

# **COURTNEY CHRISTIAN SCHOOL**

## **PARENT / STUDENT HANDBOOK 2023-2024**



UPDATED 8/8/23

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**Note: Highlighting indicates an amendment to the Handbook.**



# LETTER FROM HEAD OF SCHOOL

Courtney Christian School is an educational ministry with the goal of training young people in discipleship to go out into the world to be world changers. The need for our nation to return to Biblical principles of self and civil government is imperative. Our only hope for lasting restoration is in the lives of our young people who are being trained today to occupy a place in the homes, churches, and businesses of tomorrow. This generation will be our leaders in the future. As Abraham Lincoln said, "The philosophy of the classroom in this generation will be the philosophy of government in the next."

We, at Courtney Christian School, want to rekindle patriotic pride in America as being a country founded on Biblical principles. The students of Courtney Christian School will be taught how to think governmentally from a Christian viewpoint. They will learn to reason from these basic principles in every area of their lives. We hope to bring forth young people who will assume responsibility for what is happening in society.

Courtney Christian School is designed to work hand-in-hand with parents. Parents are God-ordained to be central in the training of children. For this reason, Courtney Christian School desires to assist parents as they help their children to develop intellectually, socially, and spiritually.

It is our desire to promote godliness and moral integrity in young people, along with an academic program that teaches a Biblical worldview, communication skills, and critical thinking.

*Sue Courtney*

Head of School

# STATEMENT OF PHILOSOPHY OF CHRISTIAN EDUCATION

In Proverbs 22:6 we are called to “Train up a child in the way he should go, and when he is old he will not depart from it.” Courtney Christian School serves to train the whole child – academically, physically, and most importantly spiritually – with the skills and knowledge necessary for students to develop into happy and healthy adults, complete in the purpose that God has for each of their lives.

Christian education starts in the home with the parents following Biblical principles and mandates for the education of their children as they help to develop Christian character in them. Courtney Christian School serves as an extension of the home and as an essential element in the partnership – home, school, and church – necessary to fulfill a complete and total Christian education for children.

Biblical principles and Godly character training are core to our educational programs as we are being obedient to God’s mandates by providing a Christ-centered learning environment for each child in our school.

## WORD OF GOD

### CHILD

#### CHURCH

The educational goal of the American  
Christian Church is to build the  
foundation of Christian CONSCIENCE.  
CHARACTER.

#### HOME

The educational goal of the American  
Christian Home is to build the  
foundation of Christian

### SCHOOL

The educational goal of the  
Christian School is to build  
a Christian curriculum upon  
the foundation of  
Christian CHARACTER  
and  
Christian CONSCIENCE

# STATEMENTS OF FAITH

Courtney Christian School believes:

- The Bible is the mind of Christ and is the inspired and only infallible and authoritative Word of God.
- There is one God manifested in three persons: Father, Son, and Holy Spirit.

# EDUCATIONAL BOARDS

Courtney Christian School is State Approved by the Louisiana State Board of Elementary and Secondary Education.

The CCS School Board is a corporate body which oversees the affairs of the school.

**Courtney Christian School is currently going through accreditation with Association of Christian Schools International (ACSI). The school's accreditation should be approved by February 2024.**



# ADMINISTRATIVE POLICIES

## ADMISSIONS

### New Family Application Fee

An application fee of \$100.00 per new family should accompany the application, which will not be considered complete until the fee is paid in full. This fee is non-refundable.

### Returning Family Registration

A \$50 late fee will be assessed monthly if the registration packet is not turned in on time. However, availability is not guaranteed after the registration deadline.

### Assessment Fee for Prospective Students

An assessment fee of \$15.00 is due from prospective students (K5 – 8<sup>th</sup> grades) to administer an academic assessment, which is required for entrance to CCS

### Re-Enrollment Policy

Courtney Christian School is a discipleship school with the philosophy that the Home, School, and Church work together in the education of the child. Therefore, CCS reserves the right to terminate a student's enrollment or not renew a student's enrollment application if it becomes evident to the Administration that the actions of the student or parents / guardians are not in agreement with the policies or standards of the school. *"Can two walk together, unless they are agreed?" Amos 3:3*

Once a student has withdrawn from CCS, there is no guarantee that there will be future acceptance in the case of re-application. If you withdraw and reapply, you are considered a "new family" and application fees apply.

### Parent/Guardian Conduct Standards

Similarly, we expect parents to model excellent conduct and behavior for their students both on and off school property and when interacting with faculty and staff. Examples are included below, but the list is not comprehensive. A parent/guardian may receive a warning from Administration if found to be in violation of any of these standards. After a warning and the opportunity for restoration, Administration reserves the right to terminate a student's enrollment based on parent/guardian conduct.

- Parents/guardians are expected to honor and respect our faculty and staff both on and off campus. Threats will not be tolerated and will be reported to law enforcement.
- Parents/guardians should not defame the school or its employees on Facebook or other social media apps or channels. Concerns should be addressed by emailing the teacher or by calling the school office to speak with the appropriate staff member.
- Parents/guardians are expected to pay off any balance on their student's account before the end of the school year or if withdrawing. Students will not be considered for re-enrollment if a balance remains on the account.
- Parents/guardians should dress in good taste and avoid clothing with offensive language when visiting campus or attending a school event.

# ADMINISTRATIVE POLICIES

## Non-discriminatory Policy

CCS does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship programs, athletic and other school-administered programs.

## FINANCIAL BUSINESS

### Tuition Statements and Online Tuition Payments

Tuition statements are sent out as a courtesy only; in order to avoid a late fee, do not wait on a statement before paying tuition.

Please visit our website to make an online payment for tuition and fees; since this is now set up, we will no longer be taking tuition and fee payments over the phone. You can access the payment link by going to the home page ([www.courtneychristianschool.com](http://www.courtneychristianschool.com)), scrolling to the very bottom, and clicking the orange Make Payment button. Alternatively, you can go directly to [www.courtneychristianschool.com/tuition-and-fees](http://www.courtneychristianschool.com/tuition-and-fees).

### Money Sent to School

Money sent to Courtney Christian School with your child should always be in the student's folder in a sealed envelope and labeled with child's name, grade, and purpose. Please send money for different departments in separate payments; for example: tuition, After-Care, lunches, etc. If payments are made in cash, please send the correct change. ***The office will not send change home with a student.***

\*CCS cannot be responsible for lost money that is not sent in the above manner.

\*Financial business hours are 7:30 A.M. – 2:00 P.M. Please do not turn money in after 2:00 P.M., as the business office closes out at 2:00 P.M.

All accounts must be current before registration fees and applications can be processed for the next school year.

### Late Fees

All tuition payments must be **in the office** by the 10<sup>th</sup> of the month (not postmarked by the 10<sup>th</sup>) in order to not assess a late fee. If the 10<sup>th</sup> falls on a non-school day, the payment must then be **in the office** on the last day school is in session before the 10<sup>th</sup> of the month.

All monies due to CCS are subject to a \$15.00 late fee if not **in the office** by the due date.

Any tuition not **in the office** by the 15<sup>th</sup> of the month will result in an additional \$25.00 late fee and the student will not be allowed to return to school until the amount is paid current.

### Electronic Payments

The CCS Business Office only accepts cash or check payments. It does not accept any type of electronic payments such as Venmo, PayPal, etc., nor can a CCS teacher accept an electronic payment from a parent for any school-related activity (field trips, class parties, etc.)

# ADMINISTRATIVE POLICIES

## NSF Policy

A \$25.00 charge will be assessed to the account of anyone issuing a check with insufficient funds to the school. If the school receives two NSF checks, Courtney Christian School reserves the right to no longer accept personal checks or call for verification on any checks.

## Student Academic Records

Courtney Christian School abides by the provisions of the Family Educational Rights and Privacy Act (FERPA) with respect to the rights of parents and, in the event of divorce, the rights of custodial and noncustodial parents. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with a copy of the court order.

Tax letters or any formal paperwork (report cards, birth certificates, immunization records, etc.) will be issued within five (5) business days of the request.

