field trips. At the least, parents should not dress in a way that would be a violation of the school's dress code for their children.
2. Parents are expected to be respectful of school staff and students and display Christ-like behavior in speech that is edifying. Any school-related concerns need to be voiced only to those concerned following the Matthew 18 principle.
3. Parents are responsible to know and adhere to all school policies.

DISCIPLINARY GOALS

1. Respect authority: Someone has said, "Consequently, he who rebels against authority is rebelling against what God has instituted and those who do will bring judgment on themselves."
2. Use your time wisely: "Teach us to number our days aright, that we may gain a heart of wisdom." Psalm 90:12
3. Be considerate of others: "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." Eph. 4:29, 32.

STUDENT BEHAVIOR

To accomplish these goals, certain student behavior cannot be tolerated and will result in action by the teacher and/or the Head of School. Examples include:

1. Use of physical force or verbal intimidation.

2. Leaving school property without permission.
3. Defacing any property of the school or another student (damage caused by the student will be paid for by the student or parent).
4. Being disrespectful toward fellow students, teachers or staff in attitude, words or actions.
5. Using profanity or vulgarity.
6. Lying, cheating or stealing
7. Inappropriate public display of affection toward members of the opposite sex, such as kissing, hand holding, embracing, etc.
8. Involvement or the impression of involvement in immoral activities or activities that are contrary to the philosophy of Columbia County Christian School.
9. Obscene body language.
10. Possession on their person, in their locker, in their backpack or in their cars of any kind of weapon, fireworks, drugs, drug paraphernalia, cigarettes, alcohol or pornography.
11. Blatant disrespect resulting in the student being asked to leave the classroom or a school activity.
12. Inappropriate use of the Internet.

METHOD OF DISCIPLINE

KINDERGARTEN-5TH GRADE – Teachers will use age appropriate discipline methods which could include but not limited to redirection, loss of recess, parent notifications, detentions and suspensions. Suspensions only happen through the Head of School or his designee.

6th-12th GRADE- A disciplinary classification system and a cumulative detention system **are** used at CCCS as a means of correction for infractions of school standards, rules, and classroom procedures. Corrective measures of varying degrees of severity will be used.

Warning - A warning is a reprimand, and a formal notice of consequences to follow should the inappropriate behavior not be corrected.

Parent Notification - A Parent Notification is a warning with the intent to inform parents of a problem and to solicit their help in supporting CCCS rules and correcting unacceptable student behavior. Parent Notifications will be made via phone call.

Detention - Detentions will be held from 2:40-3:20 PM. Students must serve detention within two detention days of the day the notice is received. An

additional detention may be given each time a student misses a detention deadline. If a student accumulates three unserved detentions, the student is assigned one day of suspension.

Removal from Class - At the teacher's discretion, the student may be removed from class and sent to see the Head of School.

Suspension - Suspension from school begins on the date assigned and may range from 1-5 days. Suspensions may be in-school or out-of school as deemed necessary by the Head of School. Students are to complete all work given during their absence. In addition, students serving suspension may not attend any extracurricular activities.

CLASSIFICATION OF OFFENSES

Class I Offenses (Warnings, Parent Notifications, Detentions) Do not accumulate for purpose of suspension.

- Tardy to school
- Tardy to class
- Nonconformity to dress code
- Not "signing in" when tardy or not "signing out" for early dismissals, even when parents and school have given permission
- Consuming food or drink outside designated areas
- Being unprepared for work or not completing homework

Class II Offenses (Parent Notifications, Detentions)

- Excessive distraction of the students - any conduct or behavior which is disruptive to the orderly educational process in the classroom or any similar grouping for instruction
- Gambling - any participation in games of chance for money and/or things of value
- Inappropriate public display of affection
- Running and horseplay in building
- Unauthorized possession of cell phones, radios, MP3 players or other electronic devices (includes games, cameras, etc.). Cell phones are not allowed in the classroom. Cell phones are to be kept in car, in lockers or in backpacks. These items will be confiscated.
- Possession of magazines not used for class purposes
- Being in off limits areas
- Possession of matches, lighters, or similar devices
- Unacceptable lunchroom behavior

