



2011-2012
Parent/Student Handbook

Table of Contents

Table of Contents	2
Section 1 - Introduction	5
1.1 Letter from Head of School.....	5
1.2 School Leadership Roster.....	6
Section 2 - Identity of Cypress Christian School (CCS)	8
2.1 Mission Statement.....	8
2.2 Vision Statement.....	8
2.3 Philosophy of Education.....	8
2.4 Purpose of Education.....	9
2.5 Changes to Policies and Procedures.....	9
2.6 Doctrinal Statement.....	9
2.7 School History and Organization.....	10
2.8 School Affiliations.....	10
2.9 Admission Philosophy, Policies, and Procedures.....	10
2.10 School Expectations of Parents.....	11
Section 3 - Attendance Information	12
3.1 School Hours.....	12
3.2 Attendance Requirements.....	12
3.3 Attendance Requirements for Secondary Students in Co-Curricular Activities.....	12
3.4 Absence Policy.....	12
3.5 Pre-Planned Absences.....	13
3.6 Tardiness.....	13
3.7 Medical Appointments.....	13
3.8 Sign-In/Sign-Out Procedures.....	13
Section 4 - Academic Life	14
4.1 Academics.....	14
4.2 Curriculum.....	14
4.3 Graduation Requirements (High School—Grades 9 – 12).....	14
4.4 Honors Classes.....	14
4.5 Dual Credit Classes.....	14
4.6 Dropping/Adding Classes.....	14
4.7 Promotion of Students.....	15
4.8 Homework.....	15
4.9 Late Assignments.....	15
4.10 Make-Up Work (General Absence).....	15
4.11 Extra-Credit Work.....	16
4.12 Report Cards.....	16
4.13 Academic Grades.....	16
4.14 Principal’s Honor Roll.....	16
4.15 Incomplete Grades.....	16
4.16 Semester Exams.....	16
4.17 Grade Point Average (GPA) and Class Rank.....	16
4.18 Valedictorian and Salutatorian.....	17
4.19 Quartile Ranges.....	17
4.20 Academic Probation.....	17
4.21 Co-Curricular Eligibility.....	17
4.22 College Entrance Exams.....	17

4.23 Standardized Testing	17
4.24 Tutoring	18
4.25 Classroom Visits	18
4.26 Parent-Teacher Conferences	18
4.27 Learning Center	18
Section 5 - Student Life	21
5.1 Chapel Services	21
5.2 Carpool	21
5.3 Arrival at School	21
5.4 Dismissal and Pick-Up	21
5.5 Afternoon Late Charges	21
5.6 Student Vehicles	21
5.7 Delivery of Messages or Other Student Items	22
5.8 Closed Campus Policy	22
5.9 Campus Visitors	22
5.10 Security Guidelines	22
5.11 Campus Care	22
5.12 Book Care	22
5.13 Lunch Program	22
5.14 Senior Off-Campus Lunch	23
5.15 Lockers	23
5.16 Hall Passes	23
5.17 Unauthorized Materials	23
5.18 Music	23
5.19 Backpacks and Personal Items	24
5.20 Electronic Devices and Cell Phones	25
5.21 Lost and Found	25
5.22 Student Property	25
5.23 Individual Parties (Outside of School)	26
Section 6 - Student Conduct	27
6.1 Philosophy and Guiding Principles of Student Conduct and Discipline	27
6.2 Discipline	27
6.3 Levels of Offense and Consequences	28
6.4 Conference with Student	31
6.5 Detention (Secondary Students)	31
6.6 Saturday Detention (Secondary Students)	31
6.7 In-School Suspension (ISS)	32
6.8 Out-of-School Suspension (OSS)	32
6.9 Disciplinary Probation	32
6.10 New Student Conditional Status	33
6.11 Expulsion	33
6.12 Cheating	33
6.13 Public Display of Affection	34
6.14 Off-Campus and Online Conduct	34
6.15 Conduct Grading	34
6.16 Grievance Procedure	35
Section 7 - Student Dress Code	37
7.1 Uniform Dress Code	37
Section 8 - Student Activities	38
8.1 Field Trips	38
8.2 Co-Curricular Sports Activities	38
8.3 National Honor Societies	39

8.4 Class Parties.....	39
8.5 Social Activities.....	39
8.6 After-School Clubs.....	39
Section 9 - Medical Policies and Information.....	40
9.1 Health Services.....	40
9.2 When to Stay Home.....	40
9.3 Emergencies and/or Illness.....	40
9.4 Medication Policy.....	41
9.5 Immunization Requirements.....	42
9.6 Communicable Disease Policy.....	42
9.7 Vision and Hearing Screening.....	44
9.8 Scoliosis Screening.....	44
9.9 Acanthosis Nigricans Screening.....	44
Section 10 - General Policies and Procedures.....	45
10.1 Thursday Packet and Weekly E-letter.....	45
10.2 Emergency Drills.....	45
10.3 Emergency Closing.....	45
10.4 Financial Policies.....	45
10.5 Records and Transcripts.....	46
10.6 Facilities Use Policy.....	46
10.7 Network/Internet Acceptable Use Policy.....	46
10.8 Re-enrollment of Current Students.....	46
Section 11 - Involvement Opportunities.....	47
11.1 Cypress Community Christian School Society, Inc.....	47
11.2 Volunteers in Partnership (VIP).....	47
11.3 Parent Volunteers.....	47
11.4 Field Trip Chaperones.....	47
11.5 Booster Clubs (Athletic and Fine Arts).....	47
11.6 Giving Opportunities.....	48
11.7 Promotion & Fundraising Guidelines.....	48

Section 1 - Introduction

1.1 Letter from Head of School

Dear Cypress Christian School Family:

On behalf of the Board, administration, faculty, and staff, I want to welcome you to CCS for this school year. We look forward to working together with you to provide your child a quality Christian education. A cooperative effort between home and school provides the best way to properly educate children with the values and beliefs found in God's Word. It is in this spirit of partnership with you that we present you with the latest edition of the Parent/Student Handbook.

The policies in this handbook have the purpose of providing a safe, orderly, and Christian learning environment where students can learn and teachers can teach. We have tried to be as comprehensive as possible, without overwhelming, with the information provided. As you may understand, it is impossible to address every conceivable circumstance and activity in handbook format.

Our silence on a particular item does not mean it is permissible. It may mean that well-known biblical principles and common sense determine how it will be handled. Therefore, the administration reserves the right to make judgments based on the information available and the specific situation in question. The judgments will be based on biblical principles and on the professional judgment of the CCS administration. Sometimes, it can appear to an outside observer that similar situations were handled in different ways. However, no two situations are exactly alike. Each may have varying or extenuating circumstances that are not apparent to everyone, yet require judgment calls on the part of the administration. To the best of our ability, we will try to be equitable to all parties at all times. We appreciate your prayers for God's wisdom in these circumstances. (James 3:17)

Every year, the school updates this resource as needed. Many changes throughout the document are merely grammatical, updates to wording to match other documents such as the Tuition Contract or the Athletic Handbook, or simply restating a policy in a clearer way. However, I did want to focus your attention to the following sections, identified below, where we have either made substantial additions, changes or clarifications to school policy, or where I feel a special reminder of current policy is merited. Please take the time to read the entire handbook, and be sure to contact the appropriate principal should you need more information.

- 3.8 – Sign in/Sign Out Procedures
- 4.9 – Late Assignments
- 4.14 – Principal's Honor Roll
- 4.23 – Standardized Testing
- 5.5 – Afternoon Late Charges
- 5.15 - Lockers
- 5.20 – Electronic Devices & Cell Phones
- 6.1-6.16 – Student Conduct
- 11.7 – Promotion & Fundraising Guidelines

Thank you for your commitment to Christian education. I understand the dedication that it takes and the investment families make to ensure their children have the opportunity to benefit from a Christian education. We will honor your commitment with our own commitment to always strive to honor the Lord Jesus Christ by emphasizing biblical values and providing the highest level of education possible for your children here at Cypress Christian School.

May God bless your family this year,



Stephen J. Novotny, J.D.
Head of School

1.2 School Leadership Roster

BOARD OF DIRECTORS

Bill Aimone	
Jim Boyd	
Chad Braun	
Jason Floyd	
Laura Greenway	
Greg Petru	
Arthur Schubert	President
Mike Slabic	Vice President
Buster Swanton	Secretary

ADMINISTRATION

Craig Cleveland	Dean of Students
Glenn Holzman	Chief Academic Officer/High School Principal
Marsha Martin	Athletic Director
Stephen Novotny	Head of School
Iva Nell Rhea	Middle School Principal
Donna Rhodes	Business Manager
Jacob Spenn	Director of Institutional Advancement
Robert White	General Administrator/Elementary Principal

SUPPORT STAFF

Lynnette Anderson	Communications Coordinator
Lisa Beckmeier	Development Coordinator
Veronica Bretz	Rotational Instructor
Robin Brown	Nurse
Patti Carver	Assistant to High School Principal/Registrar
Georgia Crowhurst	After School Program Coordinator
Cathy Hilton	Business Office/Payables
Charlotte Howard	Lunchroom Staff Member
Susan Mason	Aide
Beverly Milstead	Administrative Assistant
Susan Mock	Lunchroom Staff Member
Debbie Mooney	Elementary Receptionist
Becky Morgan	Business Office/Receivables
Angie Ramirez	Director of Admissions
Patricia Slattery	Auxiliary Services Coordinator
Karen Stamps	Head of School Office/Systems Coordinator
Debi Stowell	Elementary Lunchroom Coordinator
Sonya Thelen	Educational Specialist
Susan Tidwell	Lunchroom Staff Member
John Van Rieg	Facilities & Transportation Coordinator
Sheila Vance	Lunchroom Staff Member
Jane Velez	Lunchroom Staff Member
Cindy Wilhite	Assistant to Athletic Director

ELEMENTARY FACULTY

Kindergarten

Jan Beam
Deanna Cameron
Caroline Young

First Grade

Amanda Baker
Denise Brewer
Michele Van Pelt

Second Grade

Sharon Miller
Peggy Schumaker
Kelly Wall

Third Grade

Lori Borkovich
Lorraine Pereira

Fourth Grade

Jennifer Bruder
Connie Macel
Kim Shelby

Fifth Grade

Tom Nugent
Nohemi Range

Fine Arts/Technology/P.E.

Thomas Martin
Jennifer O'Neal
Stephen Mason
Lisa Morgan

Librarian – Elementary & Secondary

Jeanine Carthey

SECONDARY FACULTY

6th Grade

Beth Beach
Julie Crozier
Marilyn York

Bible

Rachael Lechman
Lubega Frankio
Danny Carraway
Craig Cleveland

English

Laura Blake
Alison Ivey
Kim Priesmeyer Richey

Fine Arts

Michele Bennett
Gregory Bretz
Becky Fredrickson
David Horn
Dia Moore

Foreign Language

Kelly Galbreath
Natalie Kirtley
Leasha May
Shannon Strange

Math

Linwood Brown
Jennifer Leonard
Karen McGrath

Science

Jean Hinn
Herman Keith
Lisa Longridge
Lori Teague

Social Studies

Christopher Laidlaw
Mary Syms
Jennifer Taylor

Technology

Tim Kooiman

Section 2 - Identity of Cypress Christian School (CCS)

2.1 Mission Statement

The mission of Cypress Christian School is to honor the Lord Jesus Christ by providing students an education based upon academic excellence and biblical values.

2.2 Vision Statement

The vision of Cypress Christian School is to positively impact culture by promoting truth, advancing the Christian faith, and equipping students to serve and lead with excellence.

2.3 Philosophy of Education

The philosophy of education at Cypress Christian School is that education is approached from a biblical perspective that recognizes the sovereignty and authority of God. Attendant with this belief are a number of truths affirmed by the school:

- God is transcendent, is spirit, and always acts in accordance with His loving and just nature. Additionally, in His Word God places an eternal emphasis upon life. (Romans 11:36, II Corinthians 4:18, I John 2:15-17)
- All humans, including children, are created in the image of God and have unbounded potential to mirror the character of Jesus Christ. Further, man is born with a sin nature that has marred, but not ruined, God's image in man. Finally, we believe that man's greatest need is redemption through Jesus Christ and not education. (Genesis 1:27, Psalm 8:3-6, Romans 3:23, Jeremiah 17:9)
- Jesus Christ reflects truth: truth about the nature of God, truth of man's need to be rightly related to God, and truth about the world He created. (John 14:6, John 17:7, Matthew 7:24-27, Psalm 19:1, I Corinthians 2:15, John 8:26, II Timothy 3:16)
- The Bible is inerrant and authoritative. Because God both created the universe and appointed the writing of Scripture, no academic truth (man discovered truth) can rightly be in conflict with God's Word.
- Although man may not perceive truth in particular circumstances, truth is unchangeable and not relativistic.
- Biblical education focuses on what a person becomes rather than on what he knows. Therefore, knowledge ought to be primarily pursued as the basis for the development of wisdom and character. Further, the end of education is not the acquisition of status but rather to glorify God and fulfill His mandate to subdue and have dominion over God's creation.
- Education is the prerogative and responsibility of parents. The Christian school is in partnership with the home to provide support and assistance in shaping a Christ-like view of truth and reality.