## AFTER-SCHOOL CARE

The Aftercare program has been designed to serve the needs of our school's working parents. It is our school's policy that any student remaining on campus following afternoon dismissal must be supervised in an extracurricular activity or in Aftercare.

The Aftercare program serves children in pre-kindergarten through 8<sup>th</sup> grade and begins the first full week of classes in August.

The front gate is closed at 3:25 P.M. and Aftercare begins promptly at this time. Any student who is not picked up when dismissal ends will automatically go into Aftercare. Once the process of checking students into Aftercare has begun, no student will be released from Aftercare until all students have been checked in.

## Hours of Operation

The CCS After Care Program operates Monday - Friday from 3:25 – 5:30 PM when school is in session. After Care is not provided on half days of school.

## Inclement Weather Policy

The CCS After Care Program will follow the school's closing policy for inclement weather. Therefore, if CCS makes an early morning or mid-day closing, the After Care Program will be closed as well.

## Enrollment

The CCS After Care Program is for all enrolled students of CCS. The rates for After Care are listed below. This After Care Program is an Advanced Rate Program and parents are expected to always retain a credit balance to receive the lower rate. After Care charges start when student is signed in to program for that day.

***ADVANCED RATE - \$ 5.00 (3:25 PM – 4:30 PM)***

***\$10.00 (3:25 PM – 5:30 PM)***

We know not all families will be using our After Care Program on a regular basis and may not think they need to bank funds in the account. We strongly encourage leaving at least one day's rate in After Care for any unexpected emergencies.

If you do not have a credit balance in your account, the emergency rate is listed below.

***EMERGENCY RATE - \$10.00 for any time spent from 3:25 PM – 4:30 PM***

# ADMINISTRATIVE POLICIES

## **Check In / Check Out**

All children will be accounted for at the start of the After Care Program at 3:25 PM. Parents are required to sign out each child at the time of pick up. A CCS official car tag must be presented at time of pick up for your child to be released.

## **CRISIS MANAGEMENT**

A full Crisis Management Plan governs the school's emergency procedures, drills and checklists. Each room has a designated evacuation route and crisis checklist posted by the door. Fire drills, tornado drills, and active attack drills are practiced throughout the school year.

For the security of students, faculty, and staff, there is a coded key pad used to gain access to the Administration & Elementary building. All other gates/access points are kept locked during the school day.

## **EMERGENCY SCHOOL CLOSING**

School families will be notified of any emergency closing through a parent alert text message using the phone number listed in Renweb and through an email from Constant Contact using the email address listed in Renweb. The closure will also be posted on the school Facebook page.

## **SCHOOL FIRST AID**

Minor first aid will be administered by the school staff personnel (cleaning cuts and scrapes and applying band-aids). In the event of a serious injury, parents will be notified immediately, and, if necessary, an ambulance will be called.

If a student needs to take prescription medication during the school day, the parent must bring the medicine to the school office in the original prescription bottle with a doctor's note; designated office staff will administer the medication according to the prescription. Classroom teachers cannot give medication, and the school cannot dispense any over-the-counter medications.

## **CAR TAG POLICY**

Upon enrollment at CCS, each student (or family if more than one student) is assigned a Car Tag Number specific to them. The Car Tag Number and Family name is placed on the CCS Car Tag. Each family is given two car tags, and more can be purchased for an additional \$5.00 per car tag.

## **Uses of the Car Tag**

- Your Car Tag must be hanging from the rearview mirror when picking up a student in afternoon dismissal. If you are in the carpool line without the Car Tag, you will be asked to park and wait in the foyer until the afternoon dismissal is over. Once dismissal is over, you will be required to sign out your student from the front office. You will be required to show identification when signing out the student.
- Car Tags must be present when picking up students from After-care and during regular school hours. In the absence of a car tag, you must be on the authorized student pick up list and have the proper identification.
- If a Car Tag is lost or stolen, please report to Courtney Christian School administration immediately. If necessary, a new Car Tag number will be assigned.

# ADMINISTRATIVE POLICIES

## SCHOOL OFFICE

School office hours are 7:30 A.M. - 2:55 P.M., Monday – Friday. We may be reached by phone during these hours by dialing (985) 393-0227. All mail should be addressed to: COURTNEY CHRISTIAN SCHOOL, 121 Robin Hood Dr., Hammond, LA. 70403. When coming to school for any reason, please stop at the office and get a Visitor Pass. DO NOT GO DIRECTLY TO THE CLASSROOM. This is for your child’s protection and for a more orderly procedure. If at any time you have a change of address, phone number, etc., please notify the school office.

## SPIRITUAL PROGRAM

### INTEGRATED APPROACH

The spiritual program of Courtney Christian School is not separated from the other programs and activities but is integrated into everything we do. Our desire is to honor Jesus Christ in all that we do by affirming Scripture, by exalting His name, and by exhorting students toward Godliness in living. The development of a Biblical worldview, moral integrity and spiritual discernment is one of the primary goals of our school.

### BIBLE CLASSES

Students are privileged to be instructed in the Holy Scriptures. We set aside the first part of the day for Bible instruction. We do not teach doctrine. The Bible is the basis for all spiritual instruction. **Students pledge the Bible each morning.**

### CHAPEL SERVICES

Chapel is part of CCS’s total philosophy and curriculum. Chapel is held periodically throughout the school year and is an opportunity for all students and faculty members to experience worship, praise, and fellowship. Chapel speakers are typically Pastoral staff from area churches, missionaries, and other speakers.

## ACADEMIC PROGRAM

### RESTORING AMERICA’S HERITAGE

In this generation, most American Christians do not know of God’s hand in preserving our continent and in preparing a people to extend Biblical principles of government into civil government. As a people, we have forgotten the source of blessing that established this great nation. We have allowed the rewriting of history books, which destroyed the character of the founding fathers and established a socialistic philosophy of government. This period of decline has transpired over several generations until today we find our nation ignorant of God’s Providential Hand in America. We at CCS are committed to “telling the story” of our rich Christian heritage so that our children will know the truth about the Godly principles upon which America was founded. **Students pledge the American and Christian flags each morning.**

# ACADEMIC PROGRAM

“Every child in America should be acquainted with his own country. He should read books that furnish him with ideas that will be useful to him in life and practice. As soon as he opens his lips, he should rehearse the history of his own country.”

*Noah Webster*

“The philosophy of the classroom in one generation is the philosophy of government in the next.”

*Abraham Lincoln*

## ACHIEVEMENT

At CCS, our goal is to train our students to be academic scholars as well as leaders. In order for a student to receive the maximum benefit from his educational program, he should plan to be attentive, alert, and responsive in the classroom. He should also plan to study outside of class. No teacher, regardless of his capabilities, can adequately teach a student who is unwilling to learn. Judas’ rejection of Christ and His teachings is an example of how a student can fail even under a perfect teacher. The student has a responsibility to God, his parents, his teachers, and himself to be the best student he can be.

Regular and punctual attendance is vital to the success of any student. School experiences, classroom discussion, group instruction, or class work is often difficult to recover once missed. Consistent, timely attendance encourages good attitudes toward one’s work and responsibilities and eliminates any loss of instruction time. We have provided all the tools and knowledge of necessary skills for a student to achieve his potential. Success breeds success.

## ASSIGNMENTS

All course work must be completed with passing grades in order for a student to receive credit for the course. In the case of extended illness or emergency, a student failing to complete the work will receive an “I” in Facts/RenWeb; however, all “I’s” are averaged as “0’s” on RenWeb. As work is made up, the “I’s” will be replaced with the assignment grade, which will be reflected in the average on RenWeb. The school staff will work closely with the parents and the student in setting a plan that will allow the work to be completed in a timely and satisfactory manner. A report card will not be issued if a student is still in the process of making up work; the report card will go home once all work is made up. If work is not completed in the agreed time, the “I” will be changed to a “0”.

Students should do their assignments with the proper preparation and guidelines in mind. Assignments done incorrectly may be required to be done over. This will not be considered late.

