



Established 1982

Parent/Student Handbook 2014-15

The Principal reserves the right to amend the student handbook at any time during the course of the school year.

Claiborne Christian School

334 Laird Street
West Monroe, LA 71291

claibornechristian.org

Accredited by the Southern Association of Colleges and Schools (SACS)/ AdvanceEd

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Parents,

We are anticipating a ground breaking year here at Claiborne Christian School. Thank you for taking the time to thoroughly read the CCS Handbook. This handbook is a fundamental part of establishing our campus culture, guidelines, and goals.

“We are looking forward to partnering with you in the development of your child. This is a new year and a fresh start for all. Please take some time to encourage and prepare your child for what is to come. Your child’s development is our primary concern and we acknowledge that this development happens throughout the year in partnership with you, the family.” –Kitty Head, Principal

“Kingdom Education is a primary theme throughout your student’s CCS education. We expect every family to really dive into the 10 Principles of Kingdom Education. Education is a 24/7/365 growth process cultivated by school, church, and family intertwined to build strength and integrity of character in your child. Reach out to our staff and faculty if there is ever anything we can do to serve you and encourage you on this journey.” –Lee Taylor, Head Of School

We take into consideration every student as a unique individual and seek to create an atmosphere that provides the structure and environment where they feel safe and able to achieve their full potential. Please read through the academic and behavioral guidelines included within this handbook and help us to develop a culture of mutual respect and understanding between students, faculty, and parents.

Sincerely,

CCS Staff

From the Desk of
Lee Taylor

Head of School

Notice of Nondiscriminatory Policy as to Students

Claiborne Christian School admits students of any race, color, or national and ethnic origin 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 the administration of its educational policies, admissions’ policies, scholarship and loan programs, and athletic and other school administered programs.

History

In 1981, Pastor Michael D. O'Neal preached a series of messages at Family Church that cast a vision for a new ministry, one that would teach children to follow God completely with their lives. Claiborne Christian School opened its doors in 1982.

Our vision and mission statements and our core values will guide our school's policies, procedures, and practices. When combined, they define who we are and why we exist.

Vision & Mission

Our vision is to train students to be fully devoted disciples of Jesus Christ.

The mission of Claiborne Christian School is to partner with family and church to provide an atmosphere that encourages and equips students to know, love and serve Christ, to think and act in accordance with the Bible, and to strive for academic excellence.

Integration of Faith and Learning

The curriculum is rooted in a God-centered view of life, allowing students the opportunity to understand themselves and the world around them from a biblical perspective. All truth is found in God and is derived from His revealed Word and from objective observation of the world He created. In all matters, the Scriptures are supreme. The integration of biblical faith and learning is the responsibility and a primary function of the teacher at CCS. The school endeavors to select the best instructional materials available from secular and Christian publishers in order to reach its overall goals.

Doctrinal Statement

We believe that a Christian school must be fully and equally committed to excellence in education and fidelity to biblical truth. Claiborne Christian School is unbending in its dedication to provide the very best educational environment for students entrusted to its care. Its administration, faculty, support staff and curriculum adhere to the precepts and principles of the Holy Scriptures, God's inspired Word for this and every age.

Statement of Faith

There is one God: the Father, the Son and the Holy Spirit, who subsists as coequals in unity, and also as three separate, distinct persons.

Jesus Christ is God's Son. He was born of a virgin as both God and man, lived a sinless life, died to atone for the sins of human beings, was buried, rose from the grave, and ascended into heaven where He will continually minister as our Great High Priest and Advocate.

We believe in the literal, bodily return of Jesus Christ to this earth.

The Holy Spirit is the divine helper, assistant, counselor and instructor, and His work is to reveal Christ, convict of sin, lead to repentance, guide believers, comfort, strengthen and sanctify the soul.

The Bible is God's Holy Word, without error, and is the sole authority for life.

Human beings are the special creation of God, made in His image and, through the sin of the first man, Adam, have inherited a sinful nature, and thus are in need of salvation.

Salvation is a gift through repentance toward God and faith in Jesus Christ, and every person who truly is saved is eternally secure in the Lord Jesus Christ and will spend eternity in heaven, while those who die without salvation in Jesus Christ will spend eternity in hell.

Believers are to live in accordance with God's commandments and to proclaim the Gospel to the entire world. Each believer has, by prayer, direct access to God through the Lord Jesus Christ.

The church is a local body of believers with the Lord Jesus Christ as the head.

Assisting Christian Parents

CCS endeavors to function as an extension of the Christian home, supporting parents in the biblical mandate giving them ultimate responsibility for the education of their children. Teachers, parents, and students must have a common grounding in the Lordship of Jesus Christ as revealed in the Scripture and common commitment to the work of education. In order to serve these families with biblical instruction and godly examples, the school employs administrators, faculty, and staff who serve as role models in their Christian walks, their professional lives, and Christian faith.

Core Values

The Bible - The Bible is the inspired Word of God and provides guidance for how we should live. 2 Timothy 3:16

The school will:

- govern itself according to biblical principles.
- look to the Bible as the main source of knowledge for all subject areas.
- train teachers and students in a biblical worldview.
- integrate the Bible into all areas.
- provide an appropriate and challenging Bible curriculum at each grade level.

Salvation/Discipleship - Those who say they live in God should live their lives as Christ did. 1 John 2: 6

The school will:

- employ staff dedicated to knowing, loving, serving, and becoming like Christ.
- provide a climate that encourages students to pursue full devotion to Christ.
- base discipline and behavioral standards on Biblical principles that develop Christ-like character in students' lives.
- teach about life transformation that occurs through the power of the Holy Spirit.
- teach holiness as the normal lifestyle for a believer.

The Church - God uses the church to fulfill His purposes here on earth. Acts 2:42-47

The school will:

- recognize its existence as a ministry of Family Church.
- operate under the authority of Family Church.
- expect its board members, administration, faculty, and staff to be active members of Bible-believing local churches.
- encourage parents and their families to be active members of Bible-believing local churches.
- demonstrate honoring the church through its policies, procedures, and practices.

Service – *“Whoever wants to be a leader among you must become your servant, and whoever wants to be first must become your slave. For even the Son of Man did not come to be served, but to serve, and to give His life as a ransom for many.”* Matthew 20:26-28

The school will:

- train staff and students in the characteristics of a servant.

- involve students in activities that teach the value of and the joy in service to others.
- teach students to be good stewards over the skills that God has given them.
- assist believers in identifying and developing their spiritual gifts.
- provide opportunities for believers to use spiritual gifts in school, church, and community.

Christian Families - God emphasized the importance of parents training their children to know, love, and serve Christ. Deuteronomy 6:6-9

The school will:

- develop and implement policies and procedures that support the Christian family.
- seek to communicate effectively with parents in all areas.
- provide training and resources to help parents build Christ-honoring homes.

Academic Excellence - Academic excellence challenges each individual student to reach his full, God-given potential in life.

The school will:

- employ teachers knowledgeable in and passionate about given subject areas.
- provide a safe and comfortable learning environment where students are actively engaged and challenged in their learning.
- provide a coordinated curriculum that is defined by clear goals and high expectations so that students can achieve success that is measurable and clearly communicated.
- commit to using available funds to purchase items necessary to enhance our academic programs.
- constantly research new methods and programs that will assist us in achieving academic excellence.

Statement of Beliefs

The Bible - We believe that the entire Bible is the verbal inspiration of God. Through the providence of God, the Word of God has been protected and preserved, and is the only infallible and authoritative rule of faith and practice. 2 Timothy 3:16-17, 2 Peter 1: 20-21

God - We believe that there is only one true, living, sovereign, holy, and eternally existent God. He exists in three co-equal persons- Father, Son, and Holy Spirit- each being a distinct person. Each has a distinct function, but they are all of one essence and possess the same nature, perfection, and attributes. The triune God is the creator and sustainer of all things, the source of all truth, and is worthy of worship, confidence, and obedience. Deuteronomy 6:4-5, Genesis 1:31

Jesus Christ - We believe that Jesus Christ is God. He was conceived by the Holy Spirit, born of a virgin, lived a sinless life, performed many miracles, shed His blood on the cross to pay the debt for our sins, was buried, bodily resurrected, and ascended to the right hand of the Father. He will return literally, visibly, and personally in glory and power. John 1:1-3, 14; Matthew 1:18-25; Philipians 2:5-9; Colossians 1:15; 1 Corinthians 15:1-8; Acts 1:11

Holy Spirit - We believe that the Holy Spirit is God, co-equal with God and co-existent with the Father and the Son. We believe in the dynamic and personal work of the Holy Spirit in the life of an individual. This includes the concepts of a present day, active, and intimate relationship with God, which enables for service and endures with the ability for successful, everyday living. John 14:16-19; 16:7-15; 1 Corinthians 6:19-20; Romans 8:9,11; Titus 3:5

Mankind - We believe that in the beginning God created mankind in His image. Mankind was originally created with the ability to live perfectly for God's glory. Genesis 1:27,31

Sin - We believe that Adam, the first man, sinned by disobedience. This act resulted in the fall of all mankind; therefore all people have sinned and lost their ability to live for the glory of God. Every person's sin incurs both physical and spiritual death until there is forgiveness and salvation by the grace of God. Genesis 3:1-24; Romans 3:10-23; 5:12-21; 6:23

Salvation - We believe that the salvation of lost and sinful people is a free gift from God's grace apart from human works, based solely upon Christ's vicarious and atoning death, effected by the regenerating work of the Holy Spirit, and received only through faith in the person and finished work of Jesus Christ on the cross and His resurrection from death. Ephesians 2:8-10; 2 Corinthians 5:21

Transformation - We believe that the Lord expects us to grow in our relationship with Him after salvation. Believers are increasingly transformed into the image of Christ as they submit to the work of the Holy Spirit in their lives. We believe that full devotion to Christ and His cause is normal for every believer. 1 Kings 11:4; Philipians 2:1-11; 2 Corinthians 8:7

The Church - We believe that the church is the body of Christ and the family of God. It is made up of saved and baptized believers, who regularly join together for worship, fellowship, and ministry. Matthew 16:18, 1 Corinthians 12:12-14; Hebrews 10:25

Evangelism - We believe that it is the responsibility and privilege of every Christian to proclaim the good news of Jesus Christ and to seek to make growing disciples. Matthew 28:18-20; Acts 1:8

The Home - In addition to these important beliefs, we also believe that God has given the parents and the home the responsibility to bring up their children in the nurture and admonition of the Lord. We believe that a consistent and whole education will occur when home, church, and school work closely together and are in agreement on the basic principles of life. Ephesians 6:4; Proverbs 22:6

IDEAL CCS Graduate

Demonstrates the Love and Attitude of Christ

- Practices an others-first mentality and attitude
- Responds to needs with compassion and a servant's heart
- Respects and honors authority
- Engages culture and world with the love of Christ

Maximizes Potential

- Works at everything as "Unto the Lord"
- Prioritizes and honors commitments
- Works to improve and stretch beyond the familiar or comfortable



Seeks to Learn and Grow

- Is teachable, acknowledging that there is always room for growth
- Makes learning a life-long endeavor
- Committed to studies and to reaching academic potential

Committed to an Authentic Faith

- Has the Courage to stand up for beliefs
- Integrates faith into all areas of life
- Naturally shares faith with others
- Understands the Bible and how it fits together
- Lives a life of integrity