These beliefs work their way into every aspect of the education offered at CCS.

2.4 Purpose of Education

The purpose of the school is to provide a thorough academic education built upon a biblical view of life. God as Creator of life and reality is the focus of a Christian education. Additionally, His Word serves as the authoritative standard of truth.

Factual information is the same for the Christian as the non-Christian, but the way in which facts are interpreted is the difference between truth and error. No subject can be taught in truth if the Creator, Jesus Christ, is ignored or denied.

Christian school parents believe that God's Word makes them responsible for the education of their children. They want their children to develop a system of values consistent with the Bible. Finally, they want their children to develop a lifestyle that is pleasing to the Lord and is based on an intimate relationship with Him.

Therefore, in partnership with parents, CCS seeks:

- To introduce each student to God and the totality of His character
- To see every student born again into a personal relationship with Jesus Christ
- To provide an atmosphere that challenges the hearts and minds of students to consider all that is true and edifying and to contrast these ideas, values, and beliefs to those that are false and lead to ruin
- To lead students to an understanding of the heights that can be reached and the accomplishments possible by a life fully yielded to Jesus Christ
- To challenge both the body and spirit
- To encourage and stimulate, by example, the life of Christ lived out in the lives of our students
- To equip each student to take his or her place in the world as a servant of Jesus Christ

2.5 Changes to Policies and Procedures

Cypress Christian School reserves the right to change policies and procedures, if needed in the discretion of the administration, to best achieve the school's mission.

2.6 Doctrinal Statement

We believe:

- That the Bible is God's inerrant Word in the original manuscripts and the only authority for doctrine and practice.
- In the Trinity - Father, Son, and Holy Spirit.
- That salvation is a free gift, paid for by the sacrificial death of Jesus Christ for all who trust Him as their Savior.
- In John 14:6, which states: "Jesus said to him, 'I am the way, and the truth, and the life; no one comes to the Father but through Me.'"
- In the literal resurrection of Jesus Christ from the dead, and in the same resurrection to eternal life for all who are saved, while the unsaved will spend eternity in hell.
- In the literal return of Jesus Christ.

2.7 School History and Organization

The CCS Articles of Incorporation, dated April 10, 1978, state that the school was founded “to provide instruction of high academic quality to pupils in order that they may have a Christian education and be prepared to take their proper place in the home, church, and the state in accordance with the teaching of the Word of God and the following fundamental principles: (1) The instruction and education of children in the Word of God; (2) The school as an institution which properly depends on and proceeds from the home, rather than the church or state.”

A group of concerned Christian parents from fundamental Bible-teaching churches started CCS. They incorporated as the CCCS Society, Inc. and began with approximately 15 students in the 6th, 7th, and 8th grades in the facilities of Cypress Bible Church.

CCS is operated by a Board of Directors. The majority of the Board members are elected from and by the membership of the CCCS Society. The Society is an organization of supporters of CCS who meet the requirements for membership and have paid their annual dues. The Society’s Bylaws invest the Board with the responsibility and authority to “administer the affairs of the school.” The Board sets the educational and business policies of the school and charges the school’s Administrator to execute these policies and provide leadership and supervision for the faculty and staff.

CCS teachers are spiritually and academically qualified. Each teacher is credentialed/certified, a born-again, dedicated, witnessing Christian who loves young people and has the gift of teaching them.

CCS operates on the income from tuition, fees, and gifts from our families, alumni, churches, and other friends. The school does not receive any government funds.

2.8 School Affiliations

Cypress Christian School is accredited by the Association of Christian Schools International. CCS is a member of the Texas Association of Private and Parochial Schools (TAPPS).

2.9 Admission Philosophy, Policies, and Procedures

Cypress Christian School is open, from kindergarten through twelfth grade, to any student of a Christian family that is interested in securing a Christian education. The school must find the student qualified for admission, and both student and parents shall agree to abide by Cypress Christian School rules. It must always be understood that attendance at Cypress Christian School is a privilege and not a right. This privilege can be forfeited by any student and/or parent who does not conform to the school’s standards of conduct and/or who is unwilling to adjust to our environment. Students and parents also agree to be courteous and respectful to their peers, staff, faculty, and others on campus.

Cypress Christian School admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Cypress Christian School reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications, including a willingness to cooperate with Cypress Christian School administration and to abide by its policies.

2.10 School Expectations of Parents

The mission of CCS is to honor the Lord Jesus Christ by providing students an education based upon academic excellence and biblical values. We strive to follow biblical principles in all areas. Cooperation from the home is assumed. By enrolling their child(ren) in CCS, parents agree to support the school in its financial policies, parental support expectations, and the school's student behavior/discipline policies as articulated. CCS reserves the unconditional right to take disciplinary action, suspend, and/or dismiss any student whose progress, conduct and/or whose parent's/guardian's conduct is considered by CCS, in its sole and absolute discretion, to be unsatisfactory and/or in violation of the mission of CCS.

Education must be the product of a joint enterprise between the school and the home. The importance of open and responsive lines of communication is then obvious. The school also encourages face-to-face parent/teacher conferences. To this end, parent/teacher conferences will be held for any student not maintaining passing grades, not achieving expected levels of performance, or consistently not adhering to CCS behavioral rules and regulations. Parent/teacher conferences may be initiated by the teacher, the parents, or the administration.

Section 3 - Attendance Information

3.1 School Hours

Cypress Christian School's hours are:

- Elementary – 8:00 a.m. to 3:10 p.m.
- Secondary – 8:00 a.m. to 3:30 p.m.

3.2 Attendance Requirements

Cypress Christian School has a legal and ethical responsibility to require the faithful attendance of its enrolled students. Academic problems will occur when students continually miss school.

When a student is absent, please notify the school office via phone, fax, or e-mail by 8:30 a.m. on the day of the absence (unless absence was previously arranged).

For the protection of students, CCS policy is to release students only to their parents, guardians, or previously designated individuals. Any deviation from this policy will be made only by written notification.

3.3 Attendance Requirements for Secondary Students in Co-Curricular Activities

Secondary students must be in school by 8:15 a.m. and remain for the entire day to participate in any co-curricular competitions and performances scheduled for that day. Students must be in school by 8:15 a.m. and remain for the entire day on Friday to participate in any co-curricular competitions and performances over the weekend.

3.4 Absence Policy

Attendance is taken in each class and any class missed, unless for a school-initiated activity, counts as an absence. Students will be considered absent from any class to which they miss more than 15 minutes of the class period.

If a student is absent from any class ten (10) times per semester, his final semester average will be lowered 1 point for each class absence after the 10th absence. However, after fifteen (15) absences, a grade of zero will be given for the class.

- Four unexcused tardies to a class equal one absence due to tardy (AT) and will be counted against the ten day absence limit.
- Absences are cumulative to each semester. If a student misses a class, except for school-initiated activities, it is counted as an absence. Therefore the school will not distinguish between "excused" or "unexcused" absences for attendance policy purposes.
- A student who has accumulated more than ten (10) absences per semester due to prolonged or chronic illness, or other similar long-term reason, may appeal to the administration in writing for a variance to the Absence Policy for that semester. However, re-enrollment for the following semester will be suspended until determination can be made as to the student's ability to fulfill the attendance requirements of CCS academic programs.
- Seniors will be allowed four days per year for college visits. Juniors will be allowed two days per year for college visits. These visits must be pre-arranged through the Secondary Principal and will not be counted as part of the cumulative absence record. A letter from the college visited must be provided to the Secondary Principal for a college day in order for that day not to be counted as an absence.

3.5 Pre-Planned Absences

Pre-planned vacations or absences during the school year are discouraged. Prior to making travel arrangements, the parent must notify the principal in writing prior to a planned absence. A signed note from the parent explaining the absence is required at least two weeks prior to the day(s) missed. Prior to the pre-planned absence, secondary school students are responsible for obtaining any homework and taking any tests they may miss; however, no pre-planned absences will be permitted during semester final exams.

3.6 Tardiness

Elementary

Prompt arrival is critical to creating an effective learning environment. Elementary school students are considered tardy if they are not in class by 8:00 a.m. Since the carpool line will be closed after 8:00 a.m., students who are tardy must be accompanied by a parent to the front desk to receive a tardy slip before being admitted into the classroom. Four tardies will be counted as one absence on the report card, and may disqualify students from receiving a perfect attendance award at the end of the year. The school realizes that there occasionally may be special circumstances that cause a large portion of the student body to be late (such as a wreck or stoplight malfunction). The principal will use his discretion in such cases to excuse these tardies so they will not be counted against the student record.

Secondary

Secondary school students with excessive tardies will be subject to disciplinary action. Four tardies equal one absence. Students who arrive fifteen (15) minutes or more after the start of class will be considered absent, not tardy. The school realizes that there occasionally may be special circumstances that cause a large portion of the student body to be late (such as a wreck or stoplight malfunction). The principal will use his discretion in such cases to excuse these tardies so they will not be counted against the student record.

3.7 Medical Appointments

Academic problems often develop when students continually leave school for medical purposes. Parents should make every effort to schedule medical appointments before or after regular school hours. If that can be accomplished, it will eliminate many of the problems associated with absenteeism and the requirements to do make-up work. Secondary school students must bring a note from a parent to the office before school begins to request an early release pass if they must leave early that day; however, any classes missed are still counted as an absence in that class.

3.8 Sign-In/Sign-Out Procedures

Elementary

Before leaving school during the school day, a student's parent must sign the student out at the office. Upon returning to school during the school day, the parent must also sign the student in at the school office.

Secondary

A student leaving school during the course of the school day must be signed out in the secondary office by the parent/guardian. In addition, an email or note should be sent at the beginning of the day or with as much advance notice as possible, signed by the parent or guardian, stating the reason for leaving early. A student arriving late to school or returning from an appointment must sign in at the secondary office and receive a pass to return to class.

Section 4 - Academic Life

4.1 Academics

Students must demonstrate an appropriate degree of success in the classroom in order to be given opportunities to participate in other aspects of school life. Academic issues will be regulated as indicated in each of the areas below.

4.2 Curriculum

Curriculum goals are developed by the principals and faculty under the oversight of the Head of School. The following objectives guide curricular choices:

- A phonics-based reading program that is strong in teaching of vocabulary and comprehension skills which promote critical reading and thinking
- Instruction in the basic arithmetic skills that form a basis for application to problem solving and reasoning ability and in the development of mathematical and logical thinking
- A teaching perspective that evaluates and reviews literature from a technical, literary, and biblical viewpoint
- An approach to social studies that views historical facts and man's behavior in the light of Scripture and instills patriotic spirit
- A focus on biblical creationism that integrates observable phenomena, inductive reasoning, and Scripture in training students in the inductive method of inquiry
- An approach to Bible study that balances the impression of biblical knowledge with the expression of God's Word through the life of the student
- An appreciation of fine arts as creativity given to man by God, the Master Creator, and as a means of worshipping and expressing admiration for Him
- Writing and communication skills to allow effective transmission of ideas and principles
- A goal to challenge students to physical fitness, good sportsmanship, competitive proficiency, and sound health habits
- The use of computers as a tool for learning
- A broad range of co-curricular activities, as is prudent and financially possible, that reflect the same biblical principles and standard of excellence as do the academic programs
- Community service projects for students

4.3 Graduation Requirements (High School—Grades 9 – 12)

See the **Secondary Academic Handbook and Course Selection Guide**.

4.4 Honors Classes

See the **Secondary Academic Handbook and Course Selection Guide**.

4.5 Dual Credit Classes

See the **Secondary Academic Handbook and Course Selection Guide**.

4.6 Dropping/Adding Classes

See the **Secondary Academic Handbook and Course Selection Guide**.

4.7 Promotion of Students

The following guidelines are used to determine promotion:

- Grades 1 and 2: A student must pass reading and math to be promoted.
- Grades 3-5: If two or more core subjects are failed, the student shall not be promoted. Core subjects include math, English, spelling, and reading.
- Secondary students: See the Secondary Academic Handbook and Course Selection Guide.

4.8 Homework

Homework is given to teach students responsibility and independence in learning. Furthermore, homework reinforces skills and concepts taught in school and it affords parents a natural opportunity to be involved in their student's education. The amount of time a student needs to do homework varies from day to day and from student to student. Teachers attempt to keep all homework assignments reasonable.

