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*\*Updates to the student handbook are shown in red.*

## **INSTRUCTIONS FOR SETTING UP A RENWEB ACCOUNT**

- 1) Go to [www.renweb.com](http://www.renweb.com)
- 2) Go to Login.
- 3) Enter school code: COU-OR.
- 4) Select First-time users.
- 5) Be sure to use the email address that is on file with the school.
- 6) Set up your password.

# **GENERAL INFORMATION**

*Romans 12:6-8 – “Having then gifts differing according to the grace that is given to us, let us use them: if...ministry, let us use it in our ministering; he who teaches, in teaching...he who leads, with diligence...”*

*2 Timothy 2:2 – “...Commit these to faithful men who will be able to teach others also.”*

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## **MISSION STATEMENT**

Country Christian School, a ministry outreach of The Country Church, is committed to providing quality Christ-centered education to students from preschool through high school. Our responsibility begins with a concern for each individual’s personal relationship with Jesus Christ. We are committed to helping students develop personal beliefs and standards based on God’s Word, so those values and principles can be applied to any situation or circumstance. High academic standards in an environment conducive to learning coupled with a faculty committed to helping each student reach full potential characterize CCS.

## **PHILOSOPHY OF COUNTRY CHRISTIAN SCHOOL**

The philosophy of Country Christian School is based upon the Word of God. The primary objective and purpose of the school as a ministry of The Country Church is to train each student to blend Christian character with academic excellence. Evangelistic efforts are made to bring all students to the saving knowledge of Jesus Christ. Since this school is recognized as a ministry, CCS operates according to the statement of faith and fundamental beliefs of The Country Church and derives its codes of conduct, guidelines, and standards of morality from such. There is an emphasis on character training through obedience, which will cultivate an inner self-discipline and respect for authority essential to the emotional well-being of the students. As far as academia is concerned, it is our purpose to continually evaluate and upgrade our curricula and teaching styles so as to effectively instruct, and ensure the learning of, subject specific content. We do this through teacher training days, staff devotions, and other occasional opportunities. We believe that no one is ever too old

to learn. To obey, to do right, to love God and country, and to always measure one's actions and attitudes against the standards of Scripture are characteristics we strive to live by example and to instill in each student; thus, equipping them for their roles in God's plan for their lives and for their proper place in society.

## **GOALS OF COUNTRY CHRISTIAN SCHOOL**

1. To fulfill the scriptural command, "*Train up a child in the way he should go...*" (Proverbs 22:6).
2. To assist each student in developing spiritual awareness that will lead to an acceptance of Jesus Christ as his/her personal Savior.
3. To help each child develop a practical knowledge of the Word of God and apply it to his/her personal life.
4. To insure that each learner has acquired the knowledge and skills which qualify him/her for promotion to the next grade.
5. To prepare high school graduates to function as effective citizens within the context of a Christ-centered life.
6. To provide a safe and secure environment for all children and minors entrusted to our care.

## **ACCREDITATION**

Country Christian School is registered with the state of Oregon as a private school for grades K-12. In addition, CCS is fully accredited by Northwest Accreditation Commission, a division of AdvancED, which guarantees CCS graduates access to the college or university of their choice, providing all requirements of that institution are met. NWAC is the only accrediting agency in the Northwest recognized by the Federal Department of Education.

## **RENWEB/PARENTSWEB**

Country Christian School utilizes Renweb – a web-based administrative program that allows CCS families full academic access any time and any place. Just log in to Parentsweb using your email address that is on file with the school. You will then have access to daily grades, progress reports, report cards, discipline reports, attendance, homework, and your account balance. To set up your Renweb account, see the instructions posted in the front of this handbook.

## **PARENT/TEACHER COMMUNICATION**

Renweb is the primary source of communication between parents and teachers/staff members. Please use Renweb's email feature if you need to communicate with a teacher. Please do not text message or FaceBook message staff concerning your student.

## **PARENT-TEACHER CONFERENCES**

At the end of the 1<sup>st</sup> quarter, school is dismissed early for Parent-Teacher Conferences. The purpose of conferences is to communicate personally with parents about the progress of their child. Topics covered during the conferences are areas of strength and of concern and reinforcement strategies to build on progress and to help overcome deficits. Since these topics are important, attendance at these conferences should be a family priority. *The elementary grade* conference times are directly set up in advance between individual classroom teachers and parents. Each conference lasts for 15 minutes. For *junior high and high school*, conferences may be scheduled at any time during the school year as parents or teachers request. If you would like to meet with your child's teacher(s), please contact them directly through Renweb to arrange a time.

## **SCHOOL CLOSURE INFORMATION**

In the event of inclement weather conditions, please tune into radio stations 750 KXL, 1190 KEX, or 104.1 the Fish or the television stations 2, 6, 8 or 12. We will be listed as Country Christian Molalla and will be under "Private Schools" not Clackamas County. The information will be available on the school website as well. Also, be aware that due to transportation we will either be open or closed; we will not begin two hours late.

## **ADDRESS AND PHONE CHANGES**

Please notify the school office at once if there are any changes to your contact information, including mailing address, telephone numbers or email.

## **ACCIDENTS / EMERGENCY INFORMATION**

Minor scrapes, bumps, cuts and bruises will be treated at the school office with a first-aid kit. If further attention is needed, the office will call the student's home or the emergency number given on the emergency contact form. It is essential for parents/guardians to

accurately complete the emergency information for each child prior to the start of each school year. If you move during the school year, please contact the school office to make necessary address/phone changes.