Fulfills God-given Purpose

- Has a vision of who God made him or her to be
- Lives in pursuit of that God-given vision and purpose
- Develops understanding of personal strengths and weaknesses
- Seeks to use gifts and talents



2014-2015 ACADEMIC CALENDAR

318.396.7968

AUGUST 12	TUESDAY	BACK TO SCHOOL ORIENTATION AT 6:00PM (ALL GRADES)
AUGUST 14	THURSDAY	HALF-DAY OF SCHOOL FOR KINDERGARTEN – 12 TH STUDENTS. WE WILL DISMISS AT 11:30.
AUGUST 15	FRIDAY	FULL DAY OF SCHOOL FOR KINDERGARTEN – 12 TH
SEPTEMBER 1	MONDAY	LABOR DAY HOLIDAY
SEPTEMBER 5	FRIDAY	CCS KINDERGARTEN GRANDPARENT'S BREAKFAST FOR K - 5 TH GRADES
SEPTEMBER 26	FRIDAY	END OF THE FIRST SIX WEEKS PERIOD
OCTOBER 13	MONDAY	PARENT – TEACHER CONFERENCES (NO SCHOOL FOR STUDENTS)
OCTOBER 31	FRIDAY	END OF THE SECOND SIX WEEKS PERIOD
NOVEMBER 11	TUESDAY	VETERAN'S DAY HOLIDAY
NOVEMBER 14	FRIDAY	CCS HOMECOMING
NOVEMBER 24 – 28	MONDAY – FRIDAY	THANKSGIVING HOLIDAY
DECEMBER 17 – 18	WEDNESDAY – THURSDAY	MIDTERMS FOR GRADES 6 TH – 12 TH
DECEMBER 19	FRIDAY	HALF – DAY FOR ALL GRADES. END OF THIRD SIX WEEKS PERIOD
DECEMBER 22 – JAN 2	MONDAY – FRIDAY	CHRISTMAS HOLIDAY – CLASSES RESUME JANUARY 5, 2015
JANUARY 19	MONDAY	MARTIN LUTHER KING DAY HOLIDAY
FEBRUARY 13	FRIDAY	END OF THE FOURTH SIX WEEKS PERIOD
FEBRUARY 16	MONDAY	PRESIDENT'S DAY HOLIDAY
FEBRUARY 28	SATURDAY	CCS LIVE & SILENT AUCTION
MARCH 2 – 6	MONDAY – FRIDAY	PARCC PHASE 1 TESTING FOR 5 TH – 8 TH GRADES
MARCH 9 – 13	MONDAY – FRIDAY	SPRING BREAK
MARCH 23 - 27	MONDAY – FRIDAY	PARCC PHASE 1 TESTING FOR 3 RD & 4 TH GRADES
MARCH 27	FRIDAY	END OF THE FIFTH SIX WEEKS PERIOD
MARCH 27	FRIDAY	CCS JUNIOR/SENIOR PROM
APRIL 3 – 6	FRIDAY – MONDAY	EASTER HOLIDAY
APRIL 20 – 24	MONDAY – FRIDAY	IOWA TESTING FOR KINDERGARTEN - 2 ND GRADE
APRIL 21 – 24	TUESDAY – FRIDAY	EOC TESTING FOR GRADES 9 TH – 12 TH
APRIL 27 – MAY 1	MONDAY – FRIDAY	PARCC PHASE 2 FOR 5 TH – 8 TH GRADES
MAY 4 – MAY 8	MONDAY – FRIDAY	PARCC PHASE 2 TESTING FOR 3 RD & 4 TH GRADES
MAY 8	FRIDAY	CCS CLASS OF 2015 COMMENCEMENT EXERCISES AT 7:00PM
MAY 14	THURSDAY	CCS KINDERGARTEN GRADUATION AT 7:00PM
MAY 18 – 19	MONDAY – TUESDAY	FINAL EXAMS FOR 6 TH – 11 TH GRADES. THESE GRADES ONLY WILL DISMISS AT 11:30
MAY 19	TUESDAY	CCS EIGHTH GRADE PASSAGE AT 7:00PM
MAY 21	THURSDAY	LAST DAY OF SCHOOL/AWARDS DAY FOR GRADES 1 ST – 7 TH

2014-15 School Calendar Administrative & Instructional Staff

Administrative Staff

Lee Taylor	Head of School
Kitty Head	Principal
Amy Brooks	Curriculum Coordinator
Kristin Bennett	Records
Kristen Slaughter	Assistant to Head of School
Amy Harris	School Office
Chad Olinde	Head of Discipline, Athletic Director
Josh Taylor	Director of Development
Kathy Bower	Food Service Manager
Alison Walker	Bookkeeper & Payroll

Ext. E-mail

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3702	kitty.head@claibornechristian.org
3708	amy.brooks@claibornechristian.org
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3706	chad.olinde@claibornechristian.org
3707	josh.taylor@claibornechristian.org
3206	kbower@familychurch.org
3202	awalker@familychurch.org

Teachers

Angie Osbon	Kindergarten & Elementary Lead Teacher	angie.osbon@claibornechristian.org
Kristian Worster	Kindergarten	kristian.worster@claibornechristian.org
Sharon Armstrong	First Grade	sharon.armstrong@claibornechristian.org
Heather Vidrine	First Grade	heather.vidrine@claibornechristian.org
Laura Womack	Second Grade	laura.womack@claibornechristian.org
Amber Keen	Third Grade	amber.keen@claibornechristian.org
Kristie Mitchell	Fourth & Fifth Grade History, Math and Science	kristie.mitchell@claibornechristian.org
Markayla Cernigliaro	Fourth & Fifth Grade Bible, English and Reading	markayla.cernigliaro@claibornechristian.org
Kristin Bennett	Computer & PE	3703 kristin.bennett@claibornechristian.org
Dreamer Jowers	Sixth Grade Homeroom, Sixth & Seventh Grade Bible, Sixth Social Studies, LVS Facilitator	dreamer.jowers@claibornechristian.org
Myra Lovett	Seventh Grade Homeroom, Sixth - Seventh Grade English & Reading and Seventh Social Studies	myra.lovett@claibornechristian.org
Dustin Mathews	Eighth Grade Homeroom, Sixth – Eighth Math, Sixth & Seventh Science	dustin.mathews@claibornechristian.org
Nicki Olinde	Eighth-Ninth Bible, Yearbook, Middle-High School Lead Teacher	nicki.olinde@claibornechristian.org
Amy Brooks	Eighth Grade Reading and English	3708 amy.brooks@claibornechristian.org
Wanda Murphy	Ninth Grade Homeroom, Eighth-High School History, Guidance Counselor	3704 wanda.murphy@claibornechristian.org
Heather Gulde	Tenth Grade Homeroom, High School English	heather.gulde@claibornechristian.org
Michael Lewis	Tenth Grade Bible	michaellewis@innministries.org
Brandon Steele	Eleventh Grade Homeroom, High School Mathematics	brandon.steele@claibornechristian.org
Lee Taylor	Twelfth Grade Bible, Student Leadership Institute	3701 lee.taylor@claibornechristian.org
Luke Polk	Twelfth Grade Homeroom, Eighth - High School Science	luke.polk@claibornechristian.org
Laura Kaul	Librarian	laura.kaul@claibornechristian.org
Anita Wilson	Art	anita.wilson@claibornechristian.org
	Music, Choir Director, High School Fine Arts	@claibornechristian.org
Robert Mitcham	Physical Education	3710 robert.mitcham@claibornechristian.org
Jodey Edwards	High School Psychology	jodey.edwards@claibornechristian.org

Faculty

CCS teachers are carefully chosen professionals dedicated to providing a Christ-centered education of excellence to our students. Our faculty is not only well prepared, but also appreciates the individual differences of each student. We believe that every student deserves the opportunity to develop his or her full potential in all areas of learning.

All faculty and staff are committed to modeling a lifestyle of full devotion to Jesus Christ that is reflected in the way they handle themselves personally and professionally.

Communication with Faculty and Staff

CCS Faculty and staff welcome constructive communication from parents at any time. Any of the following methods may be used to contact a staff member:

1. Staff Mailboxes – Notes or letters may be left in the school office for placement in the staff mailboxes.
2. Voice-mail and E-mail – All CCS staff and faculty have email addresses. Also, CCS administrators have voicemail extensions. Every attempt will be made to respond to all voice-mail and e-mail messages within 24 hours during the school week.
3. If you would like to arrange a conference, please make your request in the form of a note, voicemail, or email so that a time may be scheduled. Instructional time in the classroom is valuable. Unscheduled conferences prohibit teachers and administrators from adequately addressing your questions and concerns. Teachers and administrators have conference times built into their schedules when they would be happy to meet with you.
4. Our staff's family time is precious. We ask you to refrain from calling or texting our staff at home about school issues.
5. The school receptionist is not free to leave the office to take messages to students. Please make every attempt to have after-school plans in place prior to the school day.
6. In seeking to solve any problem or misunderstanding originating in class, students and parents should work with teachers first, then administration if needed.

Concerns involving students and classroom procedures are most appropriately directed to the teacher. Questions concerning policies of the school should be directed to the appropriate lead teacher (Kitty Head for kindergarten – fifth

grade; Nicki Olinde for sixth – twelfth grade). If after meeting with the appropriate lead teacher a meeting with the principal is deemed necessary, the main office will contact you to schedule that meeting.

Following the above process will not only help us to better meet the needs of our students, it will ensure that we handle problems in ways that are biblical! Our desire is to honor God in discussing conflicts and to handle issues according to the principles presented in Matthew 18:15 – 17.

Parent- Teacher Conferences

Our goal at CCS is to help you fully maximize your child's potential, and we need your feedback to do this successfully. For this reason we encourage you to attend our scheduled parent-teacher conference day, usually held in October of the fall semester. This conference is designed to help the teacher and parent work together to gain a better understanding of the child's strengths and weaknesses and then plan to further develop strengths and address any areas of weakness.

While we have one regular parent-teacher conference built into our calendar, we also recognize that you may need to meet with your child's teacher other times during the school year. We encourage you to schedule a time to meet with individual teachers as soon as you notice any of the following:

- Your child seems bored OR you feel he is not being challenged.
- Your child is overly anxious or stressed about school OR you feel that he is overwhelmed with his course load.
- Your child's academic performance seems to be slipping OR his attitude toward his academic performance has been lax.
- Your child seems to be struggling socially, emotionally, or spiritually.

Conflict/Complaint: The Student Appeal Process

The doctrine of authority and appealing to authority can be traced in both the Old and New Testaments. To appeal authority is to acknowledge another's rule in your life. To be in position of leadership and to hear an appeal is to accept our human imperfections.

The appeal process is not a cute trick to avoid conflict. Rather, it is a lifelong, character-building trait. The willingness of an individual to submit to authority is directly related to the fairness exhibited by that authority. In general, life is not fair. Yet, parents (and educators) can be fair without compromising their authority by teaching their children how to approach them with reasonable appeals.

The appeal process benefits children, parents, families, and societies for the following reasons:

- It makes obedience attractive to children, since they know that their authorities are approachable and willing to revisit a previously given instruction.
- It protects children from becoming needlessly frustrated.
- It prepares children to interact correctly with present and future authorities.
- It prevents authorities from being arbitrary, legalistic, or authoritarian.