4.9 Late Assignments

Elementary

Learning to be responsible is an important element of a student's total education. To help facilitate the learning of responsibility, CCS expects students to complete and turn in assignments on time. Assignments in the elementary classes that are not turned in on time may be penalized. At the beginning of the year, teachers will communicate the grade level practices for their classes.

Secondary

Students are expected to have all assignments turned in at the class time on the date due.

- Students will receive no more than 50% for an assignment that is not turned in on time.
- More than one day late will result in a grade of zero.

4.10 Make-Up Work (General Absence)

Students who have missed school unexpectedly and have an absence from class will be allowed to make up missed work.

- Elementary students are given two days for each day of absences to complete assignments.
- Secondary students will be permitted one day for each day absent to complete their assignments.
- Missed test and quizzes are to be taken on the day of return to school.
- A special plan will be arranged for any student who has had an extended absence.

Extended Excused Absence: Students who have an extended excused absence must submit an academic make-up plan to the principal for approval within two (2) days of their return to school.

Pre-Planned Absence/Co-curricular Absence:

- It is the student's responsibility to get the class assignments prior to the absence. Failure to get assignments prior to the days missed due to planned co-curricular activities (i.e. athletic events, academic competitions, field trips, etc.) will not extend the due date.
- All assignments are due the day the student returns to school.
- Quizzes and tests must be taken prior to leaving for planned absences.

4.11 Extra-Credit Work

Extra-credit shall not be used to make up points for missed assignments and homework, loss of points for excessive absences, poor test performance, etc. This will not foster disciplined study habits in our students or prepare them for college. In addition, it is not fair to students who get their assignments in on time and study appropriately for tests the first time.

Teachers will use extra-credit work sparingly and wisely. It shall be used only to encourage students to go beyond what is normally required to expand their experience with the subject matter. In other words, it should be extra study above and beyond regular classroom assignments.

4.12 Report Cards

Report cards are sent home at the end of each quarter. Report cards are a communication to parents indicating the level of each student's achievement. Final report cards will be mailed and/or e-mailed at the end of the school year.

NOTE: Only those families whose accounts are current will receive report cards. Final report cards and/or records will not be released until ten (10) working days after receipt of payment of final account balances by personal check; however, such report cards/records may be released immediately upon payment by cashier's check, money order, or cash.

4.13 Academic Grades

CCS utilizes a numerically based percentage system for quarter, exam, and semester grades. This is the only scale utilized for the reporting of these grades. Co-curricular eligibility, probation, and quarter averages are based on percentages.

The following grading scale is used throughout the school:

<u>% Points</u>	<u>Letter Grade</u>	<u>Meaning</u>
90-100	A	Far exceeds minimum standards
80-89	B	Exceeds minimum standards
75-79	C	Meets minimum standards
70-74	D	Failure to meet some of the minimum standards
69 & Below	F	Failure to meet minimum standards
—	I	Incomplete

4.14 Principal's Honor Roll

Academic recognition is given to those students in grades 6-8 who receive straight As on their report card. Students with unsatisfactory conduct are not eligible for Principal's Honor Roll recognition.

4.15 Incomplete Grades

In some extreme cases, as designated by the teacher and approved by the principal, an Incomplete (I) will be given on a report card. At that time a make-up work schedule or "Incomplete Contract" will be put into effect, giving the student set due dates to turn in all missing work. Failure to turn in the work by the due date will result in a grade of zero (0) for all assignments not received.

4.16 Semester Exams

See the **Secondary Academic Handbook and Course Selection Guide**.

4.17 Grade Point Average (GPA) and Class Rank

See the **Secondary Academic Handbook and Course Selection Guide**.

4.18 Valedictorian and Salutatorian

See the **Secondary Academic Handbook and Course Selection Guide**.

4.19 Quartile Ranges

See the **Secondary Academic Handbook and Course Selection Guide**.

4.20 Academic Probation

See the **Secondary Academic Handbook and Course Selection Guide**.

4.21 Co-Curricular Eligibility

CCS believes that participation in co-curricular activities is an important component of a student's educational experience. However, when that participation interferes with the student's academic performance, we believe it is in the best interest of the student to step aside from co-curricular activities in order to focus efforts on the primary purpose of education. Therefore,

- If a student is failing (below 70) any subject, including dual credit classes, at mid-term (the end of the 4th week), then that student may not participate in co-curricular competition/games for one week.
 - When the student is passing, the Athletic Director/Principal will notify the coach/sponsor that the student is eligible to play that week.
 - If the student is still not passing, then the student will continue to be ineligible for one more week. This process will continue through the end of the quarter as long as the student is not passing with a grade of 70 or better.
 - The student will not be eligible to participate until the grade is a passing grade, based on the weekly checks made by the Athletic Director or applicable co-curricular faculty sponsor. The Athletic Director or co-curricular faculty sponsor must personally verify grades and not rely upon student self-reporting.
- If the student is failing a subject at the end of the quarter, he/she may continue to practice but becomes ineligible to play in a game/meet for a period of three weeks, beginning at 7:45 a.m. on the first day of the new quarter to 7:45 a.m. of the same day, fourth week of the same quarter. Student must be passing to be eligible to play at the end of this 3-week period.
- If the parent has financial obligations for tuition that remain outstanding, the student will be declared ineligible regardless of grade or conduct status.
- A student who receives an in-school suspension while a member of a team will be required to miss one game/meet, not including the games/meets missed while serving the suspension. This game/meet will be the next one on the schedule. Neither the student nor the coach may choose a different game/meet.
- A student who receives an out-of-school suspension will be immediately dismissed from the team, but may petition the Athletic Director and Principal to return to the team. This will be taken into consideration on a case by case situation.

4.22 College Entrance Exams

See the **Secondary Academic Handbook and Course Selection Guide**.

4.23 Standardized Testing

Achievement tests are administered each spring. The school participates in the ACSI testing program which employs the Stanford Achievement Test in grades K-8 and the Otis-Lennon test in grades 1, 3, 5, 7, and 9. The tests are sent to a testing agency, and the school receives narrative reports that are distributed to the parents. These reports compare our students with national norms and with norms developed for ACSI schools. It is an important indicator of a student's academic progress.

High school students are administered the ACT Corporation's ExPLORE and PLAN exams as well as the PSAT, and all students are required to have taken the SAT prior to their senior year. The ExPLORE exam is designed to help ninth graders explore a broad range of options for their future. It prepares students not only for their high school coursework but for their post-high school choices as well. The PLAN exam helps 10th graders build a solid foundation for future academic and career success. It is a comprehensive guidance resource that helps students measure their current academic development, explore career/training options, and make plans for the remaining years of high school and post-graduation years.

4.24 Tutoring

All teachers will make every reasonable effort to assist students when they fall behind or encounter academic difficulties. In such a situation the student should approach the appropriate teacher and inform him/her of the difficulty so the teacher can arrange a time before, during, or after school to give occasional extra help. It is important that such help not be looked upon as a detention or form of discipline. A positive, healthy attitude must prevail. Parents should make every effort to have their student at school at the designated time. The school or teacher does not charge for this extra help, and it should not be confused with outside tutoring.

Note: The teacher to whose class a student is assigned may not tutor that student for money in that subject, unless the teacher is part of an additional special learning assistance program, specifically authorized by the school administration. Such programs are not designed to replace the occasional extra assistance that all classroom teachers typically provide to their students.

4.25 Classroom Visits

If parents wish to observe a classroom in session, they must contact the school office at least 24 hours in advance to obtain administrator approval and to schedule the visit.

4.26 Parent-Teacher Conferences

Formal Parent-Teacher conferences are held each fall. Notification of dates and times will be sent home prior to the event. Additional conferences may be desired, and such meetings should be scheduled in advance directly between the parent and teacher as needed during the year.

4.27 Learning Center

The Huff Learning Center seeks to provide programs, referrals, and information necessary to accommodate the varied, individual needs of students. There is an additional charge for participation in these programs.

Skill Building

- Provides a tutorial program for academic subjects
- Augments the classroom instruction
- Works closely with the classroom teacher to identify weaknesses
- Targets good study skills

Study Skills Enrichment Program

- Provides help for students (6th-12th) who often have difficulty organizing and managing homework and tests.
- Provides a study skills specialist to students (who have been identified as needing additional assistance) to help them coordinate their education program and teach them to become successful.

Discovery Program

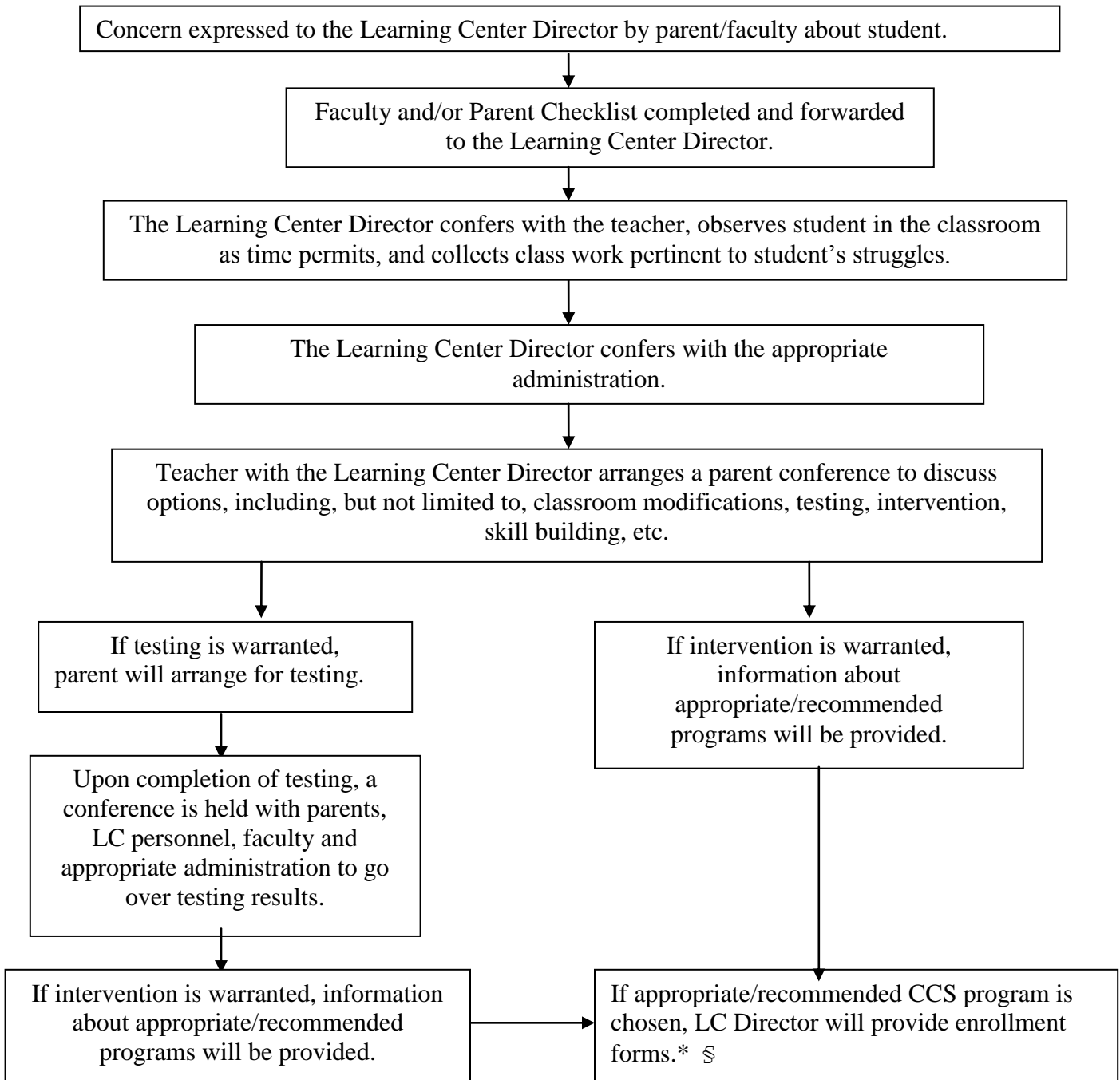
- Uses interactive language and multi-sensory interventions to develop core academic skills and higher order thinking and processing skills.
- Focuses on teaching the student "how" to think versus "what" to think in order to enable them to overcome specific learning issues in the areas of reading, spelling, mathematics, handwriting, written expression, listening, and reasoning.
- Individual and intensive sessions are provided weekly.
- NILD/Discovery personnel receive continual on-going professional training

Search and Teach

- The program is an early (primarily kindergarten and first grade) intervention program developed to meet the educational needs of young learners before they experience the frustration of learning failure.
- Focuses on developing foundational skills necessary for success in reading.
- Provides individualized sessions which meet twice a week for 30 minutes each.
- Focuses on targeting the deficit areas through techniques that build perceptual skills such as visual memory, auditory sequential memory, directionality and motor skills.