Late assignments can result in the deduction of points from the grade assigned. In **Grades 7 – 8**, late assignments will receive a “zero”; however, all late assignments must be turned in.

When an assignment is missed due to an absence, the student and the teacher will work out a plan for make-up work.

## MAKE UP WORK

When a student misses school, make-up work is subject to each teacher’s policy.

Students are required to make up any work missed due to an absence. Make-up dates will be scheduled by the teacher. Each student will be given **the same amount of days to complete the work as the**

**number of days he has missed.** In the Elementary School (Grades K – 4), make-up test times are at the teacher’s discretion. In the Middle School (Grades 5-8), make-up tests must be made up Monday –

## **ACADEMIC PROGRAM**

Friday mornings at 7:25 A.M. Parents must walk the student into Ruth Burton Hall and sign him/her in for make-up tests. If multiple tests need to be made up, the student must come ***daily*** at 7:25 A.M. until all tests are completed. Failure to come daily will result in a zero on all uncompleted tests. **A grade of “zero” will be recorded for any work not completed on time.** *Teachers will review each student individually, but the responsibility for all make-up work rests with the students, not the teacher.*

### **HOMEWORK NOTEBOOK / PLANNER**

The student is responsible for copying daily homework assignments in the homework notebook (3<sup>rd</sup> – 8<sup>th</sup> grades). Every Monday, students in 1<sup>st</sup> – 4<sup>th</sup> grades will receive a weekly test schedule; test schedules for 5<sup>th</sup> – 7<sup>th</sup> grade students will be published on RenWeb, and students in 8<sup>th</sup> grade will write the test dates per subject as given by the respective teacher.

**While we do not encourage a parent to do a child’s homework, we do ask you to show them where corrections need to be made so that completion of the assignments will be of benefit. Please expect that your student will have homework daily. Parents and teachers are encouraged to use the homework notebook/planner to correspond with each other.**

### **PARENT FOLDERS**

A pocket folder will be designated as a parent folder for each student. This will be used to send home papers that are to be kept at home and also those to be signed and returned to school and filed. It is to your advantage, as well as the teachers’ appreciation, that you respond immediately, thus giving you constant reports.

### **STAFF EMAIL**

Parents may email their student’s teacher with any questions or concerns. Each teacher’s email is listed on the CCS webpage as well as on RenWeb (FACTS Management). Teachers will respond within 48 business hours.

### **GRADING SYSTEM**

#### **KINDERGARTEN**

E = Excellent - 100

VG = Very Good – 99-90

S = Satisfactory – 89-80

N = Needs Improvement – 79-70

BA = Below Average – 69-0

#### **1<sup>st</sup> – 4<sup>th</sup>**

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = Below 60

#### **5<sup>th</sup> - 8<sup>th</sup>**

A=93-100

B=85-92

C=78-84

D=70-77

F=Below 70

Bible, Handwriting, PE, Art, and Conduct will be assessed on the following scale:

#### **KINDERGARTEN**

E = Excellent

VG = Very Good

S = Satisfactory

N = Needs Improvement

#### **1<sup>st</sup> – 4<sup>th</sup>**

E = 85-100

S = 70-84

N = 0-69

#### **5<sup>th</sup> - 6<sup>th</sup>**

E = 93-100

S = 78-92

N = 77-0

#### **7<sup>th</sup> - 8<sup>th</sup>**

A = 93-100

B = 85-92

C = 78-84

D = 70-77

# ACADEMIC PROGRAM

## CHRISTIAN CHARACTER ASSESSMENT

Christian character will be assessed in the following areas:

*Self-Government* - The willingness to submit one's life to the Lord, then allowing oneself to be governed by God's Word; the student's ability to govern himself in all areas of his life.

*Liberty of Conscience* - Maintaining a blameless conscience before God and man, and having both the responsibility and opportunity to do what is right and just regardless of others' behavior; if our conscience is governed by God's law, then we obey our conscience in all things – convictions, opinions, thoughts, etc.

*Industry* - The student's incentive to achieve to the best of his ability.

*Dominion* - The student's ability to care for his property, the property of others, and the school property.

## REPORTING PROGRESS

Test papers will be sent home weekly in 1<sup>st</sup> – 8<sup>th</sup> grades for parents to review, sign, and return to the teacher the next school day. All graded assignments and test grades in K5 – 8th will be visible on the student's Facts/RenWeb site. At any time, parents can view their child's current grades in all subjects on the **Parent Log-in** on Facts/RenWeb. **If at any time there is a concern or issue about a student's grade, please contact the teacher first.** Interim Reports will be published on Facts/RenWeb in the fifth week, and report cards will be issued at the completion of each nine weeks.

## Creating a New Facts/RenWeb Parent Account

- Visit [www.courtneychristianschool.com](http://www.courtneychristianschool.com)
- Select "Facts/RenWeb" from the drop down menu under the Academics tab.
- Type CCS's District Code – CTC-LA
- Click "**Create New ParentsWeb Account**" which is located below the login link.
- Enter your email address.
- Visit your email account.
- Select the click "**to create your ParentsWeb login**" link in the email that you received. **This link is only valid for 30 minutes.**
- Click "**Save Password.**" A message displays at the top of the browser, "*User Name/Password successfully updated.*"
- You can now log into ParentsWeb as a **parent** and have access to grades, attendance, and announcements.
- **Remember** to keep your username and password in a safe place. CCS will not have access to your username and password due to your account being private.

Students who have all A's and B's (no grade below a B) on the report card for the nine weeks will be on the Honor Roll. Students who receive modified instruction with assessments not on grade level and not all grade-level objectives met will be on the Principal's List.



## PROMOTION

Promotion reflects academics and attendance. In the Elementary and Middle schools, promotion is evaluated by the teachers(s) involved according to grades earned.

# ACADEMIC PROGRAM

## Promotional Policy

**Grades 1<sup>st</sup> – 3<sup>rd</sup>:** If a student fails Reading *or* Math, the student will be retained pending 30 hours of summer tutoring through a learning center (for example: Sylvan, Kumon) or an approved certified teacher who is not a relative. If a student fails *both* Reading and Math, he/she will be retained.

**Grades 4<sup>th</sup> – 6<sup>th</sup>:** If a student fails Reading or Math, the student will be retained pending 30 hours of summer tutoring through a learning center (for example: Sylvan, Kumon) or an approved certified teacher who is not a relative. If a student fails any two subjects, he/she will be retained.

**Grades 7<sup>th</sup> – 8<sup>th</sup>:** If a student fails Literature, Language, or Math, the student will be retained pending 30 hours of summer tutoring through a learning center (for example: Sylvan, Kumon) or an approved certified teacher who is not a relative. (*Note: if the student is in the 8<sup>th</sup> Grade, he/she will not be allowed to walk at 8<sup>th</sup> Grade Graduation.*) If a student fails any two subjects, he/she will be retained. If a student in 8<sup>th</sup> Grade is retained pending 30 hours of summer tutoring, he/she may not participate in graduation. This includes retention due to academics and/or excessive absences.

At CCS, each class builds academic skills necessary to prepare students for the next grade level. Therefore, regardless of past retentions at CCS or elsewhere (as a result of grades or parent choice), once students are placed in a grade, they are not allowed to skip academic grades in the future.

Students in excess of ten (10) unexcused absences will be administratively placed one time; after that, the student will be retained pending 30 hours of summer tutoring through a learning center or an approved certified teacher who is not a relative. All retentions are approved by the Administration. Upon completion of summer tutoring, parents must submit documentation of the required 30 hours signed by the learning center or approved certified teacher.

In the case of Administrative Placement due to grades or unexcused absences, students will only be administratively placed one time.

Courtney Christian School honors previous school's records regarding retention or expulsion of transfer students.