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- It allows authorities to change their minds without fear of compromising their authority.
- It communicates how biblical authority maintains fairness with integrity.

Guidelines for Making a Godly Appeal

1. The appeal must be made by the child to the authority that gave the instructions.
2. To activate the appeal process, the child must initiate the conversation by providing new information.
3. The appeal will only be allowed when the child comes in humility. A gentle spirit communicates the child's recognition of the authority's right to rule and overrule. If there is no humility, there is no appeal.
4. Appeals can be made only once. In other words, a child cannot repeatedly plead his case. The child must learn to accept "no" gracefully and do as told.
5. A good way to begin an appeal is, "May I appeal?"
6. The appeal process is a privilege, not a way to avoid objectionable tasks or to get out of personal responsibility."

* All information on the appeal's process was taken directly from ***Growing Kids God's Way*** by Gary and Anne Marie Ezzo.

Admissions

The following documents must be presented when seeking admission at any grade level:

- Birth Certificate
- Social Security Card
- Immunization Records
- Latest Report Card
- Most recent achievement scores

A member of the CCS Leadership team must interview parent/guardian and student. Students must meet the academic and behavioral requirements of the school. In reviewing the academic and behavioral record of the student, the school reserves the right to place the student on Provisional Admission to ensure that the standard of CCS is met.

Claiborne Christian School does not accept students who are applying for admission following an expulsion from another school for violence, drugs, bullying, or other serious infractions.

Admission for children with special needs

Claiborne Christian School will make every possible effort to accommodate students who have special needs within the reasonable resources of the school and personnel. However, the school does not have a Special Education Program.

If it becomes clear that a student is not succeeding academically, CCS may recommend a school or placement that will better serve an individual student. We believe that the success of the student is most important, and we will use referrals for alternative placement if the administration deems that necessary.

Provisional Admission

All new middle and high school students who are accepted at

CCS are granted **provisional** admission. What this means is that the student will have one semester or year of close accountability and support to make sure Claiborne Christian is able to meet his/her needs and that he/she is also a fit for CCS.

Throughout the provisional period, the student will be evaluated in several key areas by the middle or high school faculty and the school leadership team. In addition, we will meet with the student and touch base with the parents periodically about the student's progress and to answer any questions or concerns they may have along the way. As long as the student remains in good standing in all of the areas listed, his/her provisional status will be lifted. Should he/she fail to meet our criteria in these areas, their enrollment at CCS is subject to be terminated.

In addition to the provisional admission criteria, all high school students are required to have a drug test completed before attending Claiborne Christian School.

Provisional Admission Evaluation Areas

- **Attitude**— Students should maintain a positive attitude and refrain from grumbling, complaining, or arguing. Students' attitude should reflect that they consider it a privilege to attend CCS.
- **Class Participation**— Students are expected to interact and engage in all classes. They should come to class prepared with all necessary materials and required homework completed. They should remain on-task as directed by the teacher at all times.
- **Behavior**— Students are expected to abide by all classroom and school rules at all times.
- **Peer-Interactions**— Students are expected to treat other students with respect and kindness. Bullying, teasing, mocking, or otherwise degrading another student will not be tolerated. Students should refrain from initiating conflict with other students and, instead, make every effort to get along with others.
- **Respect for Authority**— All adults on our campus are in authority over our students. In addition to teachers and administrators, this includes cafeteria staff, maintenance & janitorial staff, and church staff. Students are expected to respond respectfully to authority. Disrespectful or antagonizing speech, body language, or attitude is never acceptable. There is a godly appeal process outlined in the student handbook for handling issues in which students feel they've been treated unfairly by any campus authority.
- **Academics**— Students are expected to work to their maximum potential in every class. If students begin struggling in a particular class, they should be proactive in seeking help. Students should not wait until the end of a six weeks to acknowledge that they have a problem in a class.

- **Attendance & Tardies**— Students are expected to refrain from excessive absenteeism and/ or tardiness.

**The school leadership team has the right to add criteria to the provisional admission to meet specific needs of a student.*

Withdrawal Procedures

All financial obligations must be cleared with the school office in order for your child's records to be released upon withdrawal. If any outstanding fees exist, they must be paid in full before records will be released. All tuition, registration, and fees are non-refundable.

Students are required to officially withdraw from CCS before records can be released to another school. Please notify the school office at least one day prior to withdrawing your child. All hardback textbooks and library books must be turned in.

Change of Address /Telephone Number

For the safety and security of your children, please inform the office in writing as soon as there is a change of address or telephone number. If any emergency numbers given at registration are changed, please inform the office immediately.

WE MUST HAVE A NUMBER TO CALL IN CASE OF EMERGENCY.

Curriculum & Instruction

Claiborne Christian School strives to select the best instructional materials from both Christian and secular publishers in order to reach our goals. The sequential order of the overall curriculum facilitates the mastery of basic knowledge and skills.

We strive to make learning a stimulating experience emphasizing basic disciplines, critical thinking, and artistic expression, so that our students will develop the motivation, discipline, and intellectual curiosity necessary to fulfill their potential.

Elementary grades use Christian-based textbooks as the primary source for all subjects, except reading. CCS has chosen to use a secular-based reading textbook in grades 1 - 5 because of the quality of the academic content. Any stories that go against a biblical view of life in this series of books are skipped and are not read aloud in the class. Teachers may discuss the reasons we have chosen to skip these particular stories with their students. Regardless of the publisher, the goal of each subject area is to establish a foundation that is centered upon the Truth of God's Word.

Textbooks from secular publishers are used more frequently as students move into middle and high school. Students begin to evaluate information, ideas, and situations against the Truth found in God's Word. They are taught to discern and

refute lies commonly found in textbooks, college classrooms, and in the media.

Classic works of literature are studied by our middle and high school students. While these pieces may contain occasional obscenities and mature themes, we believe that exposing our students to certain major pieces is important.

To begin with, Common Core State Standards place a high value on helping students read rigorous, complex texts independently. Reading the classics requires that students struggle with analyzing difficult texts.

Another reason we expose students to particular works from the past is that many contemporary pieces allude to these classical works, and to be well-educated, our students need to recognize references to characters and themes from these classics.

Reading classic pieces of literature also forces us to look deeply at human nature, both the sinful aspect of mankind and the attributes we share as people because we are made in God's image. As students learn to evaluate and analyze characters, themes, and points of view against a biblical perspective of life, they grow in discernment.

Parents are requested to observe the following process to resolve questions or problems:

- The parent/guardian must discuss the issue with the classroom teacher
- If the question remains, the parents may appeal to the lead teacher.
- Failing to come to a mutually agreeable solution, parents may seek an appointment with the Principal.

SACS/ AdvanceEd Academic Plan and Educational Beliefs – Adopted 2006, Revised on Accreditation visit 2012

Clear, challenging goals and effective feedback promote student learning.

Students learn best when they are in a safe, orderly environment and are actively engaged in their learning. Curriculum and instruction must reflect God's truth and prepare students for a life of service to Christ. Various learning techniques and forms of assessment should be used to accommodate different learning styles.

Student learning is enhanced by positive teacher-student relationships.

Our school must be committed to continuous improvement if we are going to enable students to become confident, life-long learners.

Critical thinking skills must be developed in order to enable students to think from a biblical perspective and to equip them to reach their full intellectual potential. Students must be taught self-discipline in order to develop Christ-like character.

Challenged Materials Policy

Despite the great care taken in the selection process, there may be occasional objections raised to some of the materials included in the CCS Library. Concerns should be handled in a scriptural manner, following the principles in Matthew 18:15-17. Anyone hearing concerns should refer that person to the Library. Any parent, faculty, or staff member may challenge materials he or she deems objectionable by the following procedure outlined herein.

CCS supports the rights of all parents to monitor their child's reading and instructional materials. However, those rights extend only to their children. Individuals are not free to define what is appropriate for all students and teachers to read, view, or hear. The school retains the right for students to have availability to materials, which have gone through the selection policy and chosen by the administration as acceptable use.

When materials are challenged, the following procedure is to be followed:

1. Formal objections to library materials are initiated by filling out a Request for Reconsideration Form. The Request for Reconsideration Form must be signed by the complainant and filed with the administrator or teacher in charge.
2. The form will then be referred to the Literature Review Committee.
3. The Literature Review Committee will then review the challenged materials based upon the objections set forth in the Request for Reconsideration form. Based upon that review, the Literature Review Committee will make a decision whether to keep or remove the material from the curriculum.
4. The Literature Review Committee will send written notice to the complainant regarding their decision.
5. All challenged materials shall remain in circulation during the challenge process period.

Grading Scale

A	=	E	=	Excellent	100-93
B	=	S+	=	Above Average	92-85
C	=	S	=	Average	84-77
D	=	S-	=	Below Average	76-68
F	=	U	=	Failing	67-Below

Grade Computation Policy

Grades will be based on a variety of assignments each six weeks. **There will be a minimum of five graded assignments per six weeks in each subject area, three of which will be test grades.** Other types of assignments include:

- Homework
- Class work
- Quizzes
- Book reports
- Special projects or reports
- Other

Grade Reporting

Grades will be available for parents to view online through a link on our website. Please contact the school office to receive a username and password that will allow you access to this program if you do not already have one. Please remember to give teachers one week after a test, etc. to post grades. If it is necessary to know the grades prior to this, please contact that teacher directly by e-mail.

Report cards will be mailed to the primary address on record after each six-week grading period.

Students in kindergarten through seventh grades will receive papers each week. Students will be held accountable for returning these to the teacher within two days.

Homework

Homework is one way to teach our students to be responsible and to reinforce what is taught in the classroom. Students are held accountable for completing the assigned out-of-class work. Homework will be listed in speckle books for grades K – 2nd grade. Students in grades 3 – 8th will record daily assignments in a student planner or binder. We ask that you review assignments daily (speckled book or student planner). Please contact the teacher if you have any questions or concerns in this area.

Homework Requests

Homework requests for absentees should be called in before 9:00 am. Work for students in grades K-12 should be picked up in the main office after 2:00. If you call after 9:00am your child's homework may not be ready until the following day.

Make-Up Work

Students will be permitted to make up all work missed during **excused absences** to include tests and graded materials. **Students may also be allowed to make up work missed during absences due to pre-planned family activities, trips, or vacations if coordinated in advance with instructors using the PRE-PLANNED ABSENCE FORM. This form must be signed by each of the child's teachers (6th-12th) BEFORE the absence. Students in grades K-5 may submit the form OR an email to the teacher at least 2 days in advance.**

Exception: Students will not be allowed to make up work missed during unexcused absences incurred without prior permission of the teacher, days of suspension, or while skipping class.

Students who are in school when a test or activity is announced and who miss only the day of the test or activity and return the day following the said test or activity will be expected to take the test or complete the activity on the day of return. It is generally in the best interest of the student to take a test or complete an activity when the other students are doing so. The teacher may alter the format of a makeup test in any manner as long as the test covers the same material as the original test. A student should arrange to make up any work missed that was not announced prior to the student's absence within two days of returning to school.

It is the responsibility of the student to see that makeup work is done. The student should ask the teacher if he/she missed work and make arrangements with the teacher for making it up. The teacher is not responsible for tutoring students in work missed during absences.