*Referral Process for CCS Learning Center on following page

Referral Process For Cypress Christian School Learning Center



*Accommodations may be offered if necessary. Accommodations are based on testing and program. Student must be enrolled in an appropriate/recommended CCS program with an approved interventionist to receive accommodations.

§ Student may receive intervention during the school day only for appropriate/recommended CCS programs.

Section 5 - Student Life

5.1 Chapel Services

Chapel is part of the total philosophy and curriculum of CCS. It is a weekly opportunity for all students and faculty members to experience worship, praise, and fellowship. Every effort is made to provide chapel speakers who will be relevant, motivational, and challenging to our students. Speakers typically are local pastors, youth pastors, faculty members, or other Christian speakers. Student participation is strongly encouraged. Parents are welcome to attend chapel services.

5.2 Carpool

A map showing traffic flow for morning drop off and afternoon pick up of students is distributed at the beginning of each school year. Parents are asked to follow these procedures and not to make other arrangements to drop off or pick up their students elsewhere on campus. Unloading students in the horseshoe parking lot in the morning or parking on Cypress N. Houston Rd. and leaving your car to pick up your child in the afternoon is not permitted. Such action makes it impossible to properly supervise and safeguard the students during the arrival and dismissal process. If parents are working on campus, they may come to the area where the students are waiting and pick up their student.

5.3 Arrival at School

Students may arrive at school no earlier than 7:30 a.m. CCS is not responsible for supervision of students dropped off before that time. All carpool numbers may drop off their occupants under the covered area by the Multi-Use Facility doors or the designated drop off area. Students in grades K-8 go the Multi-Use Facility gym and those in grades 9-12 go to the Multi-Use Facility foyer, where they will be supervised until they are dismissed.

5.4 Dismissal and Pick-Up

Students may not stay after school unless they are involved in a school approved activity. Students are to be picked up on campus by a parent/guardian as promptly as normal carpool procedures allow. All students (K-12) not picked up by 3:50 p.m. will be supervised, and any applicable charges will be billed.

5.5 Afternoon Late Charges

Each student's parent/guardian is to arrive in a timely manner after school each day to pick up their child. Since students must be supervised at all times when they are on the CCS campus, it is necessary for the school to pass the expense of supervision to parents when a child is not picked up on time. Students remaining on campus after 3:50 p.m. will be sent to the late supervision areas. Students in grades K-5 and students in grades 6-12 will be supervised in separate designated areas.

- Parents will be billed \$10.00 for any part of the first 30 minutes that they are late picking up their student, and \$10.00 for each additional 30-minute period.

5.6 Student Vehicles

The privilege of driving to school is restricted to upper classmen who:

- Hold a valid Texas driver's license
- Provide written proof of proper auto liability insurance
- Have registered their vehicle through the school office by signing, along with their parents, the Student Vehicle Registration form
- Display the appropriate Student Parking Permit from the back windshield of their automobile at all times while on campus.

Students must observe the appropriate speed limit and must park only in their assigned student parking spaces. Students who fail to follow these rules may, at the discretion of the administration, lose the privilege of driving on campus for a temporary or permanent duration of time. Upon arrival to the school in the morning, students are required to immediately enter the building. Students are not permitted to go to their vehicles during the course of the school day.

Students (non-siblings) wishing to ride with student drivers must provide the school with written permission from their parents/guardians. The permission must indicate if this is a one-time event or a permanent permission. Student drivers carrying passengers without such authorization may have their parking privileges revoked. Student drivers may not provide official transportation for school events such as field trips, athletic teams, etc.

5.7 Delivery of Messages or Other Student Items

Students will not be called out of class or have class interrupted for normal phone calls or messages. Any items that must be delivered to a student during the school day should be brought to the appropriate elementary/secondary office where students can pick up messages or items during the day.

5.8 Closed Campus Policy

CCS operates a closed campus. Students are to remain on campus until the final dismissal. Students may leave only with written permission from their parents and approval from the administration.

5.9 Campus Visitors

- Visits by prospective students to the CCS campus are restricted to official Visitor Days only.
- Visiting alumni (CCS graduates) must register at the school office prior to visiting the campus.
- A visit made for the purpose of recruitment may be arranged by the school administration.

5.10 Security Guidelines

All visitors must sign in and out at the Elementary/Secondary Offices and obtain a Visitor's Tag. This tag must be worn the entire time they are on campus. A visitor is defined as anyone who is not a student, employee, or volunteer. All employees, substitutes, and volunteers must wear name tags while on campus.

Lunch deliveries by restaurants to students are not permitted.

5.11 Campus Care

Students will be held responsible for deliberate damage to the buildings or property. Accounts will be billed.

5.12 Book Care

Students should handle their textbooks, including consumable books, with care. There should be no unnecessary marks, writing, or wear on any textbook. Non-consumable textbooks must be covered at all times. Please do not use adhesive book covers. Damaged books will be replaced, and the family account will be billed a replacement fee. A textbook that is not found after two weeks will be considered lost and will be replaced at the student's expense.

NOTE: No final report card will be issued until textbook records are clear.

5.13 Lunch Program

Students at CCS may bring lunches from home or purchase a lunch at school when available. Lunch menus are available for each month of the school year. Elementary School students may not bring

carbonated beverages in their lunches and do not have microwaves available to heat their food.

NOTE: No refrigeration is available for student lunches.

5.14 Senior Off-Campus Lunch

Seniors may go off campus for lunch on designated day only. Parents must send a permission slip to the office at the beginning of the year. Students who are tardy to class after lunch will have this privilege revoked.

5.15 Lockers

The following are rules concerning the use of lockers for secondary school students:

- Lockers are the property of CCS and are subject to regular or random inspection without prior notice.
- Lockers will be made secure with a combination lock provided by the school.
- If a student loses a lock, the family account will be charged \$15 for a replacement.
- Lockers are to be kept neat and clean.
- Writing on the inside/outside or defacing it (including the use of stickers or tape) in any other form is not permitted.
- No food or drinks may be stored in lockers overnight.
- Items not permitted in the classroom are not permitted in lockers. The only exception is for cell phones, and they must be turned off.
- Students may use only their designated locker.
- Items are not to be stored on the top of lockers.
- Lockers are only for the use of secondary school students.
- CCS is not responsible for items left in lockers.

Violation of these rules may result in the loss of locker usage.

5.16 Hall Passes

All students shall be in an assigned classroom and under supervision at all times during the school day. Students who are moving through the halls at any time of the day without direct supervision of teachers will be required to have a written hall pass from a teacher. Teachers are instructed to issue a minimum of hall passes and to be very strict with this policy. Any student found in the hallways without an authorized pass will be subject to disciplinary action.

5.17 Unauthorized Materials

Students are not to bring recreational reading material (i.e. teen magazines, comics, sports magazines, beauty magazines) or other non-required books, magazines, or periodicals on campus unless approved by teacher or principal. The teacher will collect such items. Obscene, pornographic, or vulgar items of any type shall not be allowed on school property at any time. While this is aimed specifically at books, magazines, posters, or pictures, it also includes any printed, drawn, or electronic material that is deemed obscene, pornographic, vulgar or otherwise not in the best interest of the students or not in keeping with the spirit of Christian education. Possession of such may lead to expulsion.

5.18 Music

CCS believes music which promotes rebellion, violence, sexual perversion, promiscuity, suicide, disrespect for authority, vulgarity, or satanic activity is not an acceptable form of entertainment for Christians. Therefore, while at school or school-sponsored functions, students may not listen to such music nor have in their possession magazines, T-shirts, notebooks, or other personal items that promote this type of music.

5.19 Backpacks and Personal Items

CCS strives to keep as safe and healthy an environment as possible on campus to help achieve its primary goal of building Christian character and academic competence. To maintain this environment, the school may conduct random or scheduled health, safety and welfare inspections of backpacks, purses, gym bags, or other personal items. A student may also be asked to empty the contents of the pockets of their clothing.

Since backpacks and other personal containers should only contain appropriate items, the school believes such inspections should not cause hardship on any student. The following procedures will be used when conducting inspections.

Backpacks or Other Bags/Containers

- A student will be requested to present an item to a school staff member for the purpose of inspecting the item and/or the contents of the item.
- If a student declines to present an item for inspection, the student's parent will be called and the student will be placed on In-School Suspension until the parent arrives. Upon parent's arrival, if the item is still not presented for inspection when the parent is present, the student will be placed on Out-of-School Suspension pending a decision on whether or not to dismiss the student from enrollment.
- If any banned items or substances are found during the inspection, such prohibited items will be confiscated, and appropriate disciplinary actions will be taken.

Clothing Pockets

- A student will be requested to empty the contents of their pockets for the purpose of a school staff member inspecting the contents.
- If a student declines the request for inspection, the student's parent will be called and the student will be placed on In-School Suspension until the parent arrives. Upon parent's arrival, if the inspection is still declined, the student will be placed on Out-of-School Suspension pending a decision on whether or not to dismiss the student from enrollment.
- If any banned items or substances are found during the inspection, such prohibited items will be confiscated, and appropriate disciplinary actions will be taken.

5.20 Electronic Devices and Cell Phones

Cell Phone Regulations

While students are permitted to bring cell phones to school, their use is limited to brief calls to parents during carpool and communication during after school activities. These devices must otherwise be left in the students' lockers during school hours. They must not be visible and must remain fully off. Please note that placing a cell phone into silent/vibrate or text messaging modes is not considered "turned off" and is prohibited. Any urgent message that a parent needs to get to a student during the school day should be called into the office.

If a student violates this policy, then the electronic device will be confiscated and turned into the administrative office. The school administration reserves the right to inspect any such devices that are suspected of being used for misconduct, including the inspection of phone numbers called or received, pictures stored, and email/data/text messages sent and received. The finding of inappropriate materials may result in further disciplinary action. At a minimum, a discipline notice will be posted to the student's record.

If a student has a cell phone or other portable communication device on their person during any student assessment (text, quiz, exam, etc.) it is considered cheating and will require the appropriate disciplinary action.

A \$20 fee will be assessed for a student to retrieve any confiscated device. The \$20 fee will continue to increase by an additional \$5 for each subsequent violation of the policy.

Students are not permitted to go to their vehicles during the course of the school day in order to use their cell phones.

Restrictions on Use of iPods and Personal Electronic Devices

The school understands that parents may allow their children to listen to or view content on iPods or other devices while carpooling to and from school each day. However, iPods, MP3 players, iPads, and other electronic communication/entertainment devices are not to be displayed, seen, or used during regular school hours, while on campus waiting for school to begin in the morning, nor while waiting for parents/carpool to arrive in the afternoon.

If the school allows for students to listen to or watch personal electronic devices during bus transportation to athletic events or in other circumstances, any media on the personal device must comply with the standards found in Sections 5.17 and 5.18. These same standards also apply anytime a student is attending a school sponsored activity in the evening or on weekends as a spectator. Violations of these standards may lead to confiscation of the device and further disciplinary measures.

5.21 Lost and Found

The school maintains a temporary "Lost and Found." Items considered valuable will be kept secure. Items not claimed by the end of each month may be disposed of or donated to charity. The school suggests that all items of clothing be marked with the student's name or initials for easy identification.

5.22 Student Property

If students bring personal property to school (cell phones, electronic devices, money), such items are best secured in the student's locked lockers. Students should not share locker combinations with other students and should keep lockers locked at all times. While CCS maintains a safe and orderly campus,

CCS will not be responsible for lost or stolen items, and students should avoid bringing unnecessary items to school.

5.23 Individual Parties (Outside of School)

Invitations (written and/or verbal) to individual parties held outside of school may only be distributed at school or at school functions if every class member (or all one sex) is included. Parents are asked to be sensitive to the effect exclusion can have on students. Whenever possible, parents should refrain from picking up multiple students in carpool to transport to parties.

Section 6 - Student Conduct

6.1 Philosophy and Guiding Principles of Student Conduct and Discipline

Taken from the same root word for *disciple*, discipline is established and maintained at CCS with the intent to *train* or *build into* the lives of students (Matthew 28:19; Proverbs 22:6). Our goal is for students (and adults) to grow in self-discipline according to God's Word so that external discipline measures become less needed.

The following statements provide some perspective on the school's discipline philosophy:

- Discipline may be at first perceived as unpleasant, and involve a difficult process of sorrow and repentance; however, the end result is to produce righteousness, peace and strength. (Hebrews 12:11-13; II Corinthians 7:8-10; Proverbs 23:13-14).
- While discipline may result in short term or long term consequences, this does not stop full forgiveness from being extended (II Samuel 12:9-14; Numbers 14:18-23; Psalm 99:8; Exodus 34:5-7; Jeremiah 30:11).
- Discipline is directed at the behavior or attitude, not the individual person.