## **EMERGENCY DRILLS**

Drills for a variety of emergency situations (fire, earthquake, intruder drills) will be held regularly. Teachers will instruct their classes as to each procedure and then practice them routinely. During fire drills and certain intruder drills, students are to evacuate the building in an orderly manner – single file, without talking, pushing, or running. Each teacher will accompany their class. An evacuation plan is posted in each room. For more information on our emergency plan, please see the school office for an emergency procedure packet.

## **IMMUNIZATIONS**

The State of Oregon requires that every child ages 5 to 14 entering an Oregon public or private school for the first time give evidence that he or she is adequately immunized against measles, polio, diphtheria, whooping cough, hepatitis, and tetanus. Refusal or failure to present such documentation will be grounds for probation from school until immunization evidence is presented. Under some circumstances, there are exceptions for medical or religious reasons. Please note that documentation of vaccinations will be required for completion of registration each fall for each new student and for returning students with new age-appropriate requirements.

## **LOST PROPERTY**

Most lost and found items are stored upstairs in the chapel room. Pricier items will be kept in the school office. Non-claimed items will be removed quarterly and donated to charity.

## **AUCTION INVOLVEMENT**

The CCS Annual Benefit Auction is the biggest fundraiser for our school and is one of the main reasons we can keep tuition costs low and affordable for your families. To be able to keep our tuition low, it is important for all to be committed to this event also. For this reason we ask each family to prayerfully consider being involved in some capacity. For more information you can contact our auction chair Valerie Jenson at [ccsauctionmolalla@gmail.com](mailto:ccsauctionmolalla@gmail.com).

# ADMISSIONS, TUITION, & FEES

## STATEMENT OF ADMISSION

No child will be refused admittance on the basis of race, national origin, color, or gender. All Country Christian students are afforded the rights, privileges, programs, and activities presented by the school.

## SPECIAL NEEDS

Country Christian School is not equipped for special needs students. However, if a student is able to function within the normal classroom and complete the regular course work, we will consider working with them and their parents. Each situation will be evaluated individually.

### Preschool

Preschool students are enrolled based on age and readiness but also classroom availability. Children must be fully potty-trained before starting either preschool class. **Minimum ages for enrollment are as follows:**

**2-day preschool – 3 years old before Sept 1.**

**3-day preschool – 4 years old before Sept 1.**

### Kindergarten – 5<sup>th</sup> Grade

Kindergarten – fifth grade students are enrolled on the basis of parents' desire for their child to attend, classroom availability, and student's ability to function in the normal classroom setting. Entrance tests may be required. Minimum ages for enrollment are as follows:

Kindergarten entrance – 5 years old before Sept. 1

1<sup>st</sup> Grade entrance – 6 years old before Sept. 1

### 6<sup>th</sup> – 12<sup>th</sup> Grades

6<sup>th</sup> grade through high school students are enrolled on a combination of parental desires, student wishes, and administration approval. Each student must be willing to live by the expected rules of conduct as set forth in the handbook. Incoming new students must go through the proper application process and pass the formal interview with CCS administration. Students who have had prior behavioral problems may be considered on the basis that sufficient intervention has taken place to give a reasonable chance of success in the new environment. In this instance, acceptance would be on a probationary status.

## TUITION & FEES

*Romans 13:7 – “Give everyone what you owe him:  
If you owe taxes, pay taxes; if revenue, then revenue;  
if respect, then respect; if honor, then honor.”*

*Deuteronomy 25:4 – “You shall not muzzle an ox while it treads  
out the grain.”*

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### **Registration Fee:**

\$75 first child; \$30 each additional child (if paid in full by or on May 12)  
\$100 first child; \$40 each additional child (if paid after May 12)

### **Comprehensive Fee:**

\$200 per child (K-12); \$100 (Preschool).

This fee covers curriculum/books for the school year.

### **Utility Fee:**

\$315 per family (can be paid in 9 payments of \$35 each)

### **Matriculation Fee:**

\$35 (seniors only)

### ***Yearbook: (optional expense)***

Can be pre-ordered for \$50.

### **Late Pick up Fee:**

In the event that elementary students are picked up later than 15 minutes after dismissal time, a \$5 fee will be charged for every 15 minutes or portion of 15 minutes they are late. i.e., if a parent arrives at the school 20 minutes late, they would incur a charge of \$10.

### **Tuition:**

2 day Preschool - \$90 per month (9 months)

3 day Preschool - \$125 per month (9 months)

Kindergarten - \$175 per month (9 months)

## STANDARD RATES

Payment Plans	Year in Advance <i>(reflecting 5% discount)</i>	9 Payments Sept 1 – May 1	12 Payments June 1 – May 1
1 student	\$2,993	\$350	\$262
2 students	\$5,523	\$646	\$485
3 students	\$6,455	\$755	\$566
4+ students	\$7,379	\$863	\$647

## THE COUNTRY CHURCH RATE

*(for those who regularly tithe to TCC, subject to verification)*

**Tithes from The Country Church offset school expenses.**

Payment Plans	Year in Advance <i>(reflecting 5% discount)</i>	9 Payments Sept 1 – May 1	12 Payments June 1 – May 1
1 student	\$2,710	\$317	\$238
2 students	\$5,019	\$587	\$440
3 students	\$6,053	\$708	\$531
4+ students	\$7,054	\$825	\$619

## PAYMENT PLANS

1. Total tuition paid in advance - A **5% discount** is given to those paying the yearly tuition in advance on or before the first day of school.
2. Monthly payments – The total tuition bill can be divided into equal monthly payments for nine or twelve months if enrolling prior to July 1. The twelve month period is from June-May. If enrolling after July 1, the nine month payment plan is the only option. A payment is late if it is not received by the 15<sup>th</sup> of the month. A \$20 late fee will be charged.
3. There will be a \$25 charge on all returned checks.
4. All fees must be paid and financial arrangements made prior to class attendance.
5. A family will not be allowed to register for the next year until the previous year's accounts are paid in full or arrangements have been made with the administration.
6. Any account more than 60 days past due (and no arrangements made) may result in the withdrawal of the student from school.
7. Registration and comprehensive fees are non-refundable.
8. If a student withdraws from CCS, tuition will be refunded on a pro-rated basis for the length of time spent in school.