Academic Probation

Students are placed on academic probation if they receive two F's at the end of the semester grading period. Parents will be informed of the probationary status. Once a student is notified of their probationary status, they will remain on the list for one calendar year (12 months/two semesters).

During this time, CCS faculty will make every effort to ensure student success with regards to academic improvement. A student may not receive one F for a semester average in any subject during the 12-month probationary period. If such grades do re-occur during this period, the student may not be allowed to re-enroll for the following school year. Students who are asked to leave CCS for academic reasons may reapply after one calendar year. If they choose to return to CCS after the academic year, they must follow the normal admissions procedures.

Honors / Awards

Special recognition will be given at the end of the year to our honor students. Kindergarten and 8th grade students will be recognized at their graduations. Students in grades 1-12 will be honored during our awards ceremonies at the end of the year. The following awards will be given out in grades 1-12:

- **Principal's List** – Students must earn all A's in every subject every grading period.
- **A Honor Roll** – Students must have an A average in all subject areas for the year.
- **B Honor Roll** – Students must have a B average in all subjects for the year.
- **Perfect Attendance** – Students must be in attendance at least half a day to be considered present (See Attendance policy).
- **Most Christ-like Award** – Students and teachers will vote on one boy and one girl from each class to receive this award. Criteria are as follows:
 - Exhibits the fruit of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control) as defined in Galatians 5:22
 - Stands up for and speaks truth (Ephesians 4:15)
 - Defends the weak (Psalm 82:3)

- Exhibits humility and mercy (Matthew 5: 5 – 7)
 - Works for peace (Matthew 5:9)
 - Respects authority, peers, and property (Hebrews 2:13 – 25)
 - Is hardworking and responsible (Ephesians 6:7)
 - Willingly accepts correction (Colossians 3:16)
 - Seeks to grow in his/her relationship with Christ (Colossians 3:2 – 15)
- **Citizenship Award** – Students and teachers will vote on one boy and one girl from each class to receive this award. Criteria are as follows:
 - Exhibits school pride
 - Take the initiative to maintain the cleanliness of classrooms and the overall school environment
 - Honors and respects others in our school and / or community
 - Volunteers to help in our school and / or community

Pass / Fail Policy

- a. Grades are computed on a yearly average in order to determine whether the student passed or failed.
- b. To be promoted, kindergarten students must earn at least a C average in Phonics, Reading, and Math.
- c. To be promoted, first grade and second grade students must earn at least a C average in Reading and Math.
- d. To be promoted, third through fifth grade students must pass ALL subject areas with an average of at least 68.
- e. Middle school students must pass all CORE subjects (reading, English, math, science, and social studies) with an average of at least 68 to be promoted to the next grade level.
- f. High School students must pass all courses and meet all credit requirements determined by the state of Louisiana.
- g. Standardized test scores will be used to help determine promotion.
- h. The State Department of Education requires students to be in attendance 160 school days. This

includes excused and unexcused absences. The student can fail for the year due to excessive absences.

- i. GEE tests for 10th & 11th grades are administered in the spring; students must pass all four components with a score of Basic or above, or one of the following combinations of scores with the English language arts score at Basic or above:
 - a. one Approaching Basic, one Mastery or Advanced, Basic or above in the remaining two; or
 - b. two Approaching Basic, two Mastery or above.

Eighth Grade Passage

The Eighth Grade Passage Ceremony will be held at the end of the Eighth grade year to honor and recognize students moving from middle to high school. Students are required to pass all Eighth grade courses to participate in the Passage.

High School Graduation & Requirements

For incoming freshmen in 2008 – 2009 and beyond, the 24 units required for graduation include 16 required units and 8 electives for the Louisiana Core Curriculum, or 21 required units and 3 elective units for the Louisiana Core 4 Curriculum.

Beginning with incoming freshmen in 2008 – 2009, all ninth graders will be enrolled in the *Louisiana Core 4 Curriculum*. After the student has attended high school for a minimum of two years, as determined by the school, the student, the student's parent, guardian, or custodian may request that the student be exempt from completing the Louisiana Core 4 Curriculum. He or she would then be enrolled in the *Louisiana Core Curriculum*.

To earn a standard diploma, students must pass one End-of-Course (EOC) test from each of the following categories:

- a. English II or English III
- b. Algebra I or Geometry
- c. Biology or American History

The EOC tests in all of the subjects above will count as the final exam. State guidelines require that the tests count as 15% of the overall course grade.

The graduating class **valedictorian** shall be a student who is enrolled at CCS at least one full semester prior to his/her senior year and who, according to the Louisiana Educational Accountability Data System (LEADS), has the highest cumulative GPA at the end of the first semester of the senior year. The **salutatorian** honors shall be awarded to the student who is enrolled at CCS at least one full semester prior to his or her senior year and who, according to the Louisiana Educational Accountability Data System (LEADS), has the second highest cumulative GPA at the end of the first semester of the senior year.

Graduation Fees

Each senior is required to pay a graduation fee of \$125. This fee covers the required graduation materials including cap, gown, invitations, envelopes, and thank you notes. The remainder of this fee funds senior events and a portion of the grad night event.

LA Core 4 Curriculum

(Required for Class of 2012 and later)

The following courses must be completed for any student planning to attend any four-year university in Louisiana.

UNITS COURSES

English – 4 Units

- English I, II, III, IV

Math – 4 Units

- Algebra I

- Geometry

- Algebra II

- Remaining Unit should come from the following:

Financial Math, Math Essentials, Calculus, Advanced Math I or II, Pre-Calculus,

Probability and Statistics, Discrete Mathematics, Algebra III, or a locally-initiated

elective approved by BESE as a math substitute

Science – 4 Units

- Biology

- Chemistry

- 2 units from the following:

Earth Science, Physical Science, Environmental Science, Biology II, Chemistry II,

Physics, Physics II, Physics for Technology, AP Physics, Anatomy, or a locally

initiated elective approved by BESE as a science substitute

Social Sciences – 4 Units

- ½ unit of Civics or AP Government

- ½ unit of Free Enterprise

- 1 unit of American History

- 1 unit from the following:

World History, World Geography, Western Civilization, AP European History

- 1 unit from the following:

World History, World Geography, Western Civilization, AP European History,

Civics (second semester – ½ credit), Law Studies, Psychology, Sociology

Health – ½ Unit

Physical Education – 1 ½ Units

Foreign Language – 2 Units

- 2 units of the same foreign language or 2 units of Speech

Arts – 1 Unit

- **Fine Arts Survey or one unit of Art, Dance, Music, or Theatre (no substitutions)**

Electives – 3 Units

TOTAL – 24 UNITS

Post-Secondary Financial Aid Information

Efforts are made to keep students informed about current financial aid information and scholarships through handouts, announcements, and attendance at career days when possible. Students and parents are advised to contact the institution or university's financial office for specific scholarship and financial aid information. The Free Application for Federal Student Aid (FAFSA) form should be completed at www.fafsa.ed.gov as soon after January 1st of the student's year of graduation as possible. Additional information is available from the Louisiana Office of Student Financial Assistance at www.osfa.state.la.us.

Tuition Opportunity Program for Students (TOPS)

This program awards college, university, or state technical college tuition to Louisiana high school graduates who meet specific academic standards. The annual award amount varies since it is based on the amount of tuition and mandatory fees charged by the individual institutions. There is no established cumulative maximum award amount; however, you may only receive this award for four years (8 semesters). The application process for TOPS awards begins with filing the Free Application for Federal Student Aid (FAFSA) and indicating that you would like the information released to the state.

TOPS Cumulative High School Grade Point Average

The cumulative GPA used to determine eligibility for a TOPS award will be calculated by using only the grades earned on the 19 units in the TOPS core curriculum. See: http://www.osfa.la.gov/MainSitePDFs/Core_Curriculum_14.pdf A program developed by the Louisiana Department of Education in conjunction with the Louisiana Office of Student Financial Assistance (LOSFA) calculates this GPA. All schools are required to submit data electronically.

Any questions regarding TOPS certification should be directed to the Louisiana Office of Student Financial Assistance at 1-800-259-5626. The full compilation of the TOPS rules can be viewed at www.osfa.state.la.us.

The GPA calculated by LOSFA includes only the grades achieved in those courses that were used to satisfy core curriculum requirements. In the event a student has received credit for more than 19 hours of courses that are included in the core curriculum, the TOPS cumulative GPA shall be calculated using the course in each curriculum category for which the student has received the highest grade. For example, if a student has taken more than one Advanced Math course, the cumulative GPA shall be determined by using only the course in which the student has received the highest grade.

High School Transcripts

All high school courses a student has taken will be recorded on his or her **CCS transcript**, and **the grades will be used to calculate his student's overall high school grade point average, regardless of whether or not the course is repeated.**

Dual Enrollment

Eligible students can earn high school and college credit while enrolled at CCS. Requirements for entry into one of these programs vary with each university. The State Department of Education allows CCS to grant one Carnegie unit for each three hours of credit that an accredited college or university grants. Interested students should seek information from the enrollment division of each university. Contact our guidance counselor for more information on Dual Enrollment courses offered by CCS.

Midterms/ Final Exams

Middle School

- a. Midterms will count as 10% of the student's first semester grade.
- b. Finals will count as 10% of the student's second semester grade.

High School

- a. Midterms count as two test grades for the third six weeks. No student shall be exempt from mid-term exams.
- b. Finals will count as 15% of the overall grade. A student shall be considered exempt from the final exam in any subject by earning an A for every six week grading period in that subject, except those for which they must take an EOC exam. If an EOC test is required, that exam will count as 15% of the overall grade. There is no limit to the number of subjects in which a student may be exempt.

End of Course Testing

EOC test are replacing the GEE for graduates after 2013. To earn a standard diploma, students must pass **one** test from **each** of the following categories: (a.) English II or English III and (b.) Algebra I or Geometry and (c.) Biology or American History.

End-of-Course tests will count as the final for the above courses. State guidelines require that tests count as 15% of the overall course grade. Students who earn a score of *Excellent* will receive an A for the final. Those who earn a score of *Good* will earn a B. Students who earn a score of *Fair* will receive a C. Those earning *Needs Improvement* will receive either a D or an F.

School Hours

School hours are 7:50 a.m. – 3:00 p.m. for ALL students. School will dismiss at 2:00 p.m. on Wednesdays for Teacher In-Service.

Morning supervision is available beginning at 7:00 a.m. Students in grades K- 5th are to be seated on the bleachers in the gym. The duty teacher will dismiss these classes one at a time when the bell rings at 7:50 a.m.

Students in grades 6-12 should be seated in the cafeteria until the bell rings at 7:50. The duty teacher will dismiss these classes when the bell rings at 7:50 a.m. They should go directly to their homeroom.

Students in grades K – 8 will go to Extended Care if not picked up by 3:15 p.m. or 2:15 p.m. on Wednesdays. They will be charged the drop in / monthly rate.

High school students need to leave campus immediately following dismissal from class unless staying for supervised after-school activities. This includes seniors who have an early dismissal time.

On half-days students will dismiss at 11:30 a.m. Students remaining on campus on half-days will go to Extended Care at 11:45 a.m.

Dismissal Procedures

Parents need to pick up elementary and middle school students at the front entrance at 3:00 p.m. A teacher will be on duty at this location until 3:15 p.m.