In the Christian community, we sometimes force the wonderful concepts of grace and forgiveness to necessitate the elimination of any human consequences. Some might even claim that external consequences are a form of vengeance that would rightfully belong only to God. It is true that consequences without forgiveness can become vengeance or retribution, but it is also true that forgiveness without consequences can become a failure to properly correct and license. We seek to avoid both errors. Consequences are God's way of changing us, and thus, consequences with forgiveness become healing, purifying, and sanctifying (II Corinthians 2:5-8). In addition, grace is not a shield against consequences but the power to change behavior, to do what is right (II Corinthians 9:8; 12:9; Jude 1:4; Titus 2:11-14).

The CCS Parent-Student Handbook is not intended to be and cannot be all-inclusive or define all types and aspects of student management standards. The administration reserves the right and assumes the authority to declare rules and regulations in all matters of student management not otherwise specified. Students are reminded that any faculty or staff member in the school has the authority to correct students at any place and at any time.

6.2 Discipline

The school is best able to provide an enriching, enjoyable, and constructive educational experience for each student by maintaining a positive and disciplined learning environment where consideration is given to each person's needs. It is the school's responsibility to provide the proper learning environment for students. It is the student's responsibility to make a commitment to live within the rules and regulations that are necessary for us to trust each other and function together each school day in a God-honoring manner.

To contribute to a good social and educational environment, acceptable standards of behavior will be expected at all times. Discipline will be administered when any student's actions interfere with the right of the teachers to teach and the students to learn. When an offense is committed, repentance and reconciliation will be sought in a biblical manner. (Matthew 18:21)

6.3 Levels of Offense and Consequences

The offenses listed below are to be considered examples of the various classes or levels of offenses; no claim is made that these constitute an all-inclusive list. The disciplinary consequences listed as appropriate for each level of offenses are not listed in the order in which they may be employed by school personnel. Rather, the consequences listed merely constitute a range of potential responses, within each level, from which school authorities may choose. The choice to administer a particular consequence will be based on the administration's judgment of the seriousness of the offense and what consequence may be most useful to remedy the situation. Any offense not specified below will be categorized by the appropriate CCS personnel.

Level I Behavior

These are primarily at the classroom level and will be addressed by the classroom teacher.

Level I Offenses

- Tardy to class
- Hall pass violation
- Drinking or eating in undesignated areas
- Talking in class without permission
- Noises that disrupt teaching and learning
- Scuffling and/or horseplay
- Running and/or making excessive noise where or when prohibited
- Failure to bring required materials, laptops, and/or assigned work to class
- Failure to participate in classroom activities, including sleeping in class
- Failure to sit in an assigned seat
- Disrespect to school personnel and others
- Throwing or projecting objects
- Dress code violations
- Automobile or parking violations

Level I Consequences

- Verbal reprimand
- Verbal warning
- Conference with student
- Change in seat assignment
- Separation in the classroom (temporary)
- Written or telephone communication to parent
- Lowering of conduct grade
- Disciplinary work assignment
- Detentions, e.g. in class before or after school, lunch detention
- Other disciplinary measures approved by the Dean of Students or Principal

Level II Behavior

Level II Offenses

- Level I Offenses not corrected by Level 1 Consequences
- Leaving the classroom without permission
- Cheating, lying, and/or copying the work of another student (can also be Level 3)
- Personal displays of affection
- Forgery
- Lunchroom disturbance

- Vehicle misconduct
- Possession or use of occult material
- Profanity, inappropriate language or hand gestures (profanity, suggestive sexual overtones)
- A pattern of disrespect, rudeness, and insubordination to school authorities and others
- Unexcused absence from class; truancy (leaving class group or campus without permission)
- Destruction of school or personal property
- Defacing school property, graffiti
- Any persistent behavior that disrupts classroom teaching or school procedures.
- A pattern of dishonesty and lying
- Stealing and theft
- Activities that threaten the safety of the student, classmates, staff, or any others
- Inappropriate literature or pictures
- Misuse of electronic communication devices - cell phones, I-phones, blackberry, pagers, and other electronic communication items not stored off or silent in locker or vehicle
- Computer Offenses – damage to computers, adding software to computers without permissions (includes running software from compact disks; accessing unapproved or immoral websites)
- Excessive tardiness
- Frequent and repeated violations of Level I rules

Level II Consequences

- Conference with student
- Written or telephone communication to parent
- Conference with parent
- Detentions
- Loss of school transportation privileges
- Removal from class
- Disciplinary work assignment
- Referral to the counselor
- Exclusion from extracurricular activities
- Assignment to In-School Suspension
- Probation status
- Saturday Detention
- Other disciplinary measures approved by the Dean of Students or Principal.

Level III Behavior

Level III Offenses

- Level 2 Offenses not corrected by Level 2 Consequences
- Excessive detentions
- Truancy or leaving campus without approval
- Fighting
- Cheating, lying, and/or copying the work of another student (can also be Level 2)
- Possession or use of any tobacco product
- Gambling
- Hazing
- Bullying, cyber bullying, intimidation, harassment, threats, verbal abuse (i.e. name-calling, ethnic or racial slurs, teasing, derogatory statements)

- Possession or distribution of media that is immoral, vulgar, pornographic, or indecent (this includes written media or electronic material on laptops, cell phones, cameras, etc.)
- Extortion
- A threat or attempt to do harm, on or off campus (online), directed at a CCS student, faculty or staff member, administrator, school facilities, or property. This may also be considered a Level 4 offense, depending on the severity of the incident.
- Cursing, abusive language, or obscene gestures directed toward a CCS student, faculty or staff member, administrator, visitor, classmate or school representative directly or indirectly including online.
- Activities that seriously threaten the safety of the student or classmates (including reckless driving)
- Hacking (illegal, unauthorized or attempted entry into computer files or network). This may also be considered a Level 4 offense, depending on the severity of the incident.
- Deliberately accessing or creating any obscene or objectionable information, language or images. This includes information on web pages, blogs, myspace.com, facebook.com, or other publicly-accessible sites.

Level III Consequences – Administrator Intervention

- Communication to parent by note or telephone
- Conference with parent at school
- Exclusion from extracurricular activities
- In-School Suspension – ISS
- Out of School Suspension – OSS
- Disciplinary probation
- Referral for consideration of expulsion
- Referral to law enforcement agencies
- Other disciplinary measures approved by the Dean of Students or Principal

Level IV Behavior

Level IV Offenses

- Level 3 Offenses not corrected by Level 3 Consequences
- Arson or attempted arson
- Assault
- Burglary or attempted burglary of the school
- Activities outside the school which call for police intervention
- On or off-campus misconduct seriously detrimental to the reputation of CCS
- Major vandalism or criminal mischief
- Possessing, delivering, using, or being under the influence of alcohol, any dangerous drug, or any controlled abusable substance or reasonable suspicion of such
- Possessing, delivering, or using any firearm, explosive, knife, or other weapon
- Excessive number of accumulated detentions
- Sexual Harassment
- Promiscuity
- Gross insubordination or defiance
- Stealing

Level IV Consequences – Administrator Intervention

- Immediate recommendation of expulsion
- Exclusion from extracurricular activities
- Restitution or restoration of damage
- Suspension
- Disciplinary probation
- Referral to law enforcement agencies
- Compulsory drug testing within one week of drug or alcohol-related offense
- Removal to home-based schooling
- Other disciplinary measures approved by the Dean of Students, Principal, or Head of School.

6.4 Conference with Student

Students may be referred directly to the Dean of Students or Principal for especially serious offenses or when teacher-directed disciplinary responses prove inadequate to handle the discipline problems a student is having. The administration, in turn, may choose from an array of measures, ranging from conferencing with the student to the imposition of specific consequences (in-school suspension, out-of-school suspension). In addition to the teacher and administration's on-campus correction and conference with the offending student, the administration may require the student's parent to come to campus to further meet with the administration or to participate in a combined meeting that could include members of the administration, teacher(s), student, and the student's parents.

6.5 Detention (Secondary Students)

To discipline students who disregard established school policies or when other means do not appear to be correcting the problem, further options are open to the administration to address a pattern of disregard for regulations. Before and after school detentions may be initiated by the administration and will be used to address student misconduct. For example:

Detentions earned will be processed each semester in the following manner:

- 1st - 4th Detention: One (1) hour detention period
- 5th Detention: Saturday Detention

Four lunch detentions will be equal to and recorded as one before/after school detention.

Detentions are cleared at the end of each semester; however, the Saturday Detention record is cumulative for the school year.

6.6 Saturday Detention (Secondary Students)

Students may be assigned to a four-hour (8:00 a.m. to 12:00 p.m.) session of Saturday Detention. The first assignment of such will cost \$25; a second, \$50; and a third will result in Out-of-School Suspension (OSS).

- Saturday Detention may be considered for rescheduling only upon receipt of a written request by the parent. However, if scheduling conflicts with Saturday Detention cannot be resolved, the student may be assigned to OSS and be subject to academic penalties that go with OSS.
- Re-entry to school may require a parent conference with the administration.
- Failure to attend will result in disciplinary probation for the remainder of the school year with re-enrollment held for the coming school year. Parents will still be billed for the missed Saturday School. The student will have to attend the next scheduled Saturday School and the appropriate fee will be billed to the parents.

6.7 In-School Suspension (ISS)

In-school suspension may be assigned only by the Dean of Students or Principal. The parent will be notified by the administration as to the following provisions:

- All daily work may be made up for a maximum allowable grade of 70%.
- Any major test or project due during the period of ISS will be administered/handed in during ISS with a maximum allowable grade of 100%.
- Students receiving ISS may practice but will not be permitted to participate in co-curricular competitions or performances on the day of the suspension.
- Suspension eliminates eligibility for exemption of finals for seniors.
- Disciplinary probation may be initiated.
- A student who receives an in-school suspension while a member of a team will be required to miss one game/meet, not including the games/meets missed while serving the suspension. This game/meet will be the next one on the schedule. Neither the student nor the coach may choose a different game/meet.

6.8 Out-of-School Suspension (OSS)

Out-of-school suspension may be assigned by the Dean of Students or the principal and the following specific provisions shall apply:

- The parents will be notified to take the student home the day of the occurrence. If the parents cannot be notified immediately, the student will be kept in a designated area until the close of the school day.
- A parent of the suspended student must meet with school personnel after a suspension period.
- Any student assigned to out-of-school suspension will receive an automatic “U” in conduct for the current quarter’s grading period and will be removed from any office or leadership position for the remainder of the school year.
- A maximum allowable grade of 50% on daily work, quizzes, and tests and a maximum allowable grade of 70% on long-term projects.
- OSS eliminates eligibility for exemption of finals for seniors.
- OSS will initiate disciplinary probation and co-curricular ineligibility.
- A student who receives an out-of-school suspension will be immediately dismissed from the team, but can petition the Athletic Director and Principal to return to the team. The student will miss a minimum of two games if reinstated.

6.9 Disciplinary Probation

A student placed on disciplinary probation is jeopardizing the privilege of remaining at CCS. Moreover, a student’s behavior which is so unsatisfactory as to merit probation will forfeit any class office or official position held in any school-related organization. A student placed on probation may neither represent the school in any contest or public program nor be eligible to receive any honors and may lose exemption eligibility. When a student is placed on probation, the Dean of Students or principal will notify the parents immediately.

The probationary status of a student will be reviewed by the administration on a regular basis. If sufficient correction of behavior is evident at that the time, the student may be removed from probationary status. If not, the administration will determine whether or not the student will continue to attend CCS.

Further disciplinary actions placing a student on probation for the second time within a year’s time may eliminate an offer of re-enrollment for the next school year or continued enrollment for the following semester.

6.10 New Student Conditional Status

Students new to CCS will be on New Student Academic and Disciplinary Status for one semester. A new student must pass all classes and have acceptable conduct and a cooperative attitude to continue at CCS.

6.11 Expulsion

If extensive attempts to correct a student's misbehavior have failed, if the misbehavior persists, or if the offense is so serious as to warrant CCS' most drastic sanction, the principal may recommend to the Head of School that a student be expelled. Depending on the surrounding circumstances, Level III and IV offenses as listed above can result in expulsion. The Head of School will determine the action to be taken after consultation with other senior members of the administration.

6.12 Cheating

Cheating is a serious offense. It involves taking and/or giving information from some source other than the student's own mind and presenting it as if it came from his own mind. Cheating involves components of both stealing and lying. Therefore, students must come to understand the seriousness of an act of cheating.

If it is determined that a student has indeed cheated, the following actions will be taken:

- The student will receive a zero on the assignment/test.
- The respective principal will be notified.
- The student will confer with the principal.
- If the student holds any sort of leadership position in a class, club, or athletic team, he may lose his position. Cheating is a violation of honor, and leadership is a matter of honor. Cheating and leadership do not go hand-in-hand.
- Cheating, in any form, properly established, may make the student ineligible for all academic honors or awards in all subjects.
- A second offense in any class will cause the student to automatically fail the grading period in the class in which the offense occurred with a grade no greater than 60%.
- A conference with parent, student, teacher, and administrator will be held.
- A third offense may result in expulsion.
- Cheating on a final exam will result in an automatic grade of zero for the exam.