# **ACADEMIC INFORMATION**

Our goal is that we are a biblical, Christian school in every way, not merely a school for Christians.

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*1 Timothy 4:15 – “Be diligent in these matters; give yourself wholly to them, so that everyone may see your progress.”*

*Colossians 3:23 – “And whatever you do, do it heartily, as to the Lord and not to men.”*

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## **BIBLICAL INTEGRATION INTO THE ACADEMIC ARENA**

The spiritual atmosphere in the classroom is strongly emphasized throughout the entire day. Every day begins with daily devotions – the elementary in their individual classrooms and the junior high and high school in a corporate setting. Classes regularly begin with prayer and/or a short devotion or Bible reading, and teachers are encouraged to engage in prayer as needed. Scripture is the Word of God and is taught as truth. Every element of curriculum is permeated with God’s Word. Chapel is held once a week for all grades and serves two purposes: to worship – giving thanks to God for all that He is and does for us – and to engage in a time of spiritual teaching and development as God’s truths are implanted in each mind and heart.

## **ACADEMIC YEAR**

The academic year at CCS is divided into two semesters each composed of 2 quarters. Report cards will be issued at the end of each nine-week grading quarter. Progress reports will be emailed at the four-week mark and six-week mark for all 4<sup>th</sup>-12<sup>th</sup> grade students. In addition, K-6<sup>th</sup> grades will hold conferences with all parents at the end of the 1<sup>st</sup> quarter and upon teacher or parental request after that. Parents of junior high and high school students may schedule a conference with any teacher or administrator by calling the office.

## GRADES

- 1<sup>st</sup>-3<sup>rd</sup> grade students are scored using E (excellent), S (satisfactory) and N (needs improvement).
- Grades 4-12 use an A, B, C grading scale according to the following grid:

A = 90-100%	W = Withdrawn
B = 80-89%	P = Pass
C = 70-79%	NP = No Pass
D = 60-69%	I – Incomplete
F = 59% and below	
- An incomplete will be issued for work that is not complete at the grading period for excused reasons. Work must be completed within two weeks or the students' grade will result in an F for that grading period.
- High School Honors Courses will be weighted according to the following scale:

A+ = 5.00	A = 4.67	A- = 4.33
B+ = 4.00	B = 3.67	B- = 3.33
C+ = 3.00	C = 2.67	C- = 2.33

Any grade lower than C- will not be weighted

Students enrolled in an honors course will not be allowed to drop or change the course after the 6 week point has passed, regardless of their standing in the class.

- Transfer credits will be based on commensurate hours.

## STUDENT TRANSFER / WITHDRAWAL

Students withdrawing from CCS must obtain a withdrawal form from the office and have it properly completed indicating that all textbooks, school-owned supplies, and fees are cleared. The form is then submitted to the bookkeeper for final clearance. All records will be sent to the next school based upon applicable state and federal rules. The school administrator may request an exit conference with parents and student. Emergency withdrawals (disciplinary, serious illness, etc.) will be handled directly by the administrator.

## **SPORTS ELIGIBILITY**

CCS sports regularly offer soccer, volleyball, cross-country, basketball, and baseball, but availability is based on student participation and budget constraints. See the school office for current sports being offered. In order for junior high and high school athletes to be academically eligible for participation, the following requirements must be met:

- Enrolled in a minimum of 7 classes. (5 classes for seniors)
- Be passing all classes at the scheduled grading periods.
- Maintain a 2.0 GPA.

## **SCHEDULING**

Students should be very careful in selecting their classes during the forecasting process because very few changes are allowed and only for legitimate reasons and with parental approval. Students will not be allowed to change their schedule because they failed to adequately research course descriptions during forecasting.

## **BOOKS**

Students are allowed the privilege of using the textbooks provided by the school. It is strongly advised to look through the books the first day that they are provided. Return the book immediately if any damage is noticed. Another book will be given to you or the damage will be noted. If the book is not returned within one day after issuance, the student will be responsible for any damage in the book and appropriate fees will be assessed.

## **ATTENDANCE POLICY**

- Students are expected to attend school daily and to be punctual for all of their classes including devotions and chapel. Every effort should be made to avoid having students out of scheduled classes.
- Absences from school or class will be excused under the following circumstances:
  - Illness of the student or an immediate family member when the presence of the student at home is necessary.
  - Emergency situations that require the student's absence.
  - Field trips and approved school activities.