Extended Care

Extended Care is committed to providing a safe and fun environment for your child to play – a place where play encourages children to make friends, to share thoughts and ideas, or to spend time with caring adults. Many CCS children participate in Extended Care. We are fortunate to have warm and caring staff committed to your children. These individuals provide quality childcare by demonstrating enthusiasm, warmth, and respect for children.

It is here that many of their childhood experiences will be built. It is our mission to do everything we can to enhance those experiences to enrich your children's lives.

Attending Extended Day is considered a privilege. Students participating in this program should adhere to the CCS Code of Conduct. An administrator at all times has the authority to remove a student from Extended Care.

Extended Care will be offered for all students in grades K – 8 who remain on campus after 3:15 p.m. These students **must** remain in the designated areas. **No student may go to the RD Richardson complex unless he/she is taking part in teacher-directed activities.**

ALL STUDENTS IN GRADES K – 8 ARE CONSIDERED EXTENDED CARE STUDENTS UNLESS THEY ARE IN A SPORTS PRACTICE OR SUPERVISED ACTIVITY WITH FACULTY OR STAFF. IF A CHILD IS LEFT AFTER 3:15,

HE/SHE WILL BE ESCORTED TO AFTER SCHOOL CARE AND CHARGED A FEE.

NO HIGH SCHOOL STUDENTS MAY REMAIN ON CAMPUS AFTER SCHOOL HOURS UNLESS THEY ARE IN A SPORTS PRACTICE OR SUPERVISED ACTIVITY WITH FACULTY OR STAFF.

It is the parent's responsibility to sign his/her student out with the after school care teacher when he/she is picked up from extended care. PLEASE DO NOT PICK YOUR STUDENT UP IN THE GYM OR ON THE PLAYGROUND WITHOUT SIGNING YOUR CHILD OUT. We cannot be held responsible for your child if you do not sign him/her out properly.

Classroom Visits

Claiborne Christian School is a closed campus. We do grant special permission to parents and prospective students to visit our classrooms. We ask that those who wish to visit classes do so within the following guidelines:

1. Contact the teacher or administrator **in advance**.
2. Sign in with school office and obtain a visitor's badge. Please return your visitor's badge at the conclusion of your visit.

Attendance / Truancy Policy

Attendance at school begins at the time the student arrives on campus. The student is officially at school and cannot leave the campus until the school day is over or he/she officially checks out through the office. (See Check-In/Check-Out Procedures) This includes the portion of the day prior to the first morning bell.

To be counted as present for the day, students must arrive before 11:30 a.m.

To be counted as present in any class (grades 6-12) the student must be in attendance at least one-half of the class period.

In order to participate in extracurricular activities, a student must attend at least three class periods on the day of the event.

High school students cannot miss more than 10 days per semester **in any course** (20 per year) and receive Carnegie credit for that course without a waiver from a school review committee. A waiver will only be considered in extreme cases. Warning letters will be sent out when students are in danger of failing a course due to attendance issues.

Elementary students cannot miss more than 20 days per year and receive credit for subjects taken without a waiver from a school review committee. Extreme cases only will be considered for waiver. An attendance notification letter will be mailed when a student misses 4 and 8 days in the first semester and 4 and 8 days in the second semester.

Absentee Policy

1. Inform the school office by telephone of the absence.
2. A doctor's excuse, note from parent, or proof of death of relative must be turned in to the office within two days of the student's return to school. All students should turn it in to the main office the morning of their return to school and obtain a **return-to-school** slip to show their teachers.
3. Six valid excuses for absences are as follows:
 - illness with doctor's excuse
 - illness with note from parent
 - death in the family
 - family emergency
 - religious or school functions
 - pre-approved trip
4. Anytime a student is absent, he or she is responsible for all work missed.
5. We do not recommend that parents allow students to leave school early for personal matters or family-related business (errands, haircuts, driver's license test, etc.) as these things should be taken care of after school or on the weekends.

Tardiness

It is vitally important that students arrive on time for school. In order to utilize every minute of available instructional time, classes will begin promptly at 7:50. With all of the standards each grade/class is expected to meet, it is of the utmost importance to begin class in a timely manner. If your child enters his homeroom after 7:50, he will have to play catch-up, and this certainly puts him at a disadvantage.

The following policy for tardiness will be adhered to by administration:

1. A punctuality reminder letter will be sent home after two tardies during a six-week period.
2. Parents will be fined \$25 for their child's third first-hour tardy **during a six weeks period**. Twenty-five dollars will be charged for each successive tardy thereafter during that six weeks. Students are tardy if they walk into class after the tardy bell at 7:55 a.m.
3. **Traffic is not an excuse for tardiness.**

Check-In/Check-Out Procedures

Parents are required to sign students in or out in the office when arriving after 8:00 a.m. or when leaving before the official end of school at 3:00. If someone other than the parent or guardian will be checking a child out, the parent or guardian must **call ahead** and give us verbal permission to allow the child to leave. The designated person must be prepared to show identification.

Students are not allowed to check out for lunch unless accompanied by their parent. We ask that these occasions be limited in number in order for us utilize our instructional time. If a parent checks his/her child out for lunch, the child should be back in time for his next class. A student will be considered absent to a class if he/she misses half of the period, and students who receive three tardies during a six week period to any class other than first period will receive a detention. **Students who check out for lunch and miss part of class will not be allowed to make up graded work.**

No one who drives will be allowed to checkout and leave campus without the verbal permission of a parent. **Students will not be allowed to call home for permission to checkout for any reason other than an illness.**

If a student who drives him/herself to school becomes ill and must leave, a parent or guardian must speak with school personnel before that student will be allowed to leave campus. All trips off-campus must be pre-planned and the office notified in advance.

Dress Code

A person's character and relationship with God are reflected in all aspects of his or her life, including his or her dress. Clothing is immodest if the style, cut, or fit hinders others from looking at the wearer's face. God wants His character to be communicated to others through the countenance of Christians.

Should you be in doubt about wearing something that may not meet dress code, do not wear it! Clothing should be clean, properly fitted, and appropriately modest. Sagging pants will not be allowed. Students may be sent home for improper dress. The student may return to school once the violation has been corrected.

All students are required to be appropriately dressed and groomed for school attendance and for attendance at school activities. (Ball games, field trips, Prom, Homecoming, etc.) You will be asked to leave a function if your dress does not meet the dress code standard.

Hair should be clean, neatly groomed, and non-distractive. Boys will not be allowed to wear their hair in their eyes or long enough to touch their collar.

Students are expected to be clean shaven or to have shaved with a beard and mustache trimmer with no guard. The key is that all of our young men are neatly groomed each and every day.

A boy having excess facial hair will be placed on dress code probation.

Conventional accessories may be worn. Distracting accessories, sunglasses, etc. may not be worn in class. Students are not allowed to wear hats, beanies, or head coverings of any kind in any building.

The administration is authorized to determine the suitability of student grooming within the expressed word and intent of this policy.

In order to implement the administration's interpretation of this policy, the following guidelines are to be used:

1. Girls should not wear halter-tops, spaghetti straps, tank tops, or tops that are too low or expose bare midriffs. Sleeveless shirts must be at least your three fingers wide.
2. Blouses with openings down the front, back, or side laced with string are not acceptable.
3. Improperly fitting clothes or clothes with distracting phrases, pictures, or advertisement of alcoholic beverages, drugs, tobacco, etc. are not allowed. Any items with obscene writing, questionable advertising, or that promotes an ungodly lifestyle will not be permitted. Slang Christian sayings on t-shirts will be viewed as disrespectful.
4. Tank tops and muscle shirts are not to be worn by girls or boys unless other shirts are worn over or under them.
5. No athletic shorts of any kind, sweatpants or wind suit pants are to be worn by girls or boys in grades 9 – 12.

6. No see-through blouses or shirts are allowed, regardless of what garments are under them.
7. All clothing should be no shorter than a lengthwise dollar bill when students kneel to the floor. This rule should be followed regardless of what is worn underneath the skirt or shirt (leggings, tights, etc.).
8. No pants can be worn with holes, cuts, or tears, in them.
9. Boys should not wear earrings.
10. Boys should not wear tank tops, undershirts, or white t-shirts as outer garments.
11. No undergarments should be exposed.
12. No piercings allowed, other than earrings.
13. No house shoes, slippers, or pajama pants shall be worn at any time. (Pajama days are appropriate only when scheduled in advance and approved by an administrator.)
14. No hats, scarves, bandannas, or sweatbands are to be worn **on the head** at school. Hats may be worn only on designated spirit days.

Discipline Policy

General Guidelines

The process of discipline at Claiborne Christian School follows a set pattern and is primarily in the hands of the classroom teacher; however, the administration maintains the final responsibility for all disciplinary procedures.

School personnel shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student's behavior, to maintain essential order, or to protect other students, school employees or property.
2. Students shall be treated fairly and equitably. Discipline shall be based on careful assessment of the circumstances of each case. Factors to consider shall include:
 - a. The seriousness of the offense;
 - b. The student's age
 - c. The frequency of misconduct;
 - d. The student's attitude; and
 - e. The potential effect of the misconduct on the school environment.
3. In the ideal structure of Kingdom Education, the home, the church, and the school work together in a cooperative manner to fully educate and train students. Cooperation between these three groups must be evident to fully develop the character of the student, and promote behavior consistent with biblical worldview. Whenever the student behavior problems arise, there can be the temptation to focus on the disciplinary process rather than the actual problem. The goal of discipline is to correct and train students, while protecting the overall safety and educational environment of CCS.

During the course of investigating actions and events concerning possible student incidents, the School may seek to question students alone or in groups. Administrators have full discretion in the questioning of students and in the evaluation of events and may conduct their investigation without parental notification or attendance.

The administration will strive to adapt individual discipline procedures and processes to the needs of the student, and communicate expectations and findings to parents in a timely manner.

Attending CCS is a privilege that is extended on the condition that students and parents accept and support school policies. The school, in its sole discretion, will make the final determination of whether there has been a violation of the School's Code of Conduct. If a student is suspended, expelled, or withdrawn due to disciplinary actions, there will be no refund of tuition or waiver of financial obligations.

Code of Conduct

The foundation of all rules and procedures is Claiborne Christian School's desire to be a school that puts the Bible as the source of all truth. Students are expected first and foremost to pursue a lifestyle that is in accord with Biblical teaching.

The code of conduct includes our expectation that students and staff seek to honor the Bible by living a life that honors God. The code of conduct also includes all of the rules and policies listed in the handbook.

Code of Conduct 24/7/365

Students are expected to represent CCS in a positive manner even when they are not on school grounds and/or attending school functions (including extracurricular activities). Students and their parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus during non-school hours, including weekends, holidays and summers. The administration will deal directly with any students who violate the Student Code of Conduct or draw attention to CCS in a negative manner which may result in disciplinary action or in a student's dismissal from the school.