- Not serving detentions on time
- Any other violation, which the administrator may reasonably deem to fall within this category

Class III Offenses (Detentions, 1-3 Day Suspensions)

- Defiance or disrespect of authority - any verbal or non-verbal refusal to comply with a directive from any adult
- Intentionally providing false information to a CCCS staff member, including, but not limited to, student information data, forgery of adult signatures and the concealment of information directly relating to school business
- Possession or use of tobacco products - any possession on the person, in his/her locker or other effects of a student on or off campus
- Verbal or physical assault upon another student (Any form of bullying, including verbal, cyber, physical and/or sexual harassment)
- Fighting with another student
- Unjustified activation of a fire extinguisher or fire alarm system
- Disruption on a school vehicle
- Use of profane or obscene manifestations (verbal, cyber, written, gesture) toward another person
- Inciting student disorder
- Malicious mischief
- Improper use of personal vehicle
- Unauthorized absence from school or class
- Possession of a pocket knife or similar device
- Possession of pornography and computer/internet use of pornographic, defiant or vicious purposes
- Cheating items
- Any items shocking to the conscience
- Repeated Class II offenses
- Any other offense, which the administration may reasonably deem to fall within this category

Class IV Offenses (On or off campus of Columbia County Christian School) (3-5 Day Suspension, Expulsion)

- Drugs - unauthorized possession, transfer, use or sale of drugs or alcoholic beverages. This offense includes counterfeit drugs, diet pills, etc.
- Arson - intentional setting of fire to any school or church property
- Directing obscene/profane language or assault (physical or verbal) to ANY ADULT ON OR OFF THE CAMPUS OF CCCS
- Possession of a weapon or ammunition on campus (includes air guns, paint guns, and ammunition)

- Possession and/or igniting fireworks or firecrackers
- Cheating items
- Theft of property
- Possession of stolen property with the knowledge that it was stolen
- Improper sexual conduct
- Vandalism of any church or school property
- Repeated Class III offenses
- Any other offense, which the administration may reasonably deem to fall within this category

PLEASE NOTE: DISCIPLINARY CONSEQUENCES CAN BE MORE SEVERE FOR REPEATED OFFENSES.

DISCIPLINARY PROBATION

1. Purpose - This is to prevent the possible dismissal of a student due to behavioral issues that are beyond the scope of our school and to create a viable, tangible incentive for the student and parents to seek out behavioral and spiritual reform.
2. Criteria - This program should be initiated at the discretion of the Head of School. It is to be administratively subjective. Some criteria to direct the administration in making this decision are:
 - If a student has manifested a physical threat to other students or faculty.
 - If a student has become a negative influence on their peers in the areas of smoking, disrespect, impacting the learning environment negatively, inappropriate behavior, etc.
 - If a student has been a habitual offender of the school disciplinary policy.
 - If a student has accumulated 6 detentions in a school year.
 - If a student has received an automatic suspension for serious behavior offenses; use or possession of tobacco, alcohol, drugs or weapon(s); sexual and or physical harassment; or an offense warranting a suspension.
3. Program - A written notice of a student bordering on the need for disciplinary probation will be initiated by the Head of School. A conference will be held with the parent and student in regard to disciplinary problems. Based on that conference, the Head of School will decide on whether or not this particular student merits a probation or expulsion. If the Head of School deems it beneficial to place the student under a disciplinary probation, a disciplinary probation contract will be drafted for the student outlining:
 - The behavior guidelines that the student is expected to maintain.
 - The duration of the probation
 - The consequences of fulfilling the probation or failing to fulfill the probation.

4. Procedure - The disciplinary probation contract is to be reviewed and signed by all parties involved (i.e. student, parent(s), Head of School). Copies are distributed to all respective parties. It will be the responsibility of the Head of School to insure that the contract is being upheld. Violation of the contract on behalf of the student will be grounds for expulsion.