## CURRICULUM

CCS has compiled a curriculum that we feel includes some of the best material available as well as incorporating critical thinking skills and a Biblical worldview. Each subject has a scope and sequence aligned with grade-level expectations to ensure there are no gaps in the curriculum throughout the grades. A partial list of the curriculum is as follows:

### **Lower Elementary (K – 2<sup>nd</sup>)**

Phonics, Spelling, and Handwriting – ABEKA / A Reason for Writing

Reading - ABEKA

Mathematics – Bob Jones

Science – ABEKA / Bob Jones

History/Geography – ABEKA / Bob Jones

Grammar – ABEKA / Bob Jones

Spelling – ABEKA / Bob Jones

Bible - ABEKA

# ACADEMIC PROGRAM

## Upper Elementary / Middle School (3<sup>rd</sup> - 8<sup>th</sup>)

Mathematics – Bob Jones / Addison Wesley (8<sup>th</sup>)

Science – Bob Jones

History/Geography – ABEKA / Bob Jones

Classical Literature

Reading – Bob Jones

Grammar – ABEKA / Bob Jones

Spelling – Bob Jones

Latin and Greek Roots (7<sup>th</sup> & 8<sup>th</sup> Vocabulary and Spelling)

Bible – ABEKA

Discipleship – 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>

Handwriting – ABEKA / A Reason For Writing

Physical Education

Fine Arts

Eighth graders are required to research, write, and present an extensive term paper as preparation for High School. Students in Grades 5-7 will participate in various components of the research process in preparation for the 8<sup>th</sup> grade research paper.

## Literature

Students in Grades One through Eight are involved in the study of classical literature.

- 1<sup>st</sup> Grade – *The Courage of Sarah Noble*
- 2<sup>nd</sup> Grade – *Little House in the Big Woods*
- 3<sup>rd</sup> Grade – *Abigail Adams, First Lady of Faith and Courage*
- 4<sup>th</sup> Grade – *Noah Webster: Father of the Dictionary*
- 5<sup>th</sup> Grade – *Carry On, Mr. Bowditch*
- 6<sup>th</sup> Grade – *Where the Red Fern Grows*
- 7<sup>th</sup> Grade – *Johnny Tremain*
- 8<sup>th</sup> Grade – *Roll of Thunder, Hear My Cry*

Every other year, 7<sup>th</sup> and 8<sup>th</sup> grade students are taught a unit about the Biblical evidence in our nation's capital, culminating in a class trip to Washington D.C.

## Critical Race Theory

Critical Race Theory (or CRT) is a way of thinking about America's history, people, public policies, institutions, laws, and systems. It is a method of analyzing how race impacts systems – not individuals – and resulting social, political, and economic power. CRT is a theory in academia, which is collegiate or university-level research and education.

Courtney Christian School's curriculum does not and will not include the teaching of Critical Race Theory.

Courtney Christian School serves to train the whole child – academically, physically, and most importantly spiritually – with the skills and knowledge necessary for students to develop into happy and healthy adults, complete in the purpose that God has for each of their lives.

In meeting the school's educational goal of developing each student's Christian Conscience and

# ACADEMIC PROGRAM

Character, CCS' curriculum strives to build understanding, appreciation, and respect of different people and their backgrounds. CCS emphasizes cultural appreciation and critical consciousness, but critical race is not part of the curriculum at CCS.

## **Resource Room**

Our CCS Resource Department provides academic (not behavioral) support for students in Grades 1 – 8 with IEP's or private evaluations. Resource Room instruction includes smaller classes with individualized and small group instruction and/or tailored instructional strategies and learning activities as stated in the student's IEP / private evaluation. It also includes accommodated or modified work based on the student's IEP / private evaluation. If a student is taught a specific subject in the Resource Room, an additional fee will be assessed per subject taught. These subjects will be listed as "Transitional" subjects on the report card.

Participation in any event or activity outside of the normal school day that affects a resource student will be assessed by the Resource Director and the individual needs of the resource student.

Resource students' participation in field trips or other off-campus activities during the school day will be at the discretion of the Resource Director. Educational field trips pertaining to a specific subject (for example: Math, ELA, Science, History) are limited to those students enrolled in that particular class.

A resource student's participation in After-School Care will be at the discretion of the Resource Director depending on the individual needs of the student.

# STUDENT POLICIES

## **ATTENDANCE**

### **Morning Arrival**

Doors will be opened at 7:30 A.M. When students are dropped off, they will go directly to their classrooms. The bell will ring at 7:55 A.M. AND THE GATE WILL CLOSE AT 7:55 A.M. Tardy bell will ring at 8:00 A.M.

### **Dismissal**

Courtney Christian School's carpool will begin at 3:00 P.M. In order to have an efficient and safe dismissal, all parents will pick up students in the carpool line with the car tag clearly visible. If a driver does not have a car tag, the driver will have to pull out of the carpool line and wait in the foyer until dismissal is over to pick up the student. Once dismissal is over, you will be required to sign out your student from the front office. Please note: you will be required to show identification when picking up the student.

If a student is riding in a vehicle with another student, the vehicle must have the car tag for each additional student.

Exceptions to the standard dismissal procedure are as follows: Substitutes, Para-assistants, volunteers, Sports staff and participants, and extreme emergencies.

# STUDENT POLICIES

CCS will offer after-school care from 3:25 P.M. to 5:30 P.M. Any students who are not picked up by 3:25 P.M. will automatically be sent to After-School Care, and parents will be charged the allocated fee. Once the gate is closed at the end of dismissal, students must be checked out of After-School Care before they will be released to the parents. Once the process of checking students into After-School Care has begun, no student will be released from After-School Care until all students have been checked in.

## **Tardiness**

It is the responsibility of the parents to get their children to school on time each morning. A student who is not INSIDE the foyer when the 8:00 A.M. bell rings will be counted tardy for that day. Should a student arrive late to school, the parent or responsible party must WALK IN and check the student into the office. On the fifth tardy, the student will be issued **one unexcused absence**. The student's accumulation of tardies starts over at the beginning of the second semester.

Excused tardies that are not counted against the student are as follows:

- a) an original doctor's excuse
- b) death in the family

Students who arrive to school after 8:30 A.M. or check out between 11:30 A.M. and 2:45 P.M. will be considered absent for half a day. Students checking out of school prior to 11:30 A.M. will be considered absent for a full day.

## **Health and Safety Guidelines**

- CCS will continue to follow CDC guidelines pertaining to COVID precautions.
- Students will periodically wash / sanitize their hands throughout the school day. Hand sanitizer will be available for student use as needed.
- Parents will need to send bottled water with students. Touchless water fountains are available for students to refill water bottles, but not for students to drink from.
- Students with a fever or *any* illness are required to stay home.

## **Illness**

At CCS, we work to maintain a healthy school environment for your students and stop the spread of germs and sickness. Students who are running a fever (100.4 or higher) or vomiting must be symptom-free for 24 hours (without fever-reducing medicine) before they return to school. Students who are sent home from school with these symptoms must stay home the next school day as well in order to ensure complete recovery. During the cold and flu season, the recuperation time for fever or vomiting is extended to 48 hours fever and symptom free. Students who have tested positive for the flu will not be allowed to return to school before five (5) days from the date of diagnosis.

## **COVID Policy**

### **MONITORING STUDENTS FOR COVID**

- Parents/guardians should conduct a health assessment of their student(s) before sending them to school. If the student has any of the following symptoms, he/she should remain at home: fever (100.4F in the past 24 hours), chills and shaking, muscle pain, unexplained rash, or loss of taste or smell.

# STUDENT POLICIES

- The school office will contact any student's parents and/or guardians if a student who has signs of illness (fever, chills and shaking, muscle pain, unexplained rash, or loss of taste or smell and will be asked to be picked up from the school. (*Parents and/or guardians should ensure that the school has up-to-date contact information.*)

## **POSITIVE TEST FOR COVID**

- If students test positive for COVID, they are required to quarantine for five days from the on-set of symptoms.

## **Absences**

Excused absences that are not counted against the student are as follows:

- a) illness with an original doctor's excuse
- b) death in the family
- c) two parent notes *per semester* to be used for illness *only* (for example, a stomach virus for which you would not necessarily go to the doctor)

Doctor's excuses **or parent notes for absence(s)** must be received within five (5) days upon the student's return to school. Any other absences will be unexcused; however, the student may make up missed work.