- Medical or dental appointments. Confirmation of appointments may be required.
- Other reasons deemed appropriate by the administration when satisfactory reasons have been presented.
- Sleeping in is NOT considered an excused absence.
- Students returning to school after an absence must bring a note from home to excuse the absence. Junior high and high school students turn the note in at the front office to receive an admit slip. Failure to bring a note from home will result in an unexcused absence.
- An absence can be pre-excused by bringing a note from home to the office so that teachers can be notified and homework provided.
- Students who arrive late to school or who need to leave early must sign in or out at the office for safety purposes. Because students are placed at CCS by their parents, a note from or verbal communication with the parent/guardian is needed to arrive late or leave early regardless of the student's age.
- High school students who miss more than 1/3 of the days in a semester may not receive credit for that class or be considered for promotion to the next grade.

## **MINIMUM ATTENDANCE POLICY**

If a student is absent for an extended period of time, the administration will schedule a conference with the parents to reevaluate student status. Additional work may be required before credit can be given. Each situation will be evaluated on an individual basis.

## **PRE-ARRANGED ABSENCES:**

For non-illness related absences, please notify the school as far in advance as possible of the upcoming extended absences. Elementary teachers can be notified directly while secondary students should complete the Prerearranged Notification for Extended Absences form from the school office and have each of their teachers sign it. Work may or may not be provided ahead of time for pre-arranged absences. Projects assigned prior to the absence or due during the absence period will be given a due-date determined by each teacher. Upon a student's return, it will be his or her responsibility to obtain and complete all missed assignments.

## **MAKE UP WORK**

- Homework for days missed can be accessed through Parentsweb or received from the teacher when the student returns.
- Students and teachers share responsibility to see that all tests and homework are made up after an absence. The student is expected to be the initiator in obtaining the missed work. It is the teacher's job to get the make-up work to the student in a reasonable amount of time. It then becomes the student's responsibility to complete the work and turn it in. It is preferred that the students be given the same number of days to get the work turned in as they were absent. This is the ideal, but it is not always possible.

## **STUDENT RECORDS**

A student's permanent records are confidential and must not leave the office area. However, parents, teachers and eligible students (18 years old) have the right to review a student's educational records. The review is conducted with assistance from an administrator or school advisor.

## **TESTING**

- Terra Nova standardized testing will be administered in the spring.
- The PSAT test is administered in October to high school underclassmen who interested in college entrance.
- Applications for college entrance tests (SAT or ACT) are available through the vice-principal or academic advisor.
- ASVAB will be administered periodically.

## **GRADUATIONS**

CCS has graduation and promotion ceremonies for kindergarten, 8<sup>th</sup> grade, and seniors. Please be aware that 8<sup>th</sup> grade and senior class trips are not school sponsored but are parent-driven.

### **Kindergarten Graduation**

- Chapel dress is appropriate for students. Parents will have the opportunity to purchase caps & gowns, or borrow gowns for the evening.

## Eighth Grade Promotion

- Students must be passing or making satisfactory effort in all classes in order to participate in promotion activities.
- Chapel dress is appropriate for the promotion ceremony. No formals.

## High School Graduation

- Diplomas will be issued to students who earn 26 high school credits, one for each year of a class in high school as follows: 4 credits in English, 3 credits in Mathematics, 3 credits in History, 3 credits in Science, 2 credits in a Second Language, 1 credit in Applied or Fine Arts, 1 credit in PE, 1 credit in Health, ½ credit in Career Planning, and 7.5 open credits.
- If a senior is lacking a credit and is enrolled in a course to make it up, he/she may walk. But the diploma will be withheld until that course is successfully completed. Course work must be completed by September 30<sup>th</sup> of the graduation year.
- Diplomas will be withheld until all due balances are paid in full.
- Graduates will wear caps and gowns.
- Transcripts are available by inquiring at the office.
- Class Valedictorian(s) and Salutatorian(s) must have been a high school student at CCS for their entire Junior and Senior years. Persons receiving this honor are selected based on GPA and courses taken. The selection will be made in May.

## **GRADUATION REQUIREMENTS:**

English	4 credits
Math	3 credits
History	3 credits
<i>(must include 1 Global and 1 US)</i>	
Science	3 credits
<i>(2 lab class required)</i>	
Second Language	2 credits
<i>(preferably in the same language)</i>	
Applied or Fine Arts	1 credit
PE	1 credit
Health	1 credit
Career Planning	½ credit
Open Credits	7.5 credits
<i>(Requiring 1 Bible class each year in attendance)</i>	

## GRADE LEVEL OVERVIEWS

Pre-School students in the two and three day programs develop school readiness including listening, sharing, working in groups, and taking turns. They are introduced to colors, shapes, numbers and letters (vowels and consonants). The 3-day students will count to 100 by 1's and 10's, write 1-20, and read 3-4 letter words.

Kindergarten students are introduced to the foundations in phonics, reading, writing, mathematics, and personal character growth. Prayer and Christian character traits are taught and applied with great emphasis on the fruit of the Spirit and the Lord's Prayer. **Kindergarten graduation with a reception following is planned for Thursday, May 31, 2018.**

First Grade builds on the Kindergarten program, continuing the foundations in phonics, blends, reading, comprehension, spelling, writing, and math. An introduction of basic punctuation and sentence structures round out the curriculum. Emphasis is placed on individual and cooperative learning and thinking skills. First graders will also learn that all we have comes from God and that the ultimate gift that God gave us is His Son, Jesus Christ.

Second Grade reinforces and expands on the basic reading skills that have been learned in the first grade. Basic addition and subtraction are also reinforced so students can solve problems with speed and accuracy, and multiplication is introduced. Additionally, students continue to build on their knowledge of sentence structure and punctuation are introduced to parts of speech and to cursive. In Bible 2<sup>nd</sup> graders will learn that God gives us promises. Finding God's promises helps students see that obedience to God's commands brings blessings as God fulfills His promises in their lives.