Examples of cheating include:

- Cheating on an assignment is the inappropriate copying of another student's work.
- Cheating on a classroom test includes the use or possession of cheat notes or comparable material on a quiz, test, or major exam (includes a verbal exchange between students, looking on another student's paper, or offering his own to another student). Certainly included is obtaining or passing advance copies of test items/information.
- Cheating on a project involves students/individuals sharing information on an assignment or project for which specific instructions have been given to receive no help from any other source than those approved by the teacher.
- Plagiarism is a form of cheating. It may include knowingly repeating another's sentences, adopting a particular phrase, or expressing someone else's line of thinking in the development of a thesis as though it were the student's own.

Teachers are required to take precautions in terms of test security and the structure of the classroom testing environment in order to protect students from unnecessary temptation. Students should always be reminded by the teacher of the consequences of cheating.

6.13 Public Display of Affection

In its desire to provide a learning environment for all students that is safe, wholesome, and free from unnecessary distraction, CCS does not allow public display of affection (PDA) among students during school or school sponsored activities and/or at any time while on campus.

Public display of affection is defined as physical contact between students, including holding hands, embracing, leaning on, walking arm-in-arm, or any other form of physical contact. In I Corinthians 6:12, Paul states that “all things are lawful unto me, but all things are not expedient. . .” CCS desires to maintain a high standard of honor, purity, and appropriate behavior between members of the opposite gender in the student body, and encourages each student to be an example of respect to others.

Leviticus 18:22 states that any form of homosexual activity is an abomination to the Lord, and CCS will not tolerate any act or display of homosexuality. Such activity shall constitute grounds for immediate expulsion from CCS.

6.14 Off-Campus and Online Conduct

Students of CCS represent their school, their parents, and their Lord at all times. Therefore, the expectation of appropriate conduct applies beyond the school setting. Serious violations of the school standards of conduct render the student subject to disciplinary review and corrective action, including expulsion, even when such violations occur away from school. Examples of serious violations include, but are not limited to, the following:

- Stealing or shoplifting
- Use of alcoholic beverages
- Sexual immorality, vulgarity, pornography, or indecency
- Smoking or possession of cigarettes
- Possession or use of illegal drugs
- Vandalism
- Malicious prank against a school representative (e.g. teacher, coach, administrator, etc.)
- Involvement in unlawful activity
- Involvement with the occult, gangs, or gang members
- Inappropriate dress at school functions
- Inappropriate online behaviors identified by the administration
- Any moral code misconduct that becomes public knowledge through social websites and causes disruption to the daily operation of school
- Other serious infractions deemed inappropriate by the administration

Violations will be documented and parents notified.

6.15 Conduct Grading

Conduct grades are reported on each report card and represent the student’s overall classroom behavior for that period. The following codes are used to report conduct:

- **O** = Outstanding – Student always or virtually always conducts himself or herself in a manner that contributes to the learning atmosphere in the class.
- **E** = Excellent – Student conducts himself or herself in a manner that contributes to the learning atmosphere in the class.
- **S** = Satisfactory – Student contributes to the learning atmosphere in the classroom but occasionally (once every week to two weeks) interferes with the learning process and has been

written up on RenWeb. Student's behavior is not severe enough to send to the office for disciplinary action.

- **N** = Needs Improvement – Student hinders the learning atmosphere in the classroom interfering with that process at least once or twice per week as documented on RenWeb. Student's behavior is severe enough to send to the office for disciplinary action.
- **U** = Unsatisfactory - Student consistently interferes with the learning atmosphere, disrupting it anywhere from once every other day or more than once per day. Student's behavior is severe enough to send to the office for disciplinary action and the student is in danger of suspension or expulsion.

Each student will start each grading period with an E. Students who have not been sent to the office for a disciplinary offense will receive an O, E or S for conduct in that class for that grading period.

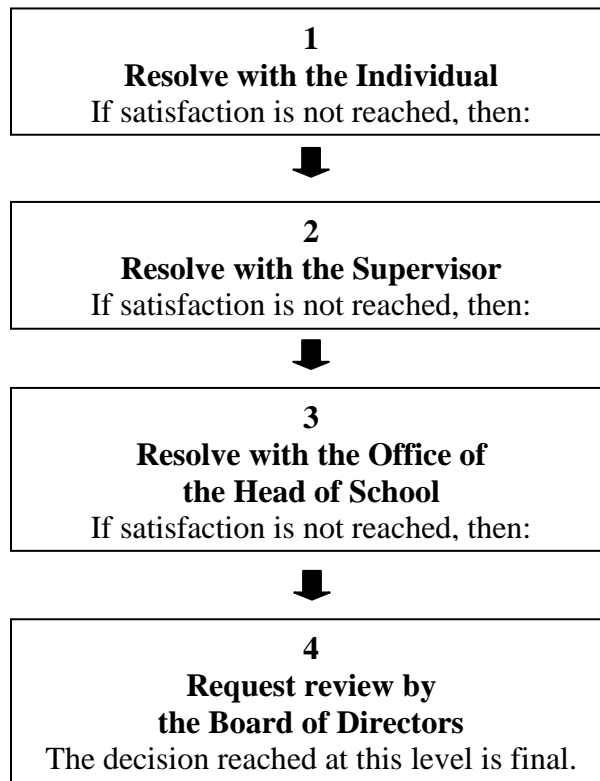
6.16 Grievance Procedure

If a student, parent, or staff member has questions or concerns regarding the behavior of another (including disciplinary action by teacher or administrator or the policy under which an action is taken), he/she shall follow the principles given in Scripture as outlined below.

The school believes that all matters should be resolved in a spirit of candor and grace and that the procedure below follows the principles found in the 18th chapter of the Gospel of Matthew.

- First, bring the concern, question, or grievance directly to the person involved, and in good faith, try to resolve the matter.
- Second, if the matter cannot be resolved by discussion with the other person directly involved in the matter, take the matter to the next level of authority and managements. In most cases, this will be a principal, dean, or departmental director.
- Third, if the matter still cannot be resolved, the matter may be brought to the Office of the Head of School for review. A summary of the matter, and the attempts already made to resolve the matter, must be tendered in writing prior to the matter being reviewed. The Head of School may review and conduct a hearing on the matter personally, or he may refer the matter for review by a grievance committee appointed by the Head of School.
- Fourth, if the aggrieved party is not satisfied with the decision rendered by the Office of the Head of School, a hearing before the Board of Directors may be requested in writing. If the Board of Directors declines to hear the matter, any decisions rendered by the Office of the Head of School will be considered final. If the Board of Directors decides to hear the matter, any decision rendered by the Board of Directors will be considered final.

STEPS TO FOLLOW (ALL STEPS ARE TO BE FOLLOWED IN SEQUENCE):



Section 7 - Student Dress Code

For detailed information, see information posted on website.

7.1 Uniform Dress Code

The purpose of the uniform dress code is to clarify a standard of appearance that reflects biblical principles of modesty, appropriateness, gender distinctiveness, and stewardship which will encourage students to bring glory to God (I Corinthians 10:31). There are several other important reasons why a uniform is required at CCS:

- To dispense with competition due to outward appearance and affluence
- To de-emphasize outward appearance and stress, in its place, inward character development
- To limit the distractions and to focus on learning
- To enhance school spirit
- To allow students to demonstrate a submission to authorities placed over them

Popular culture mandates that we bow to fashion. It insists that we keep up with rapidly changing trends. At CCS, we are training students to think differently about dress. By wearing a simple uniform, students step out of popular culture and into a world of serious learning. With limited outward distinctions, students identify with the student body and respect one another for who they are in Christ. The cooperation of the student and the parent is necessary in maintaining the standards of the uniform dress code.

Adherence to the Uniform Dress Code is a family responsibility. Dress code violations will be recorded. Repeated violations will result in disciplinary action. Parents shall assume this important responsibility and leave the school free to focus on its primary goal - building Christian character and academic competence.

All garments must comply with CCS Dress Code Guidelines. Specific Guidelines, Dress Code Charts, Uniform Company Brochures and the Spirit Wear Flyer may be downloaded from the school website.

Parker Uniform Company - Uniforms may be purchased on campus at the uniform sale on July 27 or at the Parker store. Be sure your purchases meet the attached CCS code requirements. If you shop at the Parker store listed below, ask the employees for guidance on clothing selections that abide by our uniform guidelines. Parker Uniform Memorial Store- 12524 Memorial Drive, Houston, TX 77024, 713-465-1635.

Lands' End - Clothes are available through catalog order only. Visit <http://www.landsend.com> or refer to enclosed information. At their website, select the school uniforms option and enter the school code 900101148 to ensure that you purchase items that comply with CCS uniform code. Lands' End donates 3% of all purchases to the school.

CCS "Spirit Wear" may be purchased from the Booster Club. Spirit wear also includes CCS class t-shirts, CCS club shirts, and CCS event shirts. Please note special guidelines for specific garments/colors and as to when they may be worn throughout the week.

Fridays – Grades K – 12 Fridays are considered to be a Spirit Day. Students are encouraged to show their school spirit and wear a CCS Spirit Shirt along with jean pants, jean shorts, or a jean skirt. All uniform garments must meet CCS Dress Code Guidelines.

Senior Dress Code privilege is once again being granted by the administration. The privilege may be revoked if the senior dress code is not followed.

Section 8 - Student Activities

8.1 Field Trips

Students are taken on educational field trips in connection with regular class work. The family account may be charged for any fees associated with the trip, as noted on the permission form sent home to parents. Participation in school field trips is restricted to students currently enrolled at CCS and to those students who are in the designated grade level. Siblings are not permitted to participate.

Certain secondary classes may take extended trips, such as:

- The eighth grade class takes a one-week field trip each spring to Washington D.C.
- The seventh grade class will take a *Texas history* day trip. Students not attending the class trip may be assigned a history project to complete at home.
- The senior class takes a trip each May that includes a Christian service project.

8.2 Co-Curricular Sports Activities

The CCS Middle School is a member of the North Houston Athletic League (NHAL). Students in grades 6 – 8 may compete in football, volleyball, basketball, track and field, softball, and baseball. Cheerleading is also offered for girls in grades 7 – 8.

The CCS High School, first and foremost, emphasizes strong competition and development of Christ-like character in its athletic programs. The school is a member of the Texas Association of Private and Parochial Schools (TAPPS), and it currently competes against other member schools in football, volleyball, basketball, cheerleading, golf, softball, baseball, cross-country, track and field, and soccer.

Athletic Philosophy

The primary concepts that will govern the design and operation of the athletic program are that CCS will:

- Prepare students for service to their Lord
- Focus on building godly character in a non-classroom setting
- Pursue excellence in athletics with a Christ-like attitude
- Prepare students to fill leadership positions in society from participation in athletics
- Have a positive influence in the life of each student, family, employee, and the school as a whole
- Prepare for and participate in all contests with winning in mind, but it will never be the most important objective
- Remember that athletics can be a very visible testimony to the community and approach all activities as opportunities to provide a witness worthy of our Lord
- Emphasize concepts of commitment, sacrifice, humility, and teamwork. Individual achievement will be recognized, but always secondarily, to team achievement.
- Understand that any glory derived from participation in athletics is the Lord's
- Strive to provide opportunities for all students to develop their physical gifts to their maximum potential
- Strive to build athletic programs of sufficient quality and variety to meet the desires of the families we serve

Athletic Participation Requirement

All students wishing to participate in the CCS co-curricular athletic program must have a current CCS Sports Physical/Parent Permit Form filed with the school office before attending any practice and/or competing in an event. Athletic Fees will be charged to your tuition account. All athletic fees are not refundable for any student who has attended one week of practice after the roster is set.

8.3 National Honor Societies

Potential members of the National Honor Society/National Junior Honor Society must meet high standards of leadership, service, character, and scholarship requirements. Leadership is based on a student's participation in two or more church, community, or school activities or by election to an office. To meet service requirements, students must have been active in three or more service projects in the school, community, or church. Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty. Students must also maintain a 90% weighted GPA.

8.4 Class Parties

CCS strives to present certain holidays—Thanksgiving, Christmas, Valentine's Day, and Easter—as distinctively Christian celebrations. Class parties, particularly in elementary, may be held for these occasions. Teachers are responsible to plan and oversee classroom parties, and will utilize parents to assist them with conducting the parties. Any communications that go out from a room parent to other school parents concerning the party must first be approved by the classroom teacher. The school does not permit the use or display of secular decorations (i.e., Santas, Easter Bunnies, ghosts, Jack-o-Lanterns, etc.) in conjunction with any holidays and parties.

8.5 Social Activities

Throughout the year, various social activities are planned by individual classes.