On the day of a student's absence, parents may call the front office by 10:00 A.M. and request to pick up textbooks and handouts from the office after 4:00 P.M. Due to the teaching and learning that is taking place in the classroom during the day, emails to the teacher for same-day make-up work are not effective.

In preparation for high school, students in the 8<sup>th</sup> grade are required to get their make-up assignments from a fellow student in the class.

Courtney Christian School allows a student to have ten (10) unexcused absences per year. Any student with more than TEN (10) unexcused absences will be **retained pending 30 hours of summer tutoring.** (See **PROMOTION** section.)

All absences by a student are documented on RenWeb and become a part of the student's permanent record.

## **Checking Out / Permission to Leave School**

Reasons for checking out must be limited to emergency situations and medical appointments that could not be scheduled after school. However, student check-outs should be minimal. The school office will notify the teacher to release the student. Parents or authorized adults must present the student's car tag when picking up the student at the school office and sign the student out for the period of time he will not be in attendance. The parent or guardian must designate on the information card which other adults (i.e. grandparents, aunts, etc.) may pick up their child. Proper identification will be required by the school office before any student is released. If someone other than the student's parent or guardian is picking up your child, please make sure the adult is on the "authorized pick-up" list; otherwise, a written note is required. Please do not call ahead of time and ask that your child be waiting for you in the office. We will call for your student when you arrive at the office. All unexcused check-outs will be documented as an absence.

# STUDENT POLICIES

Due to the dismissal process, students may not check out after 2:45 P.M. If your student has an appointment between 2:30 P.M. and 3:00 P.M., make sure you are at the CCS office *before* 2:45 P.M.; otherwise, you will be asked to follow the normal dismissal procedure.

## DRESS CODE POLICY

Courtney Christian School expects its students to be excellent in dress, manners and appearance.

### **PRE-SCHOOL Students Only: (K-3 and K-4 classes)**

- Blue polo shirt with CCS logo purchased from The Old School in Hammond, or previously purchased from Connie's Impressions (allowed through the 2024-2025 school year)
- Black pants, black shorts or black skorts (black leggings and athletic shorts are permitted for preschool K-3 and K-4 students only)
- Velcro or slip-on tennis shoes required and must be worn with solid black or white socks.
- No light up shoes, lace up shoes, sandals or boots may be worn to school.
- CCS jacket, sweatshirt or fleece purchased from The Old School or the Lion Spirit Booster Shop, or previously purchased from Connie's Impressions or Big Frog only.
  - Approved outerwear by The Old School, new for 2023-2024:
    - Crewneck sweatshirt
    - Full zip hooded sweatshirt
    - Royal blue sweatshirt
    - Traditional or athletic logo on the left chest
    - Heat press only
    - Full zip fleece jacket
    - Dri-fit 1/4 zip jacket
    - Black or royal blue jacket
    - Traditional logo only
    - Embroidered only
  - Spirit Shirt Friday - wear any CCS shirt purchased from The Old School (or previously from Connie's) or from a CCS organization (Booster, Chess Club, Cheer, etc.)

### **Girls: Kindergarten – 8th Grade**

- Blue polo shirt with CCS logo purchased from The Old School in Hammond, or previously purchased from Connie's Impressions (allowed through the 2024-2025 school year)
- Black pants, black shorts or black skorts (see guidelines at bottom of page)
- CCS jacket, sweatshirt or fleece purchased from The Old School or the Lion Spirit Booster Shop, or previously purchased from Connie's Impressions or Big Frog only
  - Approved outerwear by The Old School, new for 2023-2024:
    - Crewneck sweatshirt
    - Full zip hooded sweatshirt
    - Royal blue sweatshirt
    - Traditional or athletic logo on the left chest

- Heat press only

## STUDENT POLICIES

- Full zip fleece jacket
- Dri-fit ¼ zip jacket
- Black or royal blue jacket
- Traditional logo only
- Embroidered only
- Any CCS shirt may be worn for Spirit Day on Fridays with uniform bottoms.
- Shorts and skorts must be mid-thigh length.
- Velcro tennis shoes are required for kindergarten to 1<sup>st</sup> grades and must be worn with solid black or white socks.
- Tennis shoes are required for 2<sup>nd</sup> to 8<sup>th</sup> grades and must be worn with black or white socks.\
- No light up shoes.
- No hoop or dangling earrings (due to insurance requirements).
- Hair must be clean, neatly groomed and a natural color.
- Neutral makeup for 5<sup>th</sup> to 8<sup>th</sup> grade / no makeup for 4<sup>th</sup> grade and under.
- Undergarments may not be seen.
- Black leggings can be worn under shorts and skorts.
- Pants are to fit properly. They are not to be oversized or undersized.
- Pants with tears or holes, joggers with elastic ankle bands or frayed pant legs are not permitted.
- No body piercings.
- No visible tattoos.

### **Boys: Kindergarten – 8th Grade**

- Blue polo shirt with CCS logo purchased from The Old School in Hammond, or previously purchased from Connie's Impressions (allowed through the 2024-2025 school year)
- Black pants or black shorts (see guidelines at bottom of page)
- CCS jacket, sweatshirt or fleece purchased from The Old School or the Lion Spirit Booster Shop, or previously purchased from Connie's Impressions or Big Frog only
- Approved outerwear by The Old School, new for 2023-2024:
  - Crewneck sweatshirt
  - Full zip hooded sweatshirt
  - Royal blue sweatshirt
  - Traditional or athletic logo on the left chest
  - Heat press only
  - Full zip fleece jacket
  - Dri-fit ¼ zip jacket
  - Black or royal blue jacket
  - Traditional logo only
  - Embroidered only
  - Any CCS shirt may be worn for Spirit Day on Fridays with uniform bottoms.
  - Velcro shoes are required for kindergarten to 1<sup>st</sup> grades and must be worn with solid black or white socks.
  - Tennis shoes are required for 2<sup>nd</sup> to 8<sup>th</sup> grades and must be worn with black or white socks.\

- No light up shoes.

## STUDENT POLICIES

- No earrings.
- Hair must be clean, neatly groomed and a natural color.
- Boys hair should be neatly trimmed off the collar, ears, and eyebrows.
- No facial hair.
- Undergarments may not be seen.
- No leggings or compression tights.
- Pants are to fit properly. They are not to be oversized or undersized.
- Pants with tears or holes, joggers with elastic ankle bands or frayed pant legs are not permitted.
- No body piercings.
- No visible tattoos.

### Colder Months –

- ❖ *A solid white or black T-shirt can be worn under a uniform shirt.*

❖ Students may wear a CCS jacket, sweatshirt or fleece purchased from The Old School or the Lion Spirit Booster Shop, or previously purchased from Connie's Impressions or Big Frog only. No other sweatshirts or hoodies will be allowed on campus. On cold days, a winter coat can be worn over approved jackets/sweatshirts.



### DRESS CODE VIOLATIONS:

- 1<sup>st</sup> Offense:** The students will receive a written warning which must be signed by the parent and returned to school the next day.
- 2<sup>nd</sup> Offense:** The student will receive a written warning and a detention.
- 3<sup>rd</sup> Offense:** The student will receive a written warning and a detention.
- 4<sup>th</sup> Offense:** The student will receive a written warning, a detention, and an additional \$25.00 fine.



# STUDENT POLICIES

## **FOOD AND LUNCHES**

Students have the option to bring lunch from home or purchase lunch on a pre-ordered basis.

### **LUNCH FROM HOME**

- Students can bring lunch from home but CANNOT share food with anyone else.
- If your child has any type of food allergies, be sure that you complete the proper paperwork and turn it in to the front office.
- In order to prevent interruptions in the school day or cafeteria procedures, CCS will not accept lunches from a parent after 9:30 A.M.
- Parents cannot deliver any fast food to the school for their child's lunch.
- Students will not be allowed to call home for a forgotten lunch. In the event of a forgotten lunch, an emergency lunch will be provided at a cost of \$8.00, due the following school day.