Third Grade emphasizes comprehension in both oral and silent reading. Students also read for information in science and history. Math continues with multiplication and introduces long division as well as adding and subtracting fractions. Language Arts include parts of speech, proper sentence structure, diagramming, and then integrating these concepts into writing. After 6-8 weeks, most work is done in cursive writing. Science is a hands on program, which includes life sciences and weather. Individual science projects will be exhibited

at the Spring Showcase. US History is covered from 1765 through the Civil War with a 4-5 week unit study on Lewis and Clark. Bible emphasizes the rewards for living a life of strong Christian character as seen in the life of godly men and women in the Bible.

Fourth Grade students focus on personal responsibility in all areas of the curriculum by keeping a daily planner for assignments and homework. Oral reading, recalling facts, and appreciation of literature are part of the reading program. History covers the Oregon Trail and the history of Oregon. Creative writing, reports, and journals coupled with the progressive teaching of grammar skills sharpen language communication. Work is done in cursive. Science is a hands on program working in groups and covering life science, physical forces, energy and matter, and earth science. Biblical studies come from the New Testament focusing on the life of Christ, the work of the Holy Spirit, and the life and writings of the Apostle Paul.

Fifth Grade students learn about the Twentieth Century in history. In math they will be expected to master multiplication and long division, develop problem solving skills, speed, and accuracy in computation and are introduced to fractions. In reading they will concentrate on comprehension, dictionary skills, and thinking skills. A more in depth approach to proper grammar and writing competence is emphasized. Science sheds light on our earth and the many facets of it. Fifth graders will study the Old Testament and discover how God desires His children to live in a spiritual realm of promise and victory.

Sixth Grade students will study the Eastern Hemisphere from a modern day perspective. Science includes study on the volcano, earthquakes, light and sound waves, astronomy, and classification of species. Language emphasizes a proficiency in grammar fundamentals, writing skills, spelling, and reading. A quick review of basic skills begins the math studies (knowledge of multiplications facts is assumed) and then follows with an emphasis on all operations of fractions, decimals, percentages, solving proportions and an introduction of algebra and positive/negative integers. Students will learn how the principles of God's Word can help them gain victory in the race of life. Bible Camp, held in the spring with a spiritual emphasis at this "Outdoor School" type camp, is a highlight of the sixth grade. Students will be involved in fundraising to cover the cost of camp (approx. \$225).

Junior High students, seventh and eighth graders, rotate through a seven period day. English classes emphasize the basics of grammar, spelling, vocabulary, and written and oral communication skills. Students are placed in a math according to their ability. JH Math reviews and reinforces basic mathematical concepts. Pre-Algebra introduces basic equations, working with integers, rational numbers, and basic geometric concepts. Algebra I students will cover operations using rational numbers, ratios, inequalities, etc. World History and US History alternate by year as does Life Science and Earth Science. P.E. classes help students develop their motor skills and athletic ability. The Bible curriculum rotates by year between the basics of the Christian life and a study in Proverbs gaining wisdom for every day situations. Electives vary from year to year but usually include computer classes, music, art and study hall. **Eighth grade promotion is scheduled for Friday, June 1, 2018.**

High School students must complete 26 credits to graduate from Country Christian School. One year of a class equals one credit. The Vice Principal in charge of academic concerns will help each student map out a selection of classes that will enable him/her not only to meet CCS graduation requirements but also to meet college admission standards. **The high school commencement assembly is scheduled for June 3, 2018.**

# DRESS CODE

Dress and appearance have a definite affect on academic performance and school discipline. Therefore, at CCS we have derived a modest dress code that is reasonable, respectable, and most importantly, honoring to the Lord. Parents are responsible to see that these standards are met. Final judgment as to whether or not a student is properly dressed will be left to the discretion of the school administration.

The appearance of CCS students should be summarized in four words: neat, clean, appropriate, and modest. Modesty is behaving according to a standard of what is proper, decent, pure – especially not accentuating one’s body. The call for modest dress is given for two reasons: 1) To protect the girls physically 2) To protect young men from lust and thus, sinning. Proper dress is really a heart issue – a desire to please the Lord – to be pure and holy in all that we do.

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*1 Timothy 2:9 – “Christian women should be noticed for being kind and good, not for the way they fix their hair or because of their jewels or fancy clothes.”*

*1 Peter 3:3-4 – “Don’t be concerned about the outward beauty that depends on jewelry, or beautiful clothes, or hair arrangement. Be beautiful inside, in your hearts, with the lasting charm of a gentle and quiet spirit that is so precious to God.”*

*Romans 13:14 – “Rather, clothe yourselves with the Lord Jesus Christ, and do not think about how to gratify the desires of the sinful nature.”*

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## **GIRLS**

Females’ dress and appearance is where males struggle the most. Men are wired to be visually stimulated. Provocative dress (tight fitting tops and pants, low cut tops and pants, bare midriffs, exposed skin, etc.) are designed to turn guys on sexually.

- All clothing should be modest, comfortable, correctly sized (not too tight or too loose) and worn correctly.
- No objectionable pictures or words may be visible on **tattoos** or **clothing** including but not limited to secular music groups, disrespectful or suggestive slogans, peace signs, yin-yangs or skulls.