Discipline Procedures

CCS provides a structured atmosphere that is essential in encouraging students to live Christ-like lives that are under the control of the Holy Spirit. This structure also creates an atmosphere that is conducive to successful learning. Teachers will define behavioral expectations that are consistent with Biblical principles and developmental capabilities. When these expectations are not met, teachers will issue pre-determined consequences that students and parents are made aware of at the beginning of the school year. Classroom rules and consequences, which are coordinated & standardized within each grade-level division, also will be posted in each classroom. Students, who continually violate rules and procedures, exhausting the aforementioned teacher-directed consequences, will face intervention by an administrator (Mrs. Brooks K-5 or Coach Olinde 6-12). Possible consequences issued by administrators may include parental conference, loss of privileges, corporal punishment (with parental consent), after-school detention, Saturday detention with \$25 fine, suspension, and expulsion. While CCS has no direct control over and accepts no responsibility for the behavioral choices CCS students make when off-campus, the school reserves the right to discipline a student for off-campus misconduct.

Anti-Harassment Policy

The environment at CCS must be one in which all individuals are free to work, learn, and develop relationships without fear or intimidation or humiliation as a result of unwanted or unacceptable behavior from others. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her actual or perceived identity with regard to race, color, gender, age, disability, political beliefs, national or ethnic origin, any other distinguishing physical or personality characteristics, or any other characteristic protected by law. It is essential to the well-being of all that students, teachers and staff members treat

each other with due respect for rights, individuality and personal dignity.

Bullying

Negative behavior exhibited by students will be addressed in a fair and balanced manner. Once the school is made aware of any such behavior, the situation will be evaluated as to the seriousness of the behavior by using the guidelines below:

Immature Behavior

- No intent to be unkind.
- Annoying activity that causes discomfort.
- Foolish actions that may cause harm to others and/or their property.

Immature Behavior: Such behavior will primarily be addressed by the classroom teacher. Consequences for this type of behavior will require restitution and possible loss of privileges and/or detention.

Unkind Behavior

- Intent is to be unkind.
- Behavior is not frequent.
- Behavior intensity level is low.
- Behavior may reflect impulsivity and is infrequent.
- Behavior duration is short.

Unkind Behavior: Such behavior may be addressed by the classroom teacher or school administration. Consequences for this type of behavior will require restitution and some type of detention. In addition, a Saturday School may be given. A parent conference will take place.

Bullying Behavior

Bullying is an act of repeated aggressive behavior (including ridicule) in order to intentionally hurt another person, physically or emotionally. Bullying is characterized by an individual behaving in a certain way to gain power or control over another person.

- Intent is to be harmful (Physically or Emotionally)
- Behavior is frequent
- Behavior intensity level is moderate to severe
- Behavior duration is long
- Negative behavior is mostly one sided

Bullying: Such behavior will be determined and addressed by the classroom teacher and school administration. Consequences for this type of behavior will require restitution, a parent conference and a minimum of one day suspension.

Disciplinary Procedures

Students will be required to meet with the Head of Discipline who will determine whether bullying has taken place. Each student will have the opportunity to share his or her side of the story, and a parent will be notified of the incident.

- A first time violation will receive a probation warning and will result in disciplinary actions to be determined by the Head of Discipline. Examples include detention, on campus work duty, and

suspension. The severity of the act will determine the extent of disciplinary action taken.

- The second violation will lead to the student being placed on bullying probation and will be considered a final warning. Students will also be suspended for 1-3 days depending on the severity of the action. Parents will also be required to attend a meeting with the Head of Discipline and another school administrator before the student may return to school.
- A third violation will require the student and parents/guardians to sit before a review committee headed by the Head of Discipline which will determine the student's future at Claiborne Christian School. This committee will evaluate disciplinary actions and holds the authority to expel a student from school if that is deemed necessary.

Sexual Harassment

Definition of Sexual Harassment – Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which could include notes, comments, pictures, e-mails, etc.

Sexual harassment will not be tolerated at Claiborne Christian School. If a student makes a complaint about sexual harassment, the complaint will be reported to an administrator immediately.

Once the complaint is reported, administrative personnel will:

1. Investigate the incident(s)
2. Report to the person who complained

Once the complaint is investigated, then administration will determine whether it is substantiated. If so, administration will take corrective action.

Drugs/Substance Abuse/ Alcohol/ Tobacco

The possession, use, distribution of illegal drugs, controlled substances and/or misuse of over-the-counter drugs, alcohol and tobacco products are prohibited. Students connected to, in the presence of, or associated with any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Violation of this rule will be dealt with whether on or off campus. CCS is considered a drug, alcohol, and tobacco-free zone and has zero-tolerance policy as it relates to the possession, use, and/or distribution of illegal drugs, alcohol, and controlled substances on its campus.

Search of Students

Students, their lockers, and their motor vehicles shall be subject to searches by school officials, including, but not limited to, students outer clothing, pockets, locker or belongings.

Students also understand and agree that CCS shall have the right to monitor or examine any electronic device at the school or any CCS activity. Additionally, CCS may monitor or examine any postings on the Internet or other electronic medium which includes, but is not limited to, text messages and posting on personal web sites, social networking sites, for example "Facebook" or other private or public domains. Such monitoring includes, but is not limited to, all verbiage, pictures, depictions, graphics and videos.

Students understand and agree that they are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others, or possessed by the students themselves.

Use of Third Party Security Enforcement

The school shall retain the right to utilize third party resources such as security guards, police departments, canine units, etc. to further establish a secure zone on the CCS campus.

School-wide Rules

The following will result in an immediate referral to the appropriate administrator. In issuing penalties, administrators will consider the severity of the offense and the student's prior disciplinary violations. The administrator reserves the right to immediately suspend or expel a student for a violation.

Minor Infractions

The following is a non-comprehensive list of minor infractions:

1. Radios, records, tape/CD/DVD players, iTouch type devices, toys, electronic games or devices (including cell phones and cameras), posters and playing/trading cards are subject to confiscation by school personnel. No electronic devices that connect to the internet or take pictures are allowed during Extended Day. Cell phones must also be turned off and put away in backpacks and are only allowed to be used if given direct permission from a school official. Cell phones and other electronic devices are subject to search and seizure provisions to examine postings, messages, pictures, graphics, videos, and depictions, and appropriate disciplinary actions may result from inappropriate material or use. Students will be charged \$25 to retrieve any confiscated items, and a parent will be required to come to the office and retrieve it.
2. Failure to comply with the CCS dress-code standards at all times. (See handbook dress code section for specifics.)
3. Failure to obey playground rules given by teachers.
4. Failure to follow the instructions of school adults who serve as carpool safety supervisors.

5. Use of chalkboards, marker boards, or other school equipment without a teacher's permission.
6. **Cell phones must be turned off and out of sight between the time students arrive on campus in the morning and the time they leave campus in the afternoon.** No student is allowed to use a cell phone, cell phone camera, or any mobile electronic device during the school day. If this rule is violated, the device will be confiscated immediately. Students will be charged \$25 to retrieve a confiscated item, and a parent will be required to come to the office and retrieve the phone.
7. If a student repeatedly violates this policy, he or she will be subject to further disciplinary action. The use of cell phone with camera capabilities at school may result in immediate suspension and/or expulsion. Sending any inappropriate pictures, words, etc. by cell phone will not be tolerated and will result in immediate discipline.
PARENTS, PLEASE DO NOT CALL OR SEND A TEXT MESSAGE TO YOUR CHILD DURING SCHOOL HOURS. IF YOU NEED TO CONTACT YOUR CHILD DURING THE DAY, PLEASE CALL THE MAIN OFFICE AND WE WILL GET A MESSAGE TO HIM OR HER.
8. Failure to act in a quiet and orderly fashion while in common areas such as hallways, restrooms, the cafeteria, etc.
9. Failure to refrain from behavior that inhibits learning in classroom situations.
10. Students are not allowed to chew gum during school hours.

Possible Disciplinary Actions for Minor Violations

1. Student/Teacher Conference
2. Student/Head of Discipline Conference
3. Parents/Teacher Conference
4. Teacher/Parent/Head of Discipline Conference
5. Detention (Early morning, lunch room, break, after school)
6. Corporal punishment with parental permission
7. Suspension (In house, off campus)

Major Infractions

The following is a non-comprehensive list of major infractions that may result in suspension or immediate separation from the school.

1. Use of abusive or profane language and disrespect: Using abusive or profane language gestures, writing, or drawings, and showing disrespect or

insolence to teachers and classmates will not be tolerated and will result in disciplinary action.

2. Disruptive/Disrespectful behavior: Repeated classroom disruptions that prohibit learning in all classroom situations will not be tolerated and will result in disciplinary action. Disrespectful behavior towards authority will not be tolerated.
3. Bullying: threatening, intimidating, use of ridicule or causing bodily harm to any person will result in certain disciplinary action. See also: Anti-Harassment Policy in General Section.
4. Cheating: Students are responsible for preventing the giving or receiving of assistance (written, oral or otherwise) on tests, examinations, final evaluation, or class assignments that are to be graded as work of a single individual. This also includes lying, plagiarism, or forgery.
5. Drug Use/Substance Abuse: The possession, use, distribution of illegal drugs, controlled substances, alcohol, tobacco product(s) and/or misuse of over-the-counter drugs is prohibited. Students connected to, in the presence of, or associated with any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Violation of this rule will be dealt with whether on or off campus. CCS is considered a drug/alcohol-free zone and therefore practices a zero tolerance policy as it relates to the possession, use and or distribution of illegal drugs or a controlled substance on its campus.
6. Electronic Device or Medium: A repeated misuse of an electronic device or medium or a significant abuse of such privilege may result in disciplinary action beyond confiscation of a device. Additionally, students must understand that inappropriate material or depictions sent, posted, shared or possessed on any electronic device including cell phones and Internet are subject to appropriate disciplinary action at the discretion of CCS administration.
7. Fighting: Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or play fighting will not be tolerated on or near school grounds or at any school-sponsored activity. Students are reminded that fighting may result in suspension, followed by a parent conference in order to return to school following a first offense.
8. Violation of Fire Safety Regulations: Violations of fire regulations, including tampering with fire alarms, using matches, lighters, or firecrackers, will be considered serious offenses.
9. Gambling: Card playing for the purpose of gambling, or any other form of gambling, is

forbidden.

10. Immorality: Students are expected to maintain moral purity as is outlined in God's word. Students will not engage in sexually promiscuous behavior on or off campus. Public displays of affection fall into this category. Possession of inappropriate visual or written material including, but not limited to, pornography, is also included in this infraction.
11. Stealing: Knowingly taking items that do not belong to you, with the intent to deprive the owner of its use, constitutes stealing.
12. Truancy: Missing school without parent or teacher permission is truancy. The penalty for truancy is a zero for all work missed, plus possible suspension or expulsion from the school. Students must obtain permission before leaving a classroom.
13. Vandalism: Destruction or defacing of property belonging to the school, FC, or others, including textbooks, will result in disciplinary action as well as assessing compensatory damages.
14. Possession of Weapons: The possession, use, threat of use, distribution, or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks and other explosives is expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon. This includes toys and/or replicas of weapons.
15. Pregnancy- it is essential that any pregnant student report their pregnancy to the administration as soon as possible. As soon as such pregnancy is confirmed, the student shall be expelled from the school. If a male student has impregnated, he will be subject to the same discipline as a female. A student will not be considered for readmission until a full semester after the birth of the baby. In the event that the administration has reason to believe that a student is pregnant, but the confirmation of the condition cannot be obtained from either the student or her parents or guardian, the administration shall, after conferring with the student and her parents or guardian, suspend the student until such time as medical proof is presented.
16. Abortion- CCS affirms the teachings of Scripture that uphold the sanctity of life. CCS students shall not obtain or knowingly facilitate an abortion. Violation will result in immediate expulsion.
17. Repeated Violation of minor infraction will be considered a major infraction.