Dismissal/Expulsion

Columbia County Christian School reserves the right of dismissal at any time during the school year at the recommendation of the Head of School and approval of the school board. Any pupil who persistently neglects work, who fails to meet academic or other standards or qualifications or who exercises poor citizenship, one who fails to cooperate, or whose parents fail to cooperate, may be asked to withdraw from the school. Dismissal will be administered by the Head of School. A student who has lost the privilege to attend CCCS is not permitted to attend school related events. These events would include, but are not limited to, homecoming, junior/senior formal, etc. Students who have been dismissed may not apply for re-admission for a period of 12 months.

ACADEMIC INTEGRITY

Columbia County Christian School strives to teach students the importance of personal and academic integrity (He [God] stores up sound wisdom for the upright; He is a shield to those who walk in integrity - Proverbs 2:7). Cheating, falsifying, plagiarism, and theft or alteration of academic materials rob the child of God of academic integrity and will not be tolerated. Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement of evaluation of performance, by any dishonest or deceptive means. Cheating is a Class III offense. Examples of cheating or academic dishonesty include but are not limited to:

1. Copying another student's homework, quiz, test or other paper without express permission from the teacher
2. Using or allowing another student to misrepresent or fabricate work as one's own, unless part of a group project when work is shared
3. Unauthorized possession, distribution or use of test or quiz materials in advance, using or displaying notes, "cheat sheets," or any other information devices inappropriate to the prescribed test conditions
4. Seeking to deceitfully obtain, collaborate or secure answers during a test or quiz from any outside source, whether through visual, auditory, written, electronic, or verbal means

5. Plagiarism in any form. Additionally, plagiarism carries severe academic consequences that can result in the failure of a course.

BULLYING POLICY

Biblical illustration of relationships: John 15:12- "*My command* is this: Love *each other as I have loved you.*"

Rationale: In an effort to instill biblical values and create a more loving environment the school has adopted this policy. From time to time, conflict can occur.

Definition: Bullying occurs when a person or group is intimidated, frightened, excluded or hurt by a *pattern* of behaviors directed at them by others. (Greg Griffiths, "Bullying in Schools-the hidden curriculum" (2003)).

The following actions in an ongoing form may be forms of bullying:

- Physical aggression-including hitting, punching, kicking
- Teasing or verbal abuse-including putdowns, insults, name calling or racial/sexual remarks
- Intentional exclusion from activities or friendship groups
- The setting up of humiliating experiences.
- Damaging a person's property/possessions or taking them without permission
- Threatening gestures, actions or words
- Written/verbal/ electronic messages that contain threats, putdowns, gossip or slandering
- Cyber bullying through Facebook or other electronic means

Policy Statement: From time to time in a large community such as a school, conflict and offence can occur. As part of living in a sinful world, bullying can result when we don't always relate to others as we should or when people try to exert power and influence over others.

Columbia County Christian School realizes that while bullying may occur, it is never acceptable and seeks to implement a clear framework for dealing with bullying incidents. The school's response to bullying is based on the pattern of relating to one another found in the Bible. God intended for us to live in a way that acknowledges differences and accepts others because we are all made in God's image.

Our policy is based on the principle that bullying is not OK at CCCS. CCCS recognizes that not all behaviors should be considered bullying or willful violation of this policy. Behaviors will be assessed by the teacher and/or administrator and addressed according to the procedures below.

PROCEDURES

- All parties will be spoken to-victim, bully and sufficient bystanders to establish the facts of the situation and to hold them accountable for their actions/inaction. Generally, all parties will be asked to give a verified account of what has happened with a view to understanding the whole picture.
- All incidences are to be documented and written reports will be kept on the behavior.
- All staff will be informed about and have access to the information recorded on all incidents so that they may be aware of any issues between students.
- Acknowledgement of the allegation of bullying and assessment of student safety must take place within 1 school day of the report.
- Investigations into bullying allegations must be undertaken in a timely manner and should be carried out in such a way as to minimize the risk of escalation.
- Parent(s) of victim and bully will be informed throughout the process and may be invited to be present in discussions. In some cases, this may apply to parents of bystanders also.
- All incidents of bullying will be followed up in writing to parents/caregivers of at least the victim/s and bully.
- Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily. The school will take serious disciplinary action in cases of retaliation.
- Discipline will follow the discipline policy.