### Shirts and tops

- Must have noticeable sleeves – no tank tops.
- No strapless tops whatsoever.
- **NO SKIN ZONE:** no cleavage should ever be showing; **no bare midriffs exposed, shirts should be long enough to cover the midriff even when arms are raised.**
- No skin-tight shirts.

### Slacks or jeans

- Must be clean and neat, not ragged or torn; no rips or holes in pants.
- Must be hemmed.
- Must not be excessively tight – this includes no jeggings.
- Only nylon sweat pants are allowed.
- Writing is not permitted on the behind.

### Skirts and dresses

- No strapless dresses whatsoever.
- Must fall at or below the kneecap in length when standing or sitting. (Exception: girls K-3 may wear dresses 1” above the knee.)
- Slits may not extend above the knee.
- If leggings are worn, the skirt length must still meet dress code requirements.

### Shorts

- Shorts are not permitted in the every-day attire of the student. However, the administration reserves the right to allow students to wear shorts at certain times.
- Shorts must have at least a 4” inseam.
- Skorts are not permitted.

### Chapel days

- Must wear dress pants, skirts, or dresses. No jeans allowed.
- Must wear classy looking tops. No T-shirts or pullover sweatshirts.

### Ornamentation

- No nose, cheek, lip, tongue and/or body piercing permitted.
- Any type of Goth look or gang paraphernalia and accessories are not acceptable.

### Hair

- Must be kept neat, clean, and well groomed.
- No radical hair styles or colors are allowed.

### Hats

- Hats are not permitted to be worn.

## FORMAL DRESS GUIDELINES

- Girls are required to bring formal garments to school for approval prior to special events.
- Necklines may not reveal any cleavage. Look in a mirror to see if any is revealed when bending over.
- Length of dress must be at or below the bottom of the kneecap.
- Slits may not be above the kneecap.
- No strapless dresses whatsoever.
- Be aware of form fitting dresses. Ask yourself this question: Can I walk and bend over in this dress modestly?
- A jacket is required for all **sleeveless dresses** throughout the duration of the event.
- Remember that the appropriate person in charge must approve all dresses **BEFORE** the scheduled event. Failure to do so could result in your removal from the event.

## BOYS

Guys have the potential to fall into the “marketers’ motive” – you have to look a certain way to be cool and socially acceptable.

- No objectionable pictures or words may be visible on **tattoos** or **clothing** including but not limited to secular music groups, disrespectful or suggestive slogans, peace signs, yin-yangs or skulls.

### Shirts and tops

- Must have noticeable sleeves – no tank tops.
- No undergarment T-shirts are to be worn as outer apparel.

### Slacks or jeans

- No sagging pants - Wear a belt to keep your pants around your waist if necessary.

- No exposure of boxers or underwear.
- Must be clean and neat, not ragged or torn; no rips or holes in pants.
- Must be hemmed.
- Only nylon sweat pants are allowed.

### Shorts

- Shorts are not permitted in the every day attire of the student. However, the administration reserves the right to allow students to wear shorts at certain times.
- Shorts must have at least a 4" inseam.

### Chapel days

- Must wear dress pants. No jeans (denim) of any color.
- **Must wear a collared shirt: button-down or polo shirt.** No T-shirts or pullover sweatshirts.
- Shirts must be tucked in.

### Ornamentation

- No earrings, nose, cheek, lip, tongue and/or body piercing permitted.
- Any type of Goth look or gang paraphernalia and accessories are not acceptable.

### Hair

- Must be kept neat, clean, and well groomed.
- No extreme hair styles or colors.
- Must not fall below the top of the collar, must be above the eye brows, and above the earlobes.
- Sideburns must be above the earlobe and face must be clean-shaven.

### Hats

- Hats are not permitted to be worn.

## **DRESS CODE CONSEQUENCES**

- Students who are not in dress code will be referred to the office.
- Parents/guardians will be notified of the offense.
- The administration will determine the result of the offense, ranging from a warning, detention, or an immediate change required.
- If students are unable to change into appropriate attire, they will be placed in in-house detention for the day.

## **PE CLASSES**

- Upper elementary, junior and senior high school students must be in dark colored shorts (minimum of 4” inseam), a blue or white T-shirt (not a muscle shirt), and tennis shoes reserved only for PE class.
- PE clothes are not to be worn to other classes. When PE is finished, the student must change back to his regular attire before attending the next class.
- Launder PE clothes regularly.

**REMEMBER...DRESS CODE IS IN EFFECT FOR ALL SCHOOL AND EXTRA-CURRICULAR ACTIVITIES!**

## **SPIRIT DAYS**

Administration will announce variations to the dress codes on specified spirit days.

# STUDENT CONDUCT & DISCIPLINE

*Philippians. 1:27 – “Only let your conduct be worthy of the gospel of Christ...”*

*1 Timothy 4:12-13 – “Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity.”*

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As a private, Christian school and a ministry of The Country Church, CCS has established a set of lifestyle expectations that reflect our church beliefs. These lifestyle standards include but are not limited to such issues as respect and obedience, submission to authority including parents, bullying and harassment, sexuality purity and morality, and drugs and alcohol use. Students enrolled at CCS agree to live their lives in harmony with the printed and announced policies that are in effect during their years at Country Christian. Scripture establishes the basic principles that guide the development of Christian character and govern all Christian behavior.

Discipline is an essential part of the learning process. The classroom must have an atmosphere that is conducive to learning, and the overall school spirit is to have a positive Christian quality. To accomplish this, teachers and administrators must communicate clearly the expectations and consistently enforce policies. Students must be cooperative and exhibit self-control. Parents and guardians must be supportive, involved, and uphold the tenets of the school.