Possible Disciplinary Actions for

Major Violations

1. Teacher Discipline report
2. Administrative Conference/Referral to counseling service.
3. Behavior Contract
4. Suspension (students will not be eligible to earn a grade while on suspension).
5. Expulsion

Detention

Detention may be assigned to students in grades 6-12 for any infraction of school rules. Detentions will be held on specified weekdays, immediately after school, as well as on Saturdays at a specified time. Detention duties may consist of cleaning/maintaining facilities, community service, or academic activities. Any student who is assigned a Saturday detention will be required to pay a \$25 fine the day the detention is served.

Suspension

The administrator has the authority to suspend a student for any violation of a school rule. The length of the suspension will be from 1-5 days as determined by the administrator. Students will receive zero's (0's) on all tests and graded class work during a suspension.

Expulsion

Attendance at CCS is a privilege. Any student whose conduct shows him/her to be in opposition to the basic principles and purposes of CCS will be required to withdraw from the school. Expulsion will be required if it becomes apparent that the school will not be able to meet the needs of a student, or that the student's behavior is preventing classroom instruction. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed.

Expulsion Violations

1. Accumulation of 3 suspensions
2. Arson destruction of school property
3. Creating a school-wide disturbance
4. Disgracing the school's name, reputation, or uniform by performing an illegal or unlawful act against civil and or/ school law regulations
5. Any other behavior deemed inappropriate by the principal.

Due Process Safeguard

When dealing with an offense that is punishable by dismissal, the following procedure will be adhered to:

1. The student and his/her parents shall have the right to meet with the Head of School.
2. The Head of Discipline will serve as the fact finder in such an incident. The students and parents may appeal to the Head of School.

Restoration

It is always CCS's intention to lovingly restore students after a period of suspension. "Loving them back onto the team" is the only Christ-like option. As a means to that end, some or all of the following guidelines will govern the readmission of suspended students.

At the beginning of the suspension period, CCS staff and administration will:

- Clearly identify the offense at both the beginning and end of the suspension.
- Assist the student in verbalizing why the offense was inappropriate and/or harmful.
- Notify the student's teachers of the suspension
- At the end of the suspension period, CCS administration will:
 - Conduct a re-entry interview with the student and at least one parent
 - Assist the student in identifying a plan to ensure improvement.
 - Remind the student of their importance in the CCS community.

Explain that the student is on disciplinary probation and its ramifications, if applicable. Engage in a time or prayer in which the administrator and parent(s) pray for the student and the student prays for any whom they have offended as well as themselves. Staff will encourage the student prior to and/or after re-admission to ease the discomfort/embarrassment of the student.

General Policies

School Wellness Policy

In the event of an extreme emergency, students will be transported to Glenwood Regional Medical Center unless otherwise designated by the parent.

When a student has a fever of 100 degrees Fahrenheit or above, or exhibits symptoms severe enough to prevent the student from being in the classroom, parents will be called to pick up the student.

Students should stay home until they are fever free for 24 hours without the use of medication to lower the fever.

Students are not allowed to have medication of any kind with them. All medicines will be given to the administration for dispensing and safekeeping. A parent must sign a medical release form before the office can distribute prescription medication. Medical consent forms are available in the school office.

All students must have proof of immunization on file in compliance with the immunization requirements of the State of Louisiana. Contact Kristin Bennett in the main office if you have any questions about current immunization requirements.

Please report all contagious diseases to the school office. This greatly assists the faculty and staff if other students in the class develop the same symptoms.

Any student with lice will be sent home until the head is free of lice and eggs. In order to be readmitted, students must be checked and cleared through the school office.

Chapel

All students will attend an age-appropriate chapel once a week. All students are required to be in chapel, including seniors who have shortened schedules, except in the case of an emergency.

Telephone Usage

Students will not be allowed to use the phone in the school office except in the case of an illness or emergency.

Lost and Found

Please label all belongings. If an item is found belonging to your child, it will be returned to your child. Items found with no name will be placed in the main office. Any unclaimed items will be donated to a good cause at the end of each six weeks.

Gum, Drinks, and Food

Students may not chew gum at school. Drinks, including water, and food should be consumed in designated areas only; cafeteria or break gym, they are not to be brought into the halls or classrooms by the students.

School Supplies

School Supplies are required for 6th-12th grade and a list will be sent during the summer for the upcoming school year.

Elementary will not be required to bring supplies, the teacher will purchase the supplies needed provided by the school supply fee.

Books

Books are issued in class on the first day of school. All hardback books are the property of Claiborne Christian School. Book fees are charged for the use of the books. They are to be returned at the end of the year. Students will pay for unreturned or damaged books.

Criteria for Library Books

1. Books that normalize homosexuality, adultery, sex outside of marriage, witchcraft, or any other unbiblical lifestyle will not be allowed.
2. If books with themes such as depression, death, hostile family situations, divorce, dating, etc. are determined to be acceptable for a certain group of students, they will be limited to grades six and above.
3. Books with **any** strong inappropriate language will not be allowed. If a 4.0- 12.0 book has a few curse words, they will be marked through with a permanent marker.

If a parent has a concern about a particular book in our library, he or she may fill out a review request form at any time and submit it to the librarian.

Fees

All fees must be cleared prior to report cards being mailed after the first and second semesters and before records are transferred to another school. Grades and records may be withheld until all fees are cleared. Information regarding your account should be directed to bookkeeping.

Policy on Insufficient Funds Checks

Issuing a "worthless check" is a misdemeanor and is punishable under law. To prevent the inconvenience and expense of legal action, the maker of the check should make every effort to redeem it and pay the service charge.

Returned Checks – In the case of a returned check, a certified letter will be sent to the signor of the check at the address on the check. A \$25.00 returned check service charge applies. If a family has a returned check that is for tuition, fees, he/she will also be charged the \$35.00 late payment fee in addition to the \$25.00 returned check service charge. The student's account will be flagged so that he/she cannot continue to come to school until the check and fees are paid. By law, the signor of the check must be given fifteen (15) days to pay before legal action may be initiated.

Action Following Two Returned Checks – On those occasions where two (2) returned checks have been written in any combination to Claiborne Christian School or Family Church School of Arts, the individual responsible will no longer be allowed to pay by personal check. **All tuition payments will be made in cash and brought to the CCS Business Office.**

Inclement Weather Policy

CCS will independently make the decision to close in the event of severe weather. Safety will always be our top priority when making any decision regarding the closure of the school due to weather. We will use the following resources to notify you of closure due to inclement weather.

- There will be a recorded message for you on the CCS phone line.
- The CCS website @ www.claibornechristian.org will have a closure notice posted on the events calendar.
- Closure notice will be posted on the CCS Facebook page.
- T.V., radio, and The News Star website @ www.thenewstar.com.

Vehicle Use on Campus

Students and parents are required to follow all traffic signs while on the Claiborne Christian campus. Speed limit on campus is listed as 15 mph. Any student or parent that does not follow these traffic regulations may have their privileges to drive on campus revoked.

High school students must obey the following policies regarding parking a vehicle on campus:

1. Beginning in the fall semester 2013, all student drivers are required to complete a vehicle registration form to drive and park on our campus. This form is available in the office. Upon completion, students will be given tags to display in their vehicles. Failure to properly register before driving or parking on campus will result in suspension of driving/ parking privileges.
2. All students will need to show a valid driver's license and proof of insurance and supply the make, model, and plate number of any vehicles driven to school.
3. No student may return to his/her car after it is parked in the morning. Students caught doing so will be referred to the Head of Discipline.
4. All students must park on the upper level.
5. Any display of reckless driving will result in suspended on-campus driving privileges.
6. Parking/Traffic citations may be issued and fines charged. Permission to park on campus is a privilege and can be revoked.

Class Holiday Celebrations

Claiborne Christian School will celebrate the following holidays:

Thanksgiving – celebrated in grades K-5

Christmas – all grades celebrate with an emphasis on the birth of Christ

Valentine's Day – celebrated by grades K-5

Easter – all grades celebrate with an emphasis on the substitutionary death, burial, and resurrection of our Lord Jesus Christ

End of the Year – celebrated by grades K-5

School Dances

CCS does have several events where dancing is allowed. Both Prom and Homecoming can include dancing, but it is the expectation of the school that this dancing will not compromise our student's Christian witness. The CCS Head of School must clear any other school dance.

School administrators and staff will chaperone any school-sanctioned dance and will ensure that the event is appropriate for our young men and women. An administrator also must clear music choices and DJ's.

A Homecoming event may be held at the end of Homecoming week in the fall. Students in grades 9-12 are permitted to purchase tickets. No student may purchase more than two tickets. All students who purchase tickets will be required to give the name of their guest.

CCS students who desire to bring a guest to Homecoming or Prom must have their guest complete the guest approval form before a student can purchase tickets. This form ensures that the guest is in good standing with their current school. The guest must be someone of the opposite sex.

A Junior/Senior Prom may be held in the spring. Only juniors and seniors may purchase tickets to this event and no student may purchase more than two tickets. All students who purchase tickets will be required to give the name of their guest. Only students in grades 9-12 are allowed to attend this event as a guest of a junior or senior. This policy will apply regardless of where the guest attends school.

All dresses must be approved for Homecoming, Prom and Eighth Grade Passage. A picture of the dress must be emailed to dresscheck@claibornechristian.org. This applies to current students and guests from another school. Tickets cannot be purchased until a dress is approved.

Middle School Party

Each spring, usually on the same night as Prom, there will be a middle school party for grades 6-8. The 8th grade homeroom and teacher is responsible for planning the event. Only CCS students in grades 6-8 are allowed to purchase a ticket.

Crusader Connection

Crusader Connection is a program to promote community across the age divisions of our campus. The goal is to have younger and older classes build relationships as groups and as individuals. This allows our older students to gain mentoring and leadership experience while affording our younger students the opportunity to have a "big buddy" to

encourage and connect with them. Throughout the school year, "buddy classes" connect several times through different events and activities. Mrs. Olinde is the program coordinator, but classroom teachers lead, coordinate, and handle parent communication for their individual classes in each activity. These include, but are not limited to buddy class meetings, fall class games, Christmas Servolution, Community Servolution, and an end-of-the-year picnic.

Servolution

Through our Servolution program, every student on campus participates in two school-wide projects each year. At Christmas, classes adopt families-in-need and host them on our campus for fun, games, and lots of gifts. In the spring, each pair of Crusader Connection buddy classes partners to bless the community with different service projects. One school day is devoted to doing these spring projects out in the community.

Fund Raising

Fund raising at Claiborne Christian School comes in a variety of events yearly, whose efforts support the current operations of CCS. These gifts help enhance the day-to-day life of every student and faculty member by supporting a variety of programs, including academics, faculty development, the arts, athletics, technology, and the library. All fund raising must be approved through the Director of Development and school administration.

Students and parents are encouraged to participate in all fund raisers sponsored by CCS.

Four Square Administrative Skips

Four square has become an integral part of our high school recreational culture. CCS encourages our students to remain active and to work toward the goal of becoming a healthy, fun, loving community. The Head of School or other administrators reserve the right to enter a game of four square with an administrative skip to the front of the designated line.