8.6 After-School Clubs

Two times a year, students in K-5 are offered a variety of after-school clubs for a five-week period each session. CCS faculty and staff conduct most of these classes.

Section 9 - Medical Policies and Information

9.1 Health Services

A Registered Nurse is available from 8:00 a.m. to 3:30 p.m. every school day. The school nurse's office is located in the front of the Elementary School Building.

The school nurse is responsible only for the emergency care of injuries and sudden illnesses that occur while the student is at school. This includes comfort measures like ice or warm packs, lotions or Vaseline for dry skin or lips, salt water gargles for sore throats, or Band-Aids for minor cuts and scrapes. The nurse is not available to diagnose or treat students who come to school with prior injuries or illnesses, except in special cases when a child is under supervised medical care and with a physician's written order.

If your child has any serious allergies (i.e. food, dyes, insect stings) or any chronic conditions (i.e. asthma, diabetes, seizures), please indicate this on the student's emergency form and alert the teacher and the school nurse. An Individualized Health Plan can be tailored to meet the student's health needs.

All school medical records are maintained by the nurse. Be sure the school always has current phone numbers where you can be contacted during the school day.

9.2 When to Stay Home

Many students and families are frequently concerned about when a student should stay home or attend school. The following information is intended to help with this decision:

- If a student has a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal.
- If a student has vomited or had diarrhea two (2) times in a day, the student should stay home for 24 hours after the last episode.
- If a student has any rash that may be disease-related or the cause is unknown, check with your family physician before sending the student to school.
- If a student's eyes are red with watery or pus drainage, check with your family physician to rule out Pink Eye.

If your student is ill at home, please call the appropriate school receptionist to report the reason for the absence. It is helpful if specific symptoms and/or diagnosis are reported. Teachers can then be alerted to refer early, similar symptoms in other students.

9.3 Emergencies and/or Illness

If your child becomes ill or injured at school, you will be notified and a first aid procedure will be provided. The nurse will call the parents/guardian whenever the student has a fever over 100.4, is vomiting, has significant pain, repeatedly complains, or exhibits anything else that is out of the ordinary. If the nurse is unable to reach the parent/guardian or if the situation does not warrant a phone call but is something that should be brought to the parent's/guardian's attention, a note or e-mail will be sent home describing any concerns.

9.4 Medication Policy

Medical Authorization

In the event that a student requires medication at school, the administration of such medication shall, whenever possible, be under the supervision of the CCS school nurse or designated staff. According to Section 22.052, Education Code, any medication administered to a student in a Texas school must have a written authorization from the student's parent or legal guardian.

Over-the-Counter Medications

In order for the CCS school nurse to give any over-the-counter medications, the parent/guardian must give permission on the medical form. No medication will be given unless there is written permission on file.

Guidelines for Dispensing Prescription Medication

All prescription medications must be brought to school by the parent or legal guardian in the original container and properly labeled. Any changes to dosage or type of medication must be in writing by the parent or legal guardian and given to the school nurse. Verbal authorization by the student will not be accepted and every effort will be made to contact the parent/legal guardian for the verification in an emergency-type situation. Medications will be dispensed in the nurse's office and must be taken in the presence of the school nurse or designated staff. Medication, if required, will be sent on field trips for designated personnel to dispense. There must be a permission form on file with the CCS school nurse before any medication will be given.

NOTE: The first dose of any new medication should always be administered at home to ensure close observation of any adverse reaction.

No CCS employee may be held responsible if the child does not receive his/her scheduled dose of medicine. If the daily dose of medicine is lost, stolen, spilled, or if the child refuses to take it or spits it out, a reasonable attempt shall be made to reach the parent or legal guardian. If the parent /legal guardian cannot be reached, the school personnel shall not be held responsible.

Original Container

A properly labeled original prescription container shall be dispensed from a pharmacist and shall contain a clear and legible label with the following information:

- Name and address of the pharmacy
- Name of the patient (student)
- Name of the prescribing practitioner
- Generic or brand name of the drug
- Strength of the drug
- Date the prescription is dispensed
- Instructions for use
- Expiration date of the medication

NOTE: Please request an extra labeled bottle from the pharmacist so there is no need for transporting medication from school to home.

Inhalers

Students in grades K-5 will keep their inhalers in the school nurse's office in order to monitor frequency of use. Students in grades 6-12 may carry their inhalers to school or school-related events if there is a Permission to Carry Inhaler form signed by both student and parent/legal guardian on file in the nurse's office. It is recommended that an inhaler with spacer be kept at school at all times.

Epipens

It shall be the responsibility of the student's parent or legal guardian to supply CCS with an Epipen for anaphylactic reactions. The Epipen will be stored in the nurse's office and administered according to the following provision: The parent/legal guardian gives written permission for its use, releasing CCS from all responsibility involved in its use.

Medical Equipment

Any medical equipment that is needed by a student (i.e. glucose testing, nebulizer tubing, etc.) must be provided by the parent or legal guardian and will be kept in the nurse's office. Written instructions for the equipment's use and parental permission are required. Both will be kept on file in the nurse's office.

Disposition of Medication at the End of the School Year

All medication and medical equipment is kept in the nurse's office in the Elementary School Building and must be picked up by a parent/legal guardian before the last day of the school year. ALL prescription medication will be destroyed after this date.

9.5 Immunization Requirements

By law all students attending school in Texas are required to have been immunized against several diseases. Upon enrollment parents will be asked to provide a cumulative record of required immunizations before beginning classes. Any school, physician or clinic-validated document showing the month/day/year of immunizations is acceptable. Please share documentation of ongoing immunizations with the school nurse so that our records may be updated, as required by law.

Initial attendance and/or continued enrollment may be denied without this record on file with the school. The only exclusion from immunization compliance is a Medical Contraindication or Religious Conflict. Affidavits must be on file with the school.

9.6 Communicable Disease Policy

In an effort to protect the health of all children, it may be necessary to exclude from school, children that are suffering from a communicable disease. This policy stands in compliance with the Texas Civil Statutes, Article 4477.

Common Illnesses

<u>Disease</u>	<u>Symptoms</u>	<u>Incubation Period</u>	<u>School Action & Comments on Communicability</u>	<u>Source of Infection & Mode of Transmission</u>
Chickenpox	Slight fever, general feeling of illness, skin rash that begins on chest, back, underarm, neck and face. Starts out as red bumps that turn into small blisters. Scabs appear in a few days.	10 to 21 days, usually 14 to 16 days	Contagious a few days before eruption and until vesicles are dry. Exclude until day 6 after rash began or sooner if all blisters have dried into scabs.	Virus spread directly from person through discharge from the nose and mouth, also by discharges from the skin and mucous membranes of infected persons. One attack usually confers immunity. Children on immuno-suppressive drugs at high risk. If you take your child to the doctor, they will want to keep your child separate from other children to prevent further spread.

Common Cold	Acute upper respiratory signs, including watery eyes, sneezing, running nose, general feeling of illness.	Up to 10 days	No restriction unless ill. Communicable shortly before symptoms begin and for the duration of the acute symptoms.	Spread person to person by direct contact with secretions from the nose and mouth. Also from hands, tissues or other items that may have secretions on them.
Fifth Disease	Rash, sometimes fever or sore throat, redness on cheeks. Rash could come and go for days or weeks.	4 to 21 days, usually 4 to 13 days	Exclude until diagnosed by M.D. If other rash-causing illnesses are ruled out, student can be in school.	Most contagious before rash appears. Pregnant women and anyone with an impaired immune system may want to consult their doctor if exposed.
Influenza	Chills, body ache, headache, fever, sore throat, followed by cough, running nose and possible stomach ache.	Up to 10 days	Exclude from school until well, usually 2-7 days. Should be without fever for 24 hours.	Virus spread directly through coughing, sneezing, and contact with nose or throat discharges of patient. Possibly airborne.
Impetigo	Blister, pustules rapidly covered with honey-colored crusts. May be confused with cold sores. Usually seen first near mouth or nose. Can spread rapidly.	1 to 10 days, occasionally longer	Exclude from school until verification of treatment, or until lesions are dry. Contagious until lesions are healed or 24 hours after initiation of oral antibiotics.	Bacteria spread by direct contact with sores, sometimes with contact from discharges from nose or throat of person can be spread through droplets in coughing or sneezing. Usually caused by Streptococcus or Staphylococcus bacteria.
Mononucleosis	Fever, sore throat, swollen lymph glands, (neck), headache, tiredness. Can be a rash.	Probably 4 to 6 weeks	No restriction unless ill. Period of communicability unknown.	Spread person to person through saliva.
Lice (Pediculosis)	Infestation of head hair or other hairy parts of the body with lice or nits. Scratching causes reddened, rash-like area. Nits are tiny white eggs, stuck to hair, usually close to scalp at neckline and/or behind ears.	Variable; eggs hatch in 7-10 days	Exclude until lice and nits are adequately treated or removed. Advise exam of household contact for nits and lice. When appropriate, schools may exclude until all nits are removed.	Louse transmitted primarily by direct contact with infested persons. Lice can also be transmitted through combs, brushes, bedding, wearing apparel, and upholstered furniture.
Pink Eye (Conjunctivitis)	Redness of conjunctiva. May or may not have purulent discharge. Eye irritation.	24 to 72 hours	Pink eye without purulent discharge – no exclusion necessary. Pink eye with purulent discharge (pus) – excluded 24 hours after antibiotic treatment begins.	Most are caused by virus; some bacterial. Redness of eye may also be results of allergic reaction. May be spread through contact with secretions from eyes, nose or mouth.
Strep Throat Scarlet Fever	Fever, sore throat, headache, nausea, vomiting. (If associated with rash, it is called Scarlet Fever.)	2 to 5 days	Contagious until 24 hours after antibiotic treatment begins. Exclude for first 24 hours of treatment and until feeling well enough to be in school.	Bacteria spread directly from nose and throat discharges of infected persons.
Cold Sores (Herpes Simplex)	Blister-like sores, usually on lips but may occur anywhere on skin or in mucous membranes. May be confused with Impetigo.	2-14 days	No restriction. Contagious period is unknown. Virus may be present for 5-7 days or in some cases for months.	Virus is transmitted by direct contact with infected persons, a majority of whom have unapparent infections.

9.7 Vision and Hearing Screening

All students in grades K, 1, 3, 5, and 7 and all students new to Texas will have vision and hearing screens performed. If a student fails a screening twice, a referral will be sent. A physician's report form is included with each referral. This report should be completed by your physician and returned to the school nurse to be placed in the student's file. Parents will be notified prior to the start of the screenings. A nominal fee for each screening will be charged to the family's account.

If you wish your child to be excluded from either or both of these screenings, you must provide written documentation from your physician that the screening has been done in the last calendar year.

9.8 Scoliosis Screening

Students in the sixth (6th) and ninth (9th) grades will be screened for curvature of the spine, scoliosis. The procedure involves the examiner inspecting the child's posture as he/she stands and then bends forward. Parents will be notified if a follow-up by their physician is indicated. A nominal fee will be charged to the family's account.

If you wish your child to be excluded from this screening, you must provide written documentation from your physician that the screening has been done in the last calendar year.

9.9 Acanthosis Nigricans Screening

As a screening for possible diabetes, Texas state law requires that all first, third, fifth, and seventh graders be screened for Acanthosis Nigricans. This is a simple visual exam of the student's neck.

Section 10 - General Policies and Procedures

10.1 Thursday Packet and Weekly E-letter

Each Thursday, the Elementary School Thursday packet will be sent home with information for elementary parents. Packets may contain information from the school administration, volunteer news, or other school clubs and organizations.

The CCS Warrior Weekly e-letter will be emailed to all school parents each Thursday. In addition, parents will receive information via RenWeb or via other communications as deemed necessary by teachers or Administration.

10.2 Emergency Drills

Fire and other emergency drills are conducted according to prescribed guidelines.

10.3 Emergency Closing

School administration will communicate closings via most major television networks and radio stations and/or through a telephone chain. It is suggested that you also check the school website for information.

10.4 Financial Policies

Prompt payment of fees is essential to the operation of our school's own financial obligations. Tuition is due on the first of each month. A late fee of \$35.00 will be assessed after the fifth of the month. If the student's last name is different than the parent's or if the parent/guardian is paying by a company check, the student's name must be noted on the check. If payment of tuition is not received within 30 days of the due date, parents will be contacted by the Administrator or his/her designee. In the event that payment becomes more than 60 days delinquent, the parents will be notified that their student(s) will not be allowed to continue to attend class unless a written plan for payment has been approved by the administration.

Only those families whose accounts are current are able to re-enroll, access the online grade book, and receive report cards. Final report cards and/or records will not be released until ten (10) working days after receipt of payment of final account balances by personal check; however, such report cards/records may be released immediately upon payment by cashier's check, money order, or cash.