Teachers are responsible to manage their classrooms. Most discipline issue will be handled directly with the student by verbal warnings, seating arrangements, discussions with students after class, written referrals, or sent to the office. The administration will handle all issues referred to them and deem the appropriate disciplinary measures: referrals with parental notification, after school detention, in-house detention, suspension, referral to school board, or expulsion. *(See page 30 for an explanation of our disciplinary flow-chart.)*

**Alcohol, drugs, tobacco** – The use and/or possession of alcohol, drugs, or tobacco products of a CCS student while either on or off campus will result in immediate removal from school premises and suspension pending board review.

**Bibles** – Every student (3<sup>rd</sup> –12<sup>th</sup> grade) is required to have a Bible and use it during morning devotions and chapels. Failure to do so will result in a written referral and appropriate disciplinary measures.

**Bullying or Threatening Language** – All complaints of bullying or threatening language will be promptly investigated and if substantiated, immediate corrective action will be taken. Consequences for acts of bullying or threatening language may include any of the following:

- Student mediation
- Parent conference
- Out of school suspension
- Referral to law enforcement
- Recommendation for expulsion

**Cell Phones and Mini Readers** – While cell phones are a convenience to our society, they are a privilege to have in a school setting. Cell phones and mini readers are not permitted in the classroom whatsoever due to their concealable nature. As well, because of the disruption to the educational process, cell phone use is not allowed by students from the time they arrive on campus until the last bell of the school day. If a student brings a cell phone to school, it is to be kept in the student's locker on silent or turned off throughout the duration of school hours.

If a student is found to have a cell phone on his/her person – whether being used or not – it will be confiscated and given to the administration. Disciplinary actions will result in the following:

- 1<sup>st</sup> offense: Parents will be notified, \$10 fee will be charged to get the phone back, and the phone will be returned to the parents.
- 2<sup>nd</sup> offense: Parents will be notified, \$20 fee will be charged to get the phone back, the phone will be returned to the parents, and the student will serve one of day in-house detention.
- 3<sup>rd</sup> offense: Parents will be notified, \$30 fee will be charged to get the phone back, the phone will be returned to the parents, and the student will serve three days of in-house detention.
- 4<sup>th</sup> offense: Automatic suspension pending board review for display of continual rebellion to the code of conduct.

Also, be aware that cell phones are subject to search and seizure by the administration at any time.

***Cheating/Plagiarism*** – Academic dishonesty is an ethical offense; it violates the school’s mission and will not be tolerated at CCS. Corrective action will be taken against students who are dishonest in completion of course work or in taking exams. Examples include but are not limited to the following: representing another’s work as your own, supplying another with answers, using cheat notes while taking a test, informing another of a test taken, copying another student’s answers, plagiarizing material from the Internet or other sources without proper citation. Cheating and plagiarism is a serious infraction that will be disciplined in the following manner.

- 1<sup>st</sup> offense – Receive a 0 on the assignment/test with no opportunity to make it up. Parents will be notified.
- 2<sup>nd</sup> offense – Suspension; automatic F for the quarter grade in the class; academic probation. Parents will be notified.
- 3<sup>rd</sup> offense – Suspension pending board review; F and no credit for the semester in that class. Parents notified.

Please note that all infractions in academic dishonesty will be kept in a Cheating/Plagiarism data system and are cumulative throughout a student’s high school career. For example, a student who cheats in 9<sup>th</sup> grade and does so again in 11<sup>th</sup> grade will have committed a second offense.

In unusual situations where the gravity of the infraction is so severe, the administration reserves the right to administer consequences in any order.

***Closed Campus*** – Country Christian has a closed campus. Once students are on school grounds, they are not permitted to leave until school is out or they have properly checked out at the office with parental permission.

***Detention*** – Detentions are 45 minutes after school hours and are meant to be a form of discipline and not a social hour. High school teachers, on a rotating basis, will oversee detention. Parents will receive notification of the detention by email. Detention lists will be posted in the school.

***Displays of Affection*** – Displays of affection are not appropriate or acceptable at school and school sponsored activities.

***Disrespect & Disobedience*** – Students are expected to respect and obey any and all authority figures of the school, church, and home: i.e, principals, teachers, pastors, recess monitors, kitchen workers, aids, parents, etc. Students are to be living with their parents or legal guardians and are not to be absconded from them.

As well, respect for the property and grounds of the church and school is mandatory. Repairs to property will be charged to the one responsible for the damage.

***Disruption in Class*** – Classrooms are designed to provide an environment conducive to learning. If students cannot comply with this, they will be referred to the office and the administration will determine the appropriate action to be taken.

***Dress Code Infractions*** – Dress code infractions will be referred to the administration. Depending on the severity of the violation, students may be asked to not wear a particular garment again or be asked to change their clothes. If students need to change, they can provide their own clothes or the administration will provide some for them.

***Electronics*** – Items such as cell phones, MP3 players, Ipods, CD players, PSPs, etc. are not allowed to be used from the time a student arrives on campus until the last bell of the school day. In addition, if these items are at school, they must be kept in the student's locker throughout the day. Any of these or other electronic devices found out of the locker will be confiscated and given to the administrator. Students might get them back at the end of the day or parents might be contacted to retrieve the confiscated items.

***Fighting*** – Any students engaging in physical fighting while on campus will be automatically suspended.

***Flagrant Misconduct*** – Acts such as vandalism, gambling, theft, lying, blatant defiance, pulling a false fire alarm, insubordination, harassment, forgery, etc. will result in parental notification and the administration disciplining at their discretion.