RESPONSIBILITIES

STUDENTS

- Student should ask the offending student to stop.
- Students being bullied should report it to staff, parents or another adult.
- Students who are aware of bullying should report it to the teacher.
- Students should take appropriate steps to discourage or prevent bullying. Students should be willing to resolve bullying situations, employing forgiveness and some changes in behavior.

PARENTS

- Parents are encouraged to take what their children say seriously and to report bullying concerns to the teacher first.
 - Parents need to accept that the whole story may be quite complex and trust the school to resolve bullying matters.
 - Parents not satisfied with the action may refer to administrators if the need arises
- STAFF**

- Non-teaching staff should refer all allegations of bullying to the Head of School
- Teaching staff should establish whether an alleged incident is isolated or an ongoing pattern of behavior. (bullying)
- Teaching staff are to report to the Head of School any allegations/incidences of bullying. This will be done in a timely manner (within 1 school day of report)
- Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily. The school will take serious disciplinary action in cases of retaliation.

CELL PHONE POLICY

Students are not permitted to use a cell phone during the school day (8:00-2:30). The phone should never be visible during class. If a student brings a cell phone to school, it must be secured in the student's locker or car., and it must be turned off. If a student brings a cell phone to class or the phone rings while in a student's locker or backpack, the teacher will turn the phone in to the Head of School who will initiate disciplinary action and according to the consequences listed below. Forgetting to turn off the cell phone is not an excuse for violation.

Use of a cell phone during a test for any reason (i.e. text messaging, photos, etc.) will automatically be considered cheating, and appropriate academic and disciplinary action will be taken at the sole discretion of the Head of School. No taking of or other use of cell phone photographs is permitted during the school day. Specifically, no cell phones are permitted in restrooms or locker rooms at any time. Violation of this prohibition is a serious discipline offense.

Parents should not consider their child's cell phone as a means of contacting their child for any reason during the school day. Parents who need to contact their student during the school day for emergency purposes should use the school's normal emergency contact process and call the office.

CCCS staff will assist parents in communicating with their child in appropriate emergency situations. Violation of the cell phone policy will result in disciplinary consequences as per the school's Classification of Offenses.

Please Note:

- *If a phone is confiscated, CCCS reserves the right to review the phone's content for any reason.*
- If a student is caught using another student's phone, discipline will be administered as deemed appropriate by the Head of School.
- CCCS accepts no responsibility for use, breakage, theft or loss of cell phones or other personal items.

DRUGS AND ALCOHOL

Columbia County Christian School will not tolerate the buying, selling or other transfer of drugs and/or alcohol; such actions will result in the dismissal of the offending student(s). Consumption of drugs or alcohol is neither compatible nor permissible within the wholesome Christian environment we provide at CCCS.

Although consumption is an expulsion able offense, individual situations will be evaluated case by case with an attempt to find the best solution for the individual and the student body as a whole. Situations that warrant restoration will be given due consideration by the Head of School. The administration of the school reserves the right (as per the safety of that student or any other student) to require random drug testing with the understanding that confidentiality will be maintained. If the parents and/or student refuse to submit to the test, or refuse to submit the test results to CCCS, then the student's privilege to attend CCCS will be revoked. When a student is asked to submit to a drug test, the school will pay for any false results. The parents/guardians are required to pay for any positive results.

GUNS AND WEAPONS

CCCS does not allow guns, knives, weapons or their facsimile on campus. Violation of this policy will result in the immediate dismissal of the participating student or students with the exception of facsimile which may result in suspension or dismissal at the discretion of the Head of School.