Returned Checks

A fee of \$25 will be charged to the family tuition account for any items returned by the bank unpaid (checks or drafts). In the event a family has two or more items returned by the bank unpaid, CCS will require that any further payments be made by cashier's check, money order, or cash.

Withdrawal from School

In the event of withdrawal, tuition charges will not be prorated and will be due in full for the month of withdrawal. Any overpayment occurring for the period beyond that month will be refunded. Withdrawal grades and/or records will not be immediately available until all outstanding charges (such as damaged or lost textbooks, PE Uniforms ordered, etc.) are verified and billed. Records will not be released until ten (10) working days after receipt of payment of final account balances by personal checks; however, records will be released immediately upon payment by cashier's check, money order, or cash.

Refunds

- All Athletic Fees are not refundable for any student who has attended one week of practice after the roster is set.
- Field trip fees are not refundable, unless the parent notifies the teacher upon receiving the field

10.5 Records and Transcripts

Records and transcripts will be forwarded to another school or college for students whose family account is current. If the family account of a graduating student is not current, transcript and diploma will be withheld until the delinquencies are satisfied. Please submit all transcript requests in writing (e-mail or fax is acceptable) a minimum of five days in advance.

10.6 Facilities Use Policy

Any use of CCS facilities (including but not limited to classrooms, gymnasium, ball fields, track, etc.) by parents of CCS students, employees of CCS, or other individuals or groups requires prior written approval using the Facilities Use Request form. (This form is available from either school office.) Please send the completed form to the first person whose signature is required to begin the approval process. Allow a minimum of ten (10) working days for final approval from the Head of School. Any use of CCS facilities without prior written approval is against CCS policy.

10.7 Network/Internet Acceptable Use Policy

Technology resources (hardware and software) are the property of CCS and are to be used for educational purposes. Misuse of technology resources will lead to disciplinary action, which may include denial of access to technology resources and/or expulsion. Any moral code misconduct that becomes public knowledge through social websites and causes disruption to the daily operation of school may also be subject to disciplinary action.

10.8 Re-enrollment of Current Students

The school reviews the records to ensure the student achieved sufficient academic progress to qualify for advancement to the next grade level. Any student making less than expected progress will require a meeting between the administrator and/or principal, classroom teacher, and Learning Center specialist as a support system to bring the student to a greater level of success.

The school reviews the financial records to ensure there are no delinquent accounts. No student shall be re-enrolled with a delinquent account.

Re-enrollment of the student is finalized upon the 1) return of the signed Family Contract, 2) payment of the re-enrollment fee, and 3) payment of the next year's student fee. A completed Medical Information form and updated immunization record for the new school year must be submitted as indicated at the beginning of the school year. After the due date, students may not attend classes without these forms on file in the school office.

Section 11 - Involvement Opportunities

11.1 Cypress Community Christian School Society, Inc.

The school is incorporated in the state of Texas as CCCS Society, Inc. The members of the Society act as the corporate shareholders. The majority of the Board of Directors is elected by and from the membership of the Society and is accountable to the body. Meetings are held in November and March of each year. The November meeting is to report on the school and conduct business; the March meeting is to conduct business and elect new Directors. Application for membership in the CCCS Society must be made annually before the monthly Board meetings (since membership applicants are approved by the Board of Directors) preceding the November and March Society meetings.

11.2 Volunteers in Partnership (VIP)

Since 1978, our school has relied on faithful volunteers to make a difference in the lives of all those who are involved in the ministry of CCS. From Board members, administration, faculty, staff, students, and families, volunteers have positively affected thousands of lives over the years. In short, we are who we are because of the time and talent committed to CCS by so many volunteers.

Each year there are hundreds of opportunities to volunteer both on and off campus. The VIP (Volunteers in Partnership) Program offers individuals and families the opportunity to serve in a constructive and positive way. The Development Office of CCS oversees this school-wide service group and strives to place volunteers in roles according to their talents, resources, and time available.

In August, we host a VIP Kickoff Meeting to inform and enable potential volunteers to find their special place within the family of volunteers. School-wide and section (elementary school, middle school, high school and class/grade) volunteer forms are distributed to give everyone an opportunity to sign up to make a difference in one or more of the many areas of need. In addition, volunteer information is made available at various school wide events, via Thursday packets, e-mail, and our CCS website.

11.3 Parent Volunteers

Elementary school teachers may select a homeroom mom, and secondary class sponsors may select a parent volunteer to act as a main contact and coordinator of other class parent volunteers for the year. In addition, secondary electives (i.e., Art, Drama, etc.) and special events sponsors (i.e., TAPPS competitions, etc.) may also recruit a parent volunteer as their main contact and helper. Parent volunteers then seek to find other parents to fill volunteer positions needed by the class. Some of the needs of the class may include individuals to assist with communications, make phone calls, assist with fundraisers, provide classroom assistance, coordinate drivers/chaperones for field trips/competitions, plan parties/special events, etc.

NOTE: All class activities must be approved in writing by the administration. A minimum of two weeks' notice is necessary to gain approval.

11.4 Field Trip Chaperones

All parent volunteers who assist on field trips by driving and/or chaperoning must sign and abide by the rules of the CCS Driver/Chaperone Agreement Form. Copies of the driver's current driver's license and insurance card must be on file in the school office prior to each trip.

11.5 Booster Clubs (Athletic and Fine Arts)

The purpose of Booster Clubs (Athletic and Fine Arts) is to provide athletic and fine arts programs (K – 12) at CCS with positive encouragement and dedicated service and to actively sponsor fundraising events for financial support.

11.6 Giving Opportunities

Financial contributions beyond tuition make a meaningful difference for our students, faculty and staff. CCS offers a variety of giving opportunities throughout the year to promote the development of our staff and faculty, school programs and the enhancement of our facilities. CCS is a non-profit 501(c)(3) organization, and donations are tax-deductible as allowed by law. Details of giving opportunities are communicated to friends and families of CCS throughout the year.

11.7 Promotion & Fundraising Guidelines

Anyone using the Cypress Christian School name, logo, images, or resources to solicit funds, gifts in kind, or raise money from the sale of a product must follow the guidelines below. Please contact Jacob Spenn in the Advancement Office if you have any questions.

- 1. Before you begin to communicate about or conduct a solicitation or fundraiser, the Advancement Office should be contacted for pre-approval.** The Fundraiser Approval Form and instructions are located below. If you have questions contact Jacob Spenn at Jacob.Spenn@CypressChristian.org.
- 2. Recordkeeping** In order to keep proper record of donations and in order to send receipts to the donors so they can claim appropriate tax deductions, the following information should be recorded and turned in to the Advancement Office: Donor name, business name, full mailing address, description of donation, and donated amount/fair market value.
- 3. 8.25% tax needs to be charged on all products sold, with the exception of food.** This amount will be determined by taking the gross money raised and multiplying it by 8.25%. If products and food are being sold at the same time/event, be sure that the total amount charged for food is kept separate. If money is co-mingled, tax has to be taken out of the total sales. Call the Business Office with questions at 281-664-0230.
- 4. 10% of the gross profit of all fundraisers will be donated to the Benevolence Fund for CCS families.** In the case of a sudden family crisis such as illness or job loss, CCS helps current school families with tuition support to help them remain at CCS for the current school year.
- 5. A member of the staff/faculty must be present at all fundraising events.** Designated sponsor(s) should oversee the event/fundraiser. If a sponsor is not available, another divisional faculty member may take the place of the sponsor at the event after approval has been granted by division principal. If a divisional faculty member is not available, a CCS employee (staff or faculty) may oversee the event with approval from division principal.
- 6. Students must be monitored by an adult at all events.**
- 7. All community contacts must be coordinated with the Advancement Office.** We want to be sure that we are not contacting the same businesses/individuals several times with multiple offers. In addition, we do not want to offend nor appear greedy.
- 8. CCS does not endorse door-to-door sales.** School sponsors are not allowed to promote door-to-door sales.

Student Behavior during Fundraisers

- Courtesy and good manners are important and expected at all times when conducting fundraisers and soliciting ads and/or donations from the community.
- Students are not allowed to stand in the esplanade or in other heavy traffic areas while advertising for fundraisers.

- Modest and appropriate dress is required – on and off campus. Dress Code Guidelines apply.
- Guidelines set forth in the Parent/Student Handbook are to be followed at all times.

Volunteer Sign-In/Sign-Out

In case of an emergency, it is necessary to know who is on campus at all times.

- Sign-in at the office and put on a nametag before volunteering. Sign-in books and nametags are available in each office.
- Please sign out, as well.

Purchasing Guidelines

As we strive to be good stewards of the money God has given us and as we work within a budget, the following procedures need to be followed for reimbursement of supplies needed:

- BEFORE PURCHASING, submit a Purchase Order to Teacher/Sponsor for items requested, including school-wide supplies, classroom needs, parties, etc. If approved, petty cash will be disbursed or a check will be written for the payment of your request.
- We will not be able to reimburse for expenditures made prior to receiving approval via a school Purchase Order form.

Flyers for Distribution to Students or Community

All flyers associated with any fundraising event must be approved by the Director of Institutional Advancement. Please allow two weeks for any possible changes and final approval.



Fundraiser Approval Form

Today's Date: _____

Sponsor's Name: _____

Class/Elective/Organization/Athletic Team/Group: _____

Project/Event/Fundraiser: _____

Outside Location or CCS Facility to be used: _____

Method of seeking support: Direct Monetary Donation Gift In Kind Product Sales

Date: Project/Event/Fundraiser Begins: _____ Ends: _____

Time: Project/Event/Fundraiser Begins: _____ Ends: _____

Fundraising Goal \$ _____ What will funds be used for: _____

Costs Involved: _____

Expected Man Hours: _____

General description of fundraiser: _____

I would like to request support from the Office of Advancement in promoting this event.

NOTE: In order to achieve unity in our fundraising and to avoid multiple requests to donors, this request must be approved by several departments of our school before any fundraising activities begin. Please allow up to two weeks for the approval process to be completed. To begin the approval process:

1. Teacher/Sponsor/Coach must complete the Fundraiser Approval Form and submit the form to the Office of Advancement for preliminary approval by Jacob Spenn or Lisa Beckmeier.
2. Upon preliminary approval you must gain approval from your principal or athletic director (if the event is an athletic fundraiser).
3. Set up a meeting with the Advancement Office for final approval by Jacob Spenn.
4. Request approval of all communication (flyers, articles, etc.) by Advancement via email.

Your fundraiser will be approved in less than two weeks unless there are questions or details that need to be addressed or require additional approvals. See Section 7 of the Staff & Faculty Handbook for complete guidelines.

Teacher/Sponsor Signature: _____ Date _____

Advancement Office Preliminary Approval: _____ Date _____
Lisa Beckmeier or Jacob Spenn

Principal or Athletic Director Approval: _____ Date _____

Final Advancement Approval: _____ Date _____
Jacob Spenn



Fundraiser Rules of Thumb

Fundraising makes many things at our school possible that are otherwise not covered by tuition. The Office of Advancement is your resource for fundraising. Please feel free to communicate your needs and ideas to the Advancement Office. We are here to help, and the following are some simple *rules of thumb* (we are flexible) to help you throughout the school year as a teacher or as a sponsor or coach.

Yes-No Advancement Approval	Yes-Advancement Approval	Maybe-Probably Yes	No-Unless Special Permission
Minimal gifts for classroom needs (<\$50)	Minor Fundraiser (\$0-\$500)	Major Fundraiser (\$500+)	Fundraising for outside organizations
Multiple per year	2-3 per year per group	1 per year per group	Raffles
General request to parent of a group for minor support-No tax receipt	Donation is optional in nature-Such as an invitation to an event	Student participation is required-sale of a product	Fundraising time conflict with all-school fundraiser like the Annual Banquet
Examples	Examples	Examples	Examples
Class Parties	Spaghetti Dinners	Baseball Banquet	Door to Door Solicitation
Minor field trip expenses	Camps and Clinics- Advancement has designated approval to the AD	8 th Grade Warrior Car	Operation Shoe Box (this is done as a school project and would be approved)
End of year parties	Piano Donation	Coaching Your Student's Passion	Disaster events that churches would raise funds for

Things to Remember

- Fundraisers should support the mission of the school.
- Consider the perception of the school in planning your fundraiser.
- Profit Margin – factor in all expenses.
- Certain information is required for the Advancement Office to issue a tax receipt.
- 8.25% sales tax on all non-food products.
- 10% of the gross profit of all fundraising goes into Benevolence.
- Coordination with the business office is always good, especially for cash bags and deposits.
- Be sensitive to donor fatigue.
- Questions or problems? Contact Jacob Spenn for help.

People give to clear visions and people with passion. Simply by clearly communicating your vision and passion you will often find that we can identify donors that will meet those needs. The Advancement Office is available to help you develop and communicate your vision for your team, group, or classroom.