***Food & Drink*** – All food and drink is to be consumed in the designated eating areas only (commons or outside if nice). Food and drinks are not allowed in the hallways or classrooms.

***Gum*** – Gum is not allowed on campus. This helps to protect the carpets, desks, and tables from unwanted chewed gum.

***Immoral behavior*** – Sexual behavior is not acceptable of a CCS student. Any student discovered engaging in sexual activity of any type on or off campus will be automatically suspended pending school board review. As well, Country Christian adheres to the biblical standard of heterosexuality. Any other practice (including such things as transgender or cross dressing) will not be permitted on campus.

***Inline Skates, Scooters, & Skateboards*** – These items while fun are an insurance issue and are not allowed on campus at any time.

***Laptops and Tablets*** – Personal laptops and tablets are permitted for academic use only.

***Littering*** – Students should take pride in their school and clean up after themselves. Any who litter may be referred for disciplinary action.

***Lockers*** – Lockers are the property of CCS and are loaned to the student for usage during the school year. They must be returned in the same condition at the end of the year or a damage fee will be charged. Lockers are meant to remain locked. “Rigging” lockers opens the door to theft and causes potential damage to the locker unit. The school is not responsible for property taken from them. Lockers are not to be used for the storage of prohibited or illegal items and are subject to search at any time.

***Medication*** – Any medication to be taken by a student shall be brought to the school office in original packaging and be clearly marked. (No “baggies” of medication accepted.) An authorization form for school personnel to distribute medication must be on file in the school office in order for staff to administer medicine. We do not provide ibuprofen or acetaminophen (i.e., Tylenol or Advil) for students, even with parental permission.

**Notes** – Passing notes during class is not acceptable. Any note found (whether in class or not) is subject to confiscation and given to the administration.

**Pregnancy** – It is beyond the scope of our school to have pregnant girls in attendance. We ask the parents of girls who become pregnant to withdraw them from school. If a male student is the father, we ask that he also be withdrawn. If withdrawal does not occur, suspension/expulsion will take precedence.

**Profanity** – Use of profanity should not be found coming out of the mouth or heart of a Christian and is not allowed at CCS – whether verbal or written. A written referral and appropriate disciplinary action ranging from detention to suspension will result.

**Search & Seizure** - All property brought to school must be in compliance with CCS regulations. Therefore, periodic locker and property checks (including cell phones) could be conducted at any time by the CCS administration. If illegal or improper contraband is found, appropriate action will take place as deemed by the principal and/or the CCS school board.

**Senior Skip Day** - Senior skip days are never sanctioned by the CCS administration. Consequences for participation in a senior skip day include an unexcused absence, no participation in sports or extracurricular activities for the day, and the inability to make up work given on the day skipped.

**Sexual Harassment** – Sexual harassment will not be tolerated. Examples may include but are not limited to physical touching or graffiti of a sexual nature, displaying or distributing sexually explicit drawings, pictures, or other written or electronic materials, sexual gestures or obscene jokes, talking about one’s sexuality in front of others, requests for sexual favors and other verbal, non-verbal, or physical conduct of a sexual nature. All complaints about behavior that may violate this policy shall be promptly investigated. Students who violate this policy shall be subject to the full range of discipline sanctions including expulsion and reporting to law enforcement, depending on the severity of the act. They also may face criminal and/or civil law suits.

***Student Driving*** – A student driving themselves to and from CCS is a privilege, which can be revoked if the student does not prove to drive in a safe manner while on school grounds no matter what time of the day or night it is. As well, students are not permitted to go to their vehicles throughout the school day. Safety for everyone is the key.

***Student Parking*** – Students driving their own vehicles are required to park in the front parking lot and not behind the school. They are to reserve the front row parking for teachers and guests.

***Tardies*** – Excessive tardies will result in a written referral resulting in parental notification and/or detention.

***Threatening Language*** – see *bullying*.

***Truancy*** – Truancy is the unauthorized absence from any class, classroom, or other meeting place during the time that student should be in attendance. If a student is truant, parents will be notified. Truancy is a major offense and may result in suspension or expulsion.

***Visitors*** – All visitors (*parents included*) must first report to the office upon entering the building. Students desiring to visit the school for inquiry purposes will be allowed, but visitors for social purposes only will be denied. Extenuating circumstances will be looked at on an individual basis.

***Weapons*** – Possession of weapons on school property is against the law. Any knives, guns, numb chucks, or anything else that could be deemed a weapon is prohibited and will result in automatic disciplinary action, possibly involving the law.

## **STUDENT DISCIPLINE FLOW-CHART:**

***Referral*** - Given by staff members for infractions of the CCS handbook, including tardies, in-class disruptions, food & gum violations, cell phone & dress code violations, and minor inter-students conflicts and will result in an email notification to parents/guardians.

***After-School Detention*** – Given when students have two or more referrals. Students will be required to stay after school at a set day and time for 45 minutes, supervised by a teacher. Parents/Guardians will be notified by email.

***In-House Detention*** – Given when students have two or more after school detentions. Students will spend an entire school day in the detention room working on their class assignments for that day. Parents/Guardians will be notified by email.

***Suspension:*** Given by the principal or vice-principal for more serious offenses or for repeated infractions.

***Suspension Pending Board Review*** – For flagrant misconduct students will be referred to the CCS School Board to determine the extent of the discipline.