SEARCH AND SEIZURE

To maintain order and discipline at CCCS and to protect the safety and welfare of students and personnel, school authorities may request a search of a student, student lockers, or student automobiles under the circumstances outlined below and may seize illegal, unauthorized or contraband materials discovered in the search. CCCS reserves the right to invite the Hemlock Township Police Department or an appropriate narcotics search group to visit at any time during the school year to search for drugs. Any alcohol, drugs or drug paraphernalia found in lockers, cars or other items under the student's control will constitute possession.

1. **Personal Searches:** A student and/or personal effects (e.g., purse, backpack, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Students may be asked to empty their pockets, pocketbooks, wallets, backpacks, etc. without the parent's permission or the student's permission. Enrollment of the child constitutes parental consent to such searches. If the student refuses and the school feels a personal search of the student's person or belongings are required (as per the safety of that student or any other student), then the parents will be phoned and must come to school to perform the search. If the parents fail to come to CCCS to perform the search in a reasonable time (one hour) and/or the student refused to empty his/her pockets or remove from his or her person what is suspected, then the student's privilege to attend CCCS will be revoked.
2. **Locker Searches:** Student lockers are Columbia County Christian School's property and remain at all times under the control of CCCS; however, students are expected to assume full responsibility for the security of their lockers. CCCS exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by CCCS officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school. Periodic general inspections of lockers are conducted by school authorities for any reason at any time without notice, without student consent, without parental consent, and without a search warrant.
3. **Automobile Searches:** Students are permitted to park on CCCS premises as a matter of privilege, not a right. CCCS retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on campus. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, without parental consent, and without a search warrant.
4. **Seizure of Illegal Materials:** If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

TEEN PREGNANCY AND/OR MARRIAGE

Columbia County Christian School believes in providing a wholesome environment conducive to learning for all its students. We believe teenage pregnancy and/or marriage are incompatible and impermissible within this environment. Individual situations that conflict with this standard will be evaluated case by case with an attempt to find the best solution for the individual and the student body as a whole.

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. Elementary students must purchase school “spirit wear” tee shirts for gym class from the school. The tee shirts purchased at the school may be worn to school every day except chapel day. Students may wear shorts for gym class with the purchased tee shirt. No messages or logos are permitted on the backside of sweatpants or shorts. All shorts need at least a 5” inseam. All students must wear sneakers for gym class.

2. For Junior High and Senior High students, tee shirts for gym class must be purchased from the school. Students may wear shorts, warm-ups, or sweats for gym class with the purchased tee shirt. No messages or logos are permitted on the backside of sweatpants or shorts. Students will change into PE clothes for class. All shorts need at least a 5" inseam. All students must wear sneakers for gym class.
3. 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. All attire must be properly fitted (not too tight or too loose) and properly worn (as designed). All attire should complement 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 including: advocacy of drug or alcohol use, violence, sexual innuendo, secular music groups, and messages contrary to the Word of God.
 4. 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).
6. 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.)
7. Undergarments are to be worn and are not to be visible.
8. Uniform-style shorts may be worn to CCCS as long as they are no more than 2" above the knee and are not overly tight or loose.

Boys

1. Boys may wear button dress shirts, polo shirts/golf shirts, Henley's, turtlenecks, or tee shirts. All necklines must be modest. All button shirts need to be buttoned at all times, except the top button. A full-buttoned down collared dress shirt (tucked in) or polo shirt is to be worn on chapel days throughout the day. An acceptable shirt must be worn under any sweatshirt, sweater, or sports coat.

2. Extreme hairstyles are not to be worn. Spiked hair is not to be worn. Elementary and middle school students' hair should be cut so that it is off the collar, out of the eyes, and no longer than the bottom of the ear lobes. High school student's hair should be kept out of the eyes, and should be kept neat and clean. Boys are to be either clean-shaven or maintain a neatly trimmed beard.