Family Church School of Arts

The goal of Family Church School of Arts is to provide inspiration and education in the area of fine arts. By studying the arts, your child will be encouraged to grow in responsibility and self-assurance. They will be taught positive reinforcement and inspiration. We emphasize individual attention and offer each class as a pleasant and enriching experience for all students.

Classes begin the first week of September and are offered in the following areas:

Dance:

Ballet, Tap & Tumbling (Ages 3-4)

45 Minute Class 35.00 a month

Ballet, Tap and Jazz (Ages 5-up)

60 Minute Class 35.00 a month

Dance at Family Church is taught with worship in mind and combines dance and music to train young children to use their gifts to the glory of God. Interpretive dance is a big aspect of our classes.

Martial Arts /Self Defense

Ages 4 – 6

45 minute class, once a week \$35.00 a month

Ages 7 & up

60 minute class, twice a week \$50.00 a month

Gymnastics

Ages 3-4

60 minute class once a week \$35.00 a month

Ages 5 & up

60 minute class once a week \$35.00 a month

Cheerleading/Pep Squad (Ages 3 & up)

60 minute class once a week \$35.00 a month

Instructor: Sarah Nelson was a competitive gymnast and cheerleader for 8 years. She has been a gymnastics instructor for the past 12 years. Instruction will include Tumbling, bar and beam, strengthening, coordination, flexibility and cheer training.

Private Music Instructors

Voice Lessons – Jenny Remsberg

One 30 minute lesson per week \$60.00 a month

For more information contact Jeanie Jalaldin at Family Church at 318-396-7989 ext. 3607

Athletics

Competitive sports and other extra-curricular activities can contribute to a well-rounded education; however, such activities are extra-curricular and require some basis for eligibility in order to ensure that these activities support rather than hinder a student's overall education. Students in grades 6-12 must maintain the appropriate GPA set forth by the Louisiana High School Athletic Association to be eligible for sports or extra-curricular activities. (See specifics below.) Also, the appropriate Louisiana High School Athletic Association forms must be on file with the Athletic Director if the athlete will compete at the varsity level.

Sports offered

Jr. High Basketball (August- September)

Cross Country (August- November)

Jr. High Baseball (October- November)

Varsity Basketball (October- February)

Varsity Softball (January- April)

Varsity Baseball (January-May)

Athletic Eligibility

Jr. High = 6th – 8th grades

Varsity = any grades 7th-12th (coach determines eligibility based on ability level)

Homeschool students are eligible to play only at the Jr. High level for an athletic fee of \$750. LHSAA guidelines prohibit homeschool students from participating in our Varsity sports.

There are no try-outs or "cuts" on Jr. High teams.

Varsity coaches may have try-outs, depending on the number and ability of prospective athletes.

For an athlete to be eligible in the fall, he or she must have finished the previous academic year with a 2.0 GPA.

For an athlete to be eligible in the spring, he or she must have finished the fall semester with a 2.0 GPA.

Athletic Fees

Every athlete must pay an annual athletic fee of \$200 per sport in which he or she participates. This fee helps to cover the expenses of practice uniforms, game uniforms, accessories and some equipment or supplies, travel expenses, and officials.

A student is exempt from one athletic fee for every athletic advertising sign sold.

Athletic Time & Scheduling

The CCS Athletic Department makes every effort to respect the limited amount of time families have. With this in mind, we have established the following guidelines for our sports programs:

We begin practicing most sports at 7th hour P.E.

All practices will end no later than 5:30 pm.

CCS does not schedule games or practices on Sundays. If there are special circumstances, the school administration will prayerfully consider the options while striving to obey God's Word.

Games will be played on Wednesdays only in extenuating circumstances. In the event that a game is played on a Wednesday, it must conclude by 5:30 pm.

During standardized testing week, every effort will be made to schedule only home games to avoid late travel.

On ACT testing dates, no games will begin before 1:00 pm.

During school holidays, athletes are excused without penalty for family trips and family functions.

Sportsmanship Code of Conduct

All types of competitive team experiences contribute significantly to the development of Christian character, mutual support and school spirit. Sportsmanship is an important part of this training. We expect our coaches, players and students to represent CCS in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of parents and friends. In the process, we expect all to uphold the same high standards that we ask of our students. Opposing teams and their fans are to be treated as honored guests. Students who fail to meet these standards will face disciplinary action or be removed from athletic participation.

All of our athletes are taught to respect the authority figures of their sport (referees/ umpires) at all times. We expect our fans and supporters to do the same.

The administrator on hand is responsible for enforcing these provisions. Alcoholic beverages will not be sold or otherwise made available for public consumption at any athletics events sponsored by or administered by Claiborne Christian School, nor may any such beverage be brought to the site during the athletics event sponsored or administered by the school.

Coaches

		Ext.	E-mail
Chad Olinde	Athletic Director, Varsity Baseball Coach	3706	chad.olinde@claibornechristian.org
Dustin Mathews	JH & JV Baseball Coach, Asst. Varsity Baseball Coach		dustin.mathews@claibornechristian.org
Ryan Cory	Varsity Softball Coach		ryancory1978@gmail.com
Robert Mitcham	Varsity Basketball Coach Varsity Golf Coach	3710	robert.mitcham@claibornechristian.org
Scotti Jowers	Cross Country Coach		scotti.jowers@claibornechristian.org
Sarah Nelson	Cheerleading Coach		ultimatecheer1@yahoo.com

Crusader Café Policies & Procedures

Meal Prices

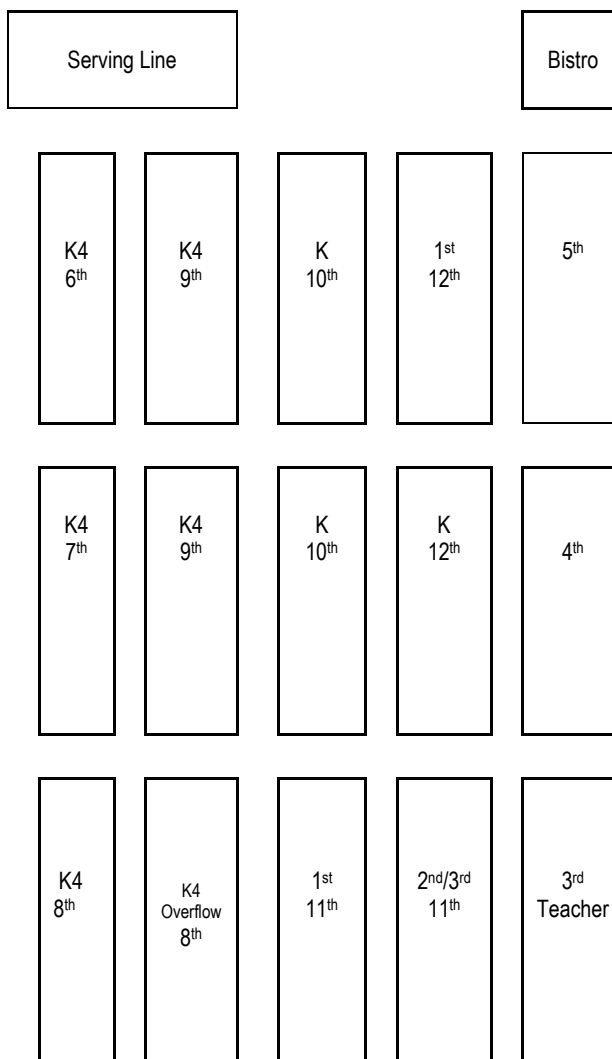
- Breakfast \$1.40
- Adult Breakfast \$1.75
- Reduced breakfast \$.30
- Lunch (K – 5th) \$2.75
- Lunch (6th – 12th) \$3.00
- Reduced lunch \$.40
- Faculty, Adults and Visitors \$3.50
- **Adults Only:** Tea Only \$.50 Students **do not get tea.**
- Milk Only \$.50 (can be purchased at any time of day)
- Juice Only \$.25 (can be purchased at any time of day)

Crusader Bistro: Tuesday-Friday

Available for 6th - 12th grade. This is an alternate lunch meal available at the same price as the regular lunch meal.

2014-2015 Lunch Schedule

Grade	Time in	Time Out
K4(2)	10:40	11:00
K4(2)	10:45	11:05
K4(1)	10:55	11:15
K (2)	11:00	11:20
1 (2)	11:10	11:30
2	11:25	11:45
3	11:30	11:50
4	11:40	12:00
5	11:40	12:00
6	11:45	12:05
7	11:45	12:05
8	11:45	12:05
9	11:50	12:10
10	11:50	12:10
11	11:50	12:10
12	11:50	12:10



Payment Policy

- All lunches can be paid for in the café, in the school office, or given to Alison Walker in the Pre-school office.
- You may pay daily or prepay for a longer amount of time if desired.
- Each child will have an account and a letter will be sent home when the account is running low.

Please note that no student will be allowed to charge over \$50.00 for their breakfast or lunch meals in the Crusader Cafe. If a student has an account in arrears of \$50.00 or more he/she will need to bring a breakfast/lunch from home until the balance is paid. There will also be a \$35 late fee per family for any balance of \$50 or more that is past due after 30 days.

Competitive Foods Rule

According to the *Louisiana Administrative Code* §741 & 753 for School Cafeterias, competitive foods are prohibited in the Crusader Café.

This includes fast food, restaurant prepared food, etc. which is purchased and brought into the café in branded bags, wrappers, etc. Students who bring such items to the Café should do so in an unbranded bag or a lunch box with all branding or identifying marks removed.

School Food Service does not allow Students to take carbonated beverages into the cafeteria during meal services. Any student who violates this rule will be asked to place beverage into trash. Students are allowed to bring water and or Gatorade.

- Every student K thru 4th must take milk unless a doctor's excuse has been provided regarding a milk allergy.
- Microwave use is for teachers and 2nd through 12th grades only.
- **The Café can be fined and/or have money withheld from the school lunch program for violations of rules.** Everyone (students, faculty and staff) must ***stop*** at the office window and tell Mrs. Bower your assigned number to have his or her meal counted and paid for. All money must come to the café office.

Please contact the Food Services Manager, 318-396-7968 x 3206 with any questions or concerns regarding cafeteria rules.

Changes to this handbook will be communicated in the following ways:

School wide email and a letter mailed home.

Claiborne Christian School

Parent's Statement of Agreement

2014– 2015 School Year

I hereby acknowledge receipt of the Student Handbook for Claiborne Christian School and accept responsibility for being familiar with its contents. I agree that my children are subject to the guidelines and regulations it contains. I understand that any violation of these rules and regulations will result in disciplinary action as deemed necessary by the school administration and staff.

I hereby pledge my support of the administration, teachers, and staff in maintaining these standards and agree to abide by them.

Parent's Signature

Date

Please list your children's names and grades below.

Claiborne Christian School

Student's Statement of Agreement

2014 – 2015 School Year

I hereby acknowledge receipt of the Student Handbook for Claiborne Christian School and accept responsibility for being familiar with its contents. I agree that I am subject to the guidelines and regulations it contains. I understand that any violation of these rules and regulations will result in disciplinary action as deemed necessary by the school administration and staff.

I hereby pledge my support of the administration, teachers, and staff in maintaining these standards and agree to abide by them.

Student's Signature

Date