### **LUNCH PRE-ORDER OPTIONS**

Lunch will be provided by The Blvd, a local Hammond restaurant, for the 2023-2024 school year. Orders must be made monthly online directly with The Blvd. Orders must be placed as one order per student (cannot combine students lunches). Please pay attention to the monthly deadlines.

The menu can be located at [ccslunch.com](http://ccslunch.com) or it will be posted on CCS website. Prices will vary depending on the options selected; however, most meals will range from \$5 to \$7. CCS will not maintain a copy of students' lunch menu so parents should keep a copy of what was ordered.

Lunch may not be delivered to students from a delivery app such as Waitr, DoorDash, Uber Eats, Grubhub, etc.

Lunch orders are not transferable, nor will they be refunded, credited, or packed up and sent home due to a student's absence.

\*For safety reasons, students may not bring food or drinks in glass containers.

## **FIELD TRIPS**

### **General Field Trip Guidelines**

The purpose of all CCS trips is to accomplish a mission, a curricular goal, or both. It is also understood that even though this trip takes place off campus and outside of the normal school day, it is considered a CCS event, and therefore every behavioral expectation that would be observed and enforced on CCS property will be observed and enforced throughout the trip. We are called to be the salt and light of the world; therefore, students are expected to display the love of Christ and to always behave in a Christ-like manner. Matthew 5:13-16

- All students will need to be registered for each field trip by the designated deadline.
- A CCS Permission/Release form will need to be completed for each student attending the field trip. *Students will not be allowed to participate without a completed and signed release form.*

# STUDENT POLICIES

- In most cases, students will be assigned to a group and will have a designated chaperone. Students are to remain with their assigned group at all times.
- Students are expected to obey and respect their chaperone in the same manner as they would their teacher or administrator.
- Students must wear their CCS uniform when attending local field trips as directed by their teacher. Any exception to this dress code guideline will be noted in the field trip letter outlining the specific details of the trip.
- When not in school uniform, students are expected to adhere to the handbook rules regarding modesty. The trip leader (not the chaperone), will have the final authority over what is considered appropriate dress.
- **Swimming Trips**
  - Boys must always wear a shirt and appropriate swim shorts
  - Girls must wear a one-piece swimsuit or a shirt over a two-piece swimsuit
  - *Students not adhering to these guidelines will be asked to change and not participate in swimming activities*

## **Chaperone Expectations**

- In an effort to provide our students with the opportunity for an enriched CCS learning experience, guests, siblings, and other children are not allowed to attend CCS field trips.
- All chaperones and adult field trip attendees, whether a chaperone or not, must be background screened, have a clear record, and be approved by CCS administration.
- Each trip will have a specific number of designated chaperones. Once this number has been met, no additional chaperones will be permitted.
- Chaperones are to remain with their designated group of students at all times and ensure they are behaved in a manner that is consistent with CCS expectations.
- All chaperones participating in any CCS event must be in good standing with CCS's *Conduct Standards* for continued enrollment that is included in The Parent-Student Handbook.
- Chaperones must complete a Field Trip Chaperone request form by the designated deadline for each trip.
- Chaperones are not permitted to be alone with any student other than their own.

## **Transportation**

Generally, field trips are planned by the teacher to coordinate with a particular area of study. Parents are usually needed to help chaperone and provide transportation.

**The following guidelines should be followed in all school functions requiring transportation when a private vehicle is used:**

- Drivers of field trips must have a background check, turn in a copy of current proof of insurance, and a copy of their drivers license.
- Parents must give written permission for another parent to drive their child on a field trip or to any other CCS event.
- Seat belts must be worn.
- Drivers must not drive over the speed limit and seat belts must be worn by everyone.
- Students must return to the school in the same vehicle in which they left unless arrangements were made beforehand with the teacher.

# STUDENT POLICIES

- The driver's car insurance becomes the primary coverage in the event of an accident or injury. The school accepts no liability for the use of individual cars.
- Drivers must be approved with each trip.
- Drivers are asked to provide only G-Rated movies or Christian music in the vehicle during the field trip

*Note: CCS does not provide lunch during field trips.*

**Courtney Christian School reserves the right to not allow a student to go on field trips and / or class trips due to behavioral issues.**

## **TELEPHONE CALLS**

School phones are not to be used by students. In an *emergency*, the staff will place a call for the student. Parents are asked to refrain from calling the school office to leave messages for students. Only emergency messages from parents will be delivered.

## **TEXTBOOKS**

In order to be good stewards of the materials God has given us for our use, students are responsible for all materials checked out to them. Hardback textbooks should be covered with cloth, "stretchy" book covers or paper book covers. Paperback textbooks and workbooks are to be covered with clear contact paper to prolong the wear of the book. A letter and / or email will be sent approximately one week before the end of the school year to notify parents that all textbooks / library books will be collected and assessed for close-out. Students will be asked to pay for any book that is lost or damaged beyond normal use.

## **INVITATIONS**

Only invitations addressed to the entire class (or every student of the same gender) will be allowed to be distributed at school.

## **CHEATING**

Cheating is any attempt to deceive a teacher concerning the extent of one's work or knowledge so as to cause the teacher to grant a higher grade than deserved. Cheating is a type of lie and demonstrates both a lack of respect to the one in authority as well as a lack of respect to another person. Cheating in any form, including plagiarism (the act of using another person's words or ideas without giving credit to that person) as well as allowing someone to copy your work, is a major violation of school ethics and morality that can result in detention or suspension. In the event of cheating, parents will be notified and zeros will be given for any schoolwork that is involved.

## **FIGHTING**

Fighting is inappropriate behavior; it is an indication of a lack of respect for another person, as well as a lack of self-government. A student who is being goaded into a fight by another student should inform a teacher; this is not a sign of weakness but self-respect. In the event that fighting actually occurs, the students involved will be sent to the office. Punishment for a student who has assaulted another student could lead to detention or suspension.

# STUDENT POLICIES

## DISRESPECT TO OTHER STUDENTS

Name calling, slander, derogatory notes, insults, and other actions that demean another will result in disciplinary action.

## GUM

In order to exercise dominion and be good stewards of our CCS facilities, **no gum is allowed on campus.**

## DAMAGE TO PROPERTY

Students doing damage to property that is not theirs will be asked to replace the damaged property. This may mean a note to the parent or a phone call placed by the offender(s).

## CELL PHONES

Students may not have cell phones or other electronic devices (including smart watches) on campus or a school-related function (field trip, school trip, etc.). If a student's cell phone / electronic device is seen or heard, the school will enforce the following penalties:

**1<sup>st</sup> Offense:** The phone / electronic device will be confiscated, the student will be fined \$25.00, and a parent / guardian must pick up the device in person from the school office upon payment of the fine.

**2<sup>nd</sup> Offense:** The phone / electronic device will be confiscated, the student will be fined \$50.00, and a parent / guardian must pick up the device in person from the school office upon payment of the fine.

**3<sup>rd</sup> Offense:** The phone / electronic device will be confiscated, the student will be fined \$75.00, the student will be suspended, and a parent / guardian must pick up the device in person from the school office upon payment of the fine.

**If a cell phone / electronic device is seen or heard on school property, CCS reserves the right to retrieve the device from the student's personal property (i.e. book sack, locker, purse, etc). CCS also reserves the right to examine all students' cell phones and electronic devices on suspicion of wrong-doing and upon reasonable belief that evidence of such wrong-doing is present on the cell phone or electronic device examined.**

## SOCIAL MEDIA

In keeping with Courtney Christian School's culture of honor and respect, the use of technology should not in any way embarrass, threaten, or defame another student, faculty or staff member, Administration, or the school itself. Posting inappropriate material on any social networking or other websites can lead to disciplinary action. Additionally, students should be aware that electronically transmitting inappropriate images of themselves or others is an illegal activity and the school reserves the right to act on this type of behavior.

# STUDENT POLICIES

## TECHNOLOGY

### **Acceptable Use Policy**

Courtney Christian School intends that all electronic equipment, property, Internet access, Internet service providers, hardware and/or software, be used for purposes consistent with the mission and educational goals of our school. CCS has taken precautions to prevent access to materials that are not in accordance with those missions and goals. Nonetheless, those

precautions in no way diminish each user's responsibility to act ethically and to conform to school policy. All students and parents are asked to read and agree to the Acceptable Use Policy.

By signing the Acceptable Use Policy, the parents and student acknowledge that they understand the policy and agree completely to the terms and conditions contained therein. Any student who fails to conform to this policy will be subject to disciplinary action, which may include suspension or dismissal.

1. Use of technology resources (computers, scanners, cameras, TVs, calculators, etc.) at Courtney Christian School is a privilege.
2. Students will NOT be allowed to call home for their iPad.
3. Users must demonstrate honesty and respect for others at all times. Appropriate manners and language is required. Sending, displaying, or downloading offensive messages or pictures or harassing, insulting, or threatening others is not allowed.
4. Users are not permitted to e-mail or log into chat rooms. Only teachers and classes as a whole may be permitted, with permission, to use e-mail.
5. The use of technology for unethical, immoral, criminal and/or illegal activities, including copyright violations, is strictly prohibited. 6. Copying, modifying, distributing, displaying, or transmitting the work of another without permission or proper citation is prohibited.
7. Internet access is intended to support educational goals and teacher authorization is necessary.
8. Users are prohibited from bringing software and / or hardware from home to use on or with network computers.
9. Users of the Internet are prohibited from uploading to or downloading from the Internet any nonacademic photographs. Disclosing or providing to any other person the address, phone number, or last name of any student, staff, teacher, or volunteer at CCS, including his/her own address, phone number and last name is prohibited.
10. Users are not to change, rearrange, add or delete desktop and software settings on any school computer.
11. Users are not to change, relocate, modify, or delete the work of another person.
12. Users shall not limit access to files, folders, or student work in any form.

# STUDENT POLICIES

13. All printing must be done with teacher approval. Students are not to intentionally waste limited resources, i.e. paper, print cartridges, etc. Unnecessary waste may result in disciplinary action.
14. Users are not to share their sign-on and/or passwords with another student. Users are prohibited from trespassing in another person's folder, work, or files.
15. No person is permitted to post information related to the school, our staff, and our students, use images of the school, the school logo or seal, school staff, or students in any form on the Internet or in any form of electronic communication without specific written permission from the administration. The posting of any such information on any website, bulletin board, chat-room, e-mail, or other messaging system without permission, or the posting or transmission of images or information in any format related to the school, staff, or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited.
16. Users will be held accountable for their actions. Privileges will be lost if the **Acceptable Use Policy** is violated.
17. The administration reserves the right to use, at its discretion, any form of discipline with respect to any act or actions not specifically listed herein but which actions are determined by the administration to be illegal, immoral, unethical, criminal, a violation of any local, state or deferral law or regulation, and/or a violation of the goals, principles, or educational objectives or policies of Courtney Christian School.

## **Technology Acceptable Use Policy - Student Agreement**

All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these technological resources is a privilege, not a right. While impossible to control all materials available on the Internet, Courtney Christian School believes that the valuable information and interaction available on the network is educationally beneficial to teachers and students.

The following is a list of procedures to be followed for Internet access and use. The administration retains the right to amend these rules at any time.

1. At all times access shall be under the direction and supervision of classroom teachers.
2. Students in grades PK through 3rd will access the network under a generic username and password. Students in grades 4th through 8th will have specific usernames and passwords. This information should not be shared with anyone other than the teacher or Principal.
3. No student will be allowed to use a computer in which a faculty member is currently logged in.
4. In the case of shared iPads, it is the responsibility of the student to log off of the iPad once he/she is done using it. If a student proceeds to use an iPad that is logged on under a different user, that student must log off and log on using his/her own information.
5. No student shall access any part of the network that he/she is not permitted to access.

# STUDENT POLICIES

6. No students shall access, view, print, or send any material that is profane or obscene, or any materials that advocate violence, discrimination, or illegal acts.

7. No student shall download his/her own applications and programs to any computer, iPad, or other school owned device. Only administrators have this privilege.

8. No student shall access social network sites such as, but not limited to, Facebook, Instagram, TikTok, or Snapchat.

9. No student shall access any web mail service email such as, but not limited to, Yahoo, Google, or MSN, except as authorized to use the school's Google Domain resources.

10. No person is permitted to post information related to the school, including the school's name, our staff, and our students, use images of the school, the school logo or seal, school staff, or students in any form on the Internet or in any form of electronic communication without specific written permission from the administration. This includes on-line journals such as, but not limited to, Instagram.com and Facebook.com. The posting of any such information on any website, bulletin board, chat-room, e-mail, or other messaging system without permission, or the posting or transmission of images or information in any format related to the school, staff, or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited.

11. Any accidental violation of the above code must be reported immediately to the teacher or other school officials and without demonstration to other students, in order to protect him/her against a claim that he/she has intentionally violated the policy.

12. Inappropriate or illegal use, access, or activities will result in disciplinary action which may range from loss of Internet privileges to expulsion and legal action. These actions include, but are not limited to, copyright or contract violations, plagiarism, threatening or abusive messages, damage to software or equipment, hacking, invasion of privacy, creation or spread of viruses, use for personal financial or commercial gain, product advertising, political lobbying, or sending of unsolicited junk/chain mail.

Users will be held accountable for their actions. Privileges will be lost if the **Acceptable Use Policy** is violated and disciplinary consequences may be imposed. The administration reserves the right to impose disciplinary consequences with respect to any act or actions not specifically listed herein but which actions are determined by the administration to be illegal, immoral, unethical, criminal, a violation of any local, state or deferral law or regulation, and/or a violation of the goals, principles, or educational objectives or policies of Courtney Christian School.

The decision of Courtney Christian School regarding inappropriate use of the technology or telecommunication resources is final. Monetary reimbursement will be sought for damage necessitating repair or replacement of software and/or hardware equipment.

## **Equipment/Repair Fees:**

- Cracked Screen \$150
- Charging Block \$20
- Charging Cable \$20
- Protective Cover \$65
- Lost/Stolen iPad \$400

# STUDENT POLICIES

It is the responsibility of the parent to read over the **Technology Acceptable Use Policy: Student Agreement** with the student and ensure that the student understands the information outlined in the policy.

## Parent Best Practices for Internet Safety at Home

### • **Keep computers in a central place.**

- This will make it easier for you to monitor and keep an eye on your child's activities.
- You can clearly monitor their internet activity.

### • **Know when your children go online.**

- Establish specific times when access to the Internet is permitted and keep that schedule.
- Limit the length of access time. This will encourage your child to go directly to the information required, rather than aimlessly surfing the Internet.
- Talk about what kinds of sites that they like to visit and establish what is and isn't appropriate for your family.
- You can also check where your kids have been by looking at the history in the browser menu.

### • **Teach Internet Safety.**

- It's impossible to monitor your child's online activity all the time.
- As they get older, they need to know how to use the Internet safely and responsibly.
- Teach children not to communicate or share any personal information with strangers on the Internet.

### • **Use Privacy Settings and Sharing Controls.**

- Many sites that feature user-generated content, YouTube, Facebook, and other social networking sites, have sharing controls that put users in charge of who sees personal blogs, photos, videos, and profiles.
- Teach your children to respect the privacy of friends and family by not identifying people by name in profiles and pictures.

### • **Protect Passwords.**

- Remind your children not to give out their passwords to anyone for any reason.
- Make sure they make a habit of unclicking "Remember Me" settings on their computer.

### • **Teach Your Children to Communicate Responsibly.**

- Instruct your child to talk to you if he or she finds anything on the Internet that makes them feel uncomfortable.
- Ask about their Internet experiences and what they have learned.
- Remind them not to text, email, instant message or post any hurtful or inappropriate things on someone's page.

### • **View all Content Critically.**

- Just because you see it online doesn't mean that it is true.
- Children should learn how to distinguish reliable sources from unreliable ones, and how to verify information that they find online.
- Make sure that they understand that cutting and pasting content directly from the Internet is plagiarism.



# STANDARDS OF CONDUCT

## PHILOSOPHY OF DISCIPLINE AT COURTNEY CHRISTIAN SCHOOL

Courtney Christian School's primary goal is the total Christian education of the student. The school believes it can attain that goal within a highly disciplined environment. Therefore, CCS has developed a BEHAVIOR POLICY designed to provide for the orderly growth and development of the individual student and to promote the health and safety of all.

Students must behave in a manner consistent with their status as a student of Courtney Christian School. Student conduct, therefore, must contribute to the following:

- Treating all students and staff at Courtney Christian School with honor and respect
- Meeting the personal and academic needs of the student as well as those of his classmates
- Supporting the good name, reputation, and integrity of Courtney Christian School

Courtney Christian School is a discipleship school with the philosophy that the Home, School, and Church work together in the education of the child. Therefore, CCS reserves the right to terminate a student's enrollment or not renew a student's enrollment application if it becomes evident to the Administration that the actions of the student or parents / guardians are not in agreement with the policies or standards of the school. *"Can two walk together, unless they are agreed?" Amos 3:3*

SPECIAL NOTE: It is neither the jurisdiction nor the desire of CCS to determine what limits or freedoms parents may specify for their child's behavior.

## DISCIPLINE DEFINED

"Discipline," according to Webster's 1828 Dictionary, "is to instruct or educate; to inform the mind; to prepare by instructing in correct principles and habits." Discipline does not mean punishment, although punishment may be a consequence for unacceptable behavior. Discipline does not mean anger, although anger will flourish where there is a lack of discipline. Discipline means setting firm, appropriate standards of behavior and then following through consistently with fair consequences when correct behavior does not occur. Though it varies with age and home training, rebellion is distinctly separate from lack of knowledge of right and wrong. The goal of discipline at Courtney Christian School is to direct a child in the straight and narrow path. Though the child's way may "seem right", the end will be destruction.

## EXPECTED STUDENT OUTCOMES

Courtney Christian School is an educational ministry with the goal of training young people in discipleship to go out into the world to be world changers. The need for our nation to return to Biblical principles of self and civil government is imperative.

Courtney Christian School is designed to work hand-in-hand with parents. Parents are God-ordained to be central in the training of children. For this reason, Courtney Christian School desires to assist parents as they help their children to develop intellectually, socially, and spiritually.

It is our desire to promote godliness and moral integrity in young people, along with an academic program that teaches a Biblical worldview, communication skills, and critical thinking.

# STANDARDS OF CONDUCT

The vision of Courtney Christian educators is that a maturing CCS student will:

**1. Become an educated, informed moral and ethical citizen.**

*Understand the fear of the Lord and find the knowledge of God. Proverbs 2:5*

**2. Develop and apply Christian character in all areas of life.**

*If someone asks about your hope as a believer, always be ready to explain it. 1 Peter 3:15*

**3. Understand and commit to a personal relationship with Christ and pursue spiritual development.**

*Grow in the grace and knowledge of our Lord and Savior Jesus Christ. 2 Peter 3:18*

**4. Demonstrate the heart of servant leadership.**

*Have this attitude in you which was also in Christ Jesus. Philippians 2:5*

**5. Be prepared academically in all content areas.**

*An intelligent heart acquires knowledge, and the ear of the wise seeks knowledge. Proverbs 18:15*

## SLANTED NEWS

Probably one of the most critical areas of school-parent communication is that of children bringing home “slanted news”. Each comment made by a child should be weighed carefully by every parent. All children will report events at school in a manner favorable to themselves and unfavorable to others. Parents should always support the school in the eyes of their children, even if what the child says is alarming or upsetting.

Later, in private, parents should call the teacher or Administration involved to get a more accurate view of the situation. We know that you believe in us and the work we are doing. Therefore, the school should never be criticized in the presence of your child... this only makes matters worse. We ask that you give us the benefit of the doubt, call us, and let us explain fully any “slanted news” your child brings home. If something strikes you as very strange and wrong, then please contact the teacher or Administration involved to get the “other” side of the story. Our statement here is, “If you won’t believe all they say about us, then we won’t believe all they say about you.” (Proverbs 3:27 Do not withhold good from those to whom it is due, when it is in your power to act.)

## DISCIPLINARY MEASURES

Discipline is the process of training, teaching, reproofing, and correcting students in order to help them accept responsibility for their own actions. Discipline is an act of love and, according to Hebrews 12:6, everyone who is loved will be disciplined. While discipline is not always pleasant, its purpose is to produce righteous behavior that enables the student to be at peace with both God and others. The ultimate goal of all discipline is restoration and renewed relationships.

Discipline is essential to life. When a student learns to accept responsibility for his own behavior and to submit to authority, he follows the example of the Christ who knew the discipline of obeying His Father’s will even to death. The student’s prayer should be as Christ’s was, namely “Not my will, O Lord, but Thine be done.”

# STANDARDS OF CONDUCT

## **PREVENTIVE AND CORRECTIVE DISCIPLINE**

There are two types of discipline: preventive and corrective. Both are important in maintaining good relationships and Christ-like behavior. *(Matthew 18:3-5 And [Jesus] said: “Truly I tell you, unless you change and become like little children, you will never enter the kingdom of heaven. <sup>4</sup> Therefore, whoever takes the lowly position of this child is the greatest in the kingdom of heaven. <sup>5</sup> And whoever welcomes one such child in my name welcomes me.)*

Preventive discipline for the parent and teacher involves the building of relationships, forming clear guidelines, modeling Christ-like behavior, expressing unconditional love, spending quality time, expressing personal convictions, expressing approval or disapproval of certain types of behavior, and many other attitudes and actions dealing with relationships.

Corrective discipline occurs when the student has stepped outside of determined guidelines and boundaries. It is the consequence of wrong actions. Examples of corrective discipline at CCS include warnings, parent notes, missed recess, detention, suspension, and expulsion.

## **CONFLICT RESOLUTION**

The Conflict Resolution Policy at Courtney Christian School is based on Biblical principles. The ultimate goal for students who have a relationship conflict is for each to operate in confession (taking responsibility), forgiveness (asking and giving) and repentance (turning from the behavior).

If the conflict cannot be resolved between the two parties, then the teacher will get involved. The teacher’s role is to bring the two students to an understanding of personal responsibility, ask forgiveness, and restore the relationship.

If the parties are not willing to resolve the conflict at this point, the Administration will get involved.

The full Conflict Resolution Policy also addresses conflicts among parents, teachers and administration.

## **CHRISTIAN CHARACTER TRAITS**

The following are the Christian Character Traits in which the students will be trained and graded.

**I. SELF-GOVERNMENT** – *The student’s ability to govern himself in all areas of his life. (Acts 20:28 Keep watch over yourselves and all the flock of which the Holy Spirit has made you overseers. Be shepherds of the church of God,<sup>[a]</sup> which he bought with his own blood.)*

- A. Is in class, seated, quiet, and prepared with all school supplies/materials
- B. Does not talk or get out of his seat during class unless permitted by the teacher.
- C. Does not distract others, such as tapping, humming, crumpling paper or moving things around.
- D. Does not run in the classroom or halls.
- E. Raises hand before being called on to speak.
- F. Uses time wisely during breaks to sharpen pencils and to straighten desks, crates, notebooks, or go to locker or bathroom.
- G. Only asks questions or makes comments about the subject being discussed in class.

# STANDARDS OF CONDUCT

- H. Keeps his hands to himself.
- I. Displays first-time obedience without challenge, excuse, complaint, or delay.
- J. Hands in assignments on time.
- K. Does not have to be reminded of school rules, i.e. no talking during dismissal, in line, etc.

## **II. LIBERTY OF CONSCIENCE** – *Maintaining a blameless conscience before God and man, and having both the responsibility and opportunity to do what is right and just regardless of others' behavior.* (Acts 24:16 *So I strive always to keep my conscience clear before God and man.*)

- A. Keeps a clean heart before God, asking forgiveness of others when necessary.
- B. Is obedient to the teacher and is courteous to others.
- C. Goes out of his/her way to include all students; is not exclusive
- D