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. All necklines must be modest and cover all cleavage. 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, skirt or dress pants 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. A maximum of two pairs of earrings may be worn.

4. Leggings are permitted if worn under an end-of-fingertip length dress or skirt.

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 collars 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 homeroom 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 according to the discipline policy.

All infractions must be corrected immediately. The student will be given appropriate clothing by the school or it will be brought by the parent.

ACADEMIC POLICIES

Homework

Homework can be a valuable supplement to classroom teaching, but as educators we also recognize the value of family time for both the student and the parents.

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 1½ 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 advance notice of any up-coming 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/she is responsible to make up the work the first day he/she returns. If a student is absent for reasons other than illness, he/she is expected to be prepared the day he/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

Grading scale for 1st-12th grade classes 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-

7th-12th grade class percentages for each marking period will be:

Tests—45%

Quizzes—30%

Homework—25%

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. Honors classes have a half-point weight added to them.

<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 6th - 8th grade each marking period grade will count as 50% of the semester grade. 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 who have 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
Language	2 credits
Electives	2 $\frac{1}{2}$ 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
Electives	3 $\frac{1}{4}$ 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 the 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 (i.e. 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/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 (i.e. Sylvan Learning Center or Bloomsburg U.).
2. The student's participation in extra-curricular activities (praise band, sports, drama, etc.) is dependent on maintaining at 2.0 GPA. Tutoring and/or remedial work scheduled by the teacher takes precedence over athletic/extracurricular 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

Parents and teachers are encouraged to communicate with each other whenever a problem arises. CCCS uses RenWeb to help teachers communicate grades, classroom assignments, homework, discipline and other classroom activities. There is a link on our homepage called ParentsWeb.

GENERAL INFORMATION

Suspected Child Abuse - A person may make a report of suspected child abuse to ChildLine or a county agency if the person has reasonable cause to suspect that a child has been abused. ChildLine: 1-800-932-0313

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 and not age 21 or over. 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:

Radio

WPGM 96.7 FM
WHLM 930 AM
WGRC 107.7 FM

Television

CHANNEL 22
CHANNEL 16
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. A mass e-mail will be sent out to help communicate the delay or cancellation. 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 any time. 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/her 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 am. 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 pm.

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 the Head of School. Students acquiring four unexcused first period tardiness 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 (i.e. doctor's appointment, etc.). When the school day is over, students are to leave immediately. See page 25 under '3. Automobile Searches' for policy on vehicle searches.

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 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.

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 classrooms to help with various projects assigned by the 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 years will need a Separate PIAA sports physical conducted within six weeks of the beginning of the sport season.
 - B. Forms can be obtained through the athletic office and are available on-line on the Columbia County school website.
- III. Have demonstrated academic eligibility. Student grades will be checked weekly for eligibility for the next nine weeks. The student must have at least a 2.0 GPA to be eligible.
 - A. Initial fall sport academic eligibility will be based on the grades earned in the final quarter of the previous year.
 - B. Any ineligible student who desires to remain part of the team must practice and be at home games. They are not allowed to travel to away games.
- 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 par-

tic pate in any game that afternoon or evening.

B. 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.

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

D. Students leaving school due to an illness cannot return for participation in any game that afternoon or evening.

E. In case of a snow day situation when CCCS has school but a student's 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.

F. 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.

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

H. 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.

I. 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 the Head of School.

J. 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 player's leaving the team.

C. In the event of an unexpected medical condition which impacts a player's 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.

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 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 toward 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.

**PLEASE DO NOT FORGET TO RETURN THE
PARENT “SIGN-OFF PAGE” THAT
ACKNOWLEDGES THAT YOU HAVE BOTH
READ AND UNDERSTAND THE
CONTENTS OF THIS HANDBOOK**

Parental Agreement:

I have read and agree to abide by the CCCS handbook.

Child Name

Parent’s Name (printed)

Parent’s Signature

Date

***Please return this page to your students
Home room teacher as soon as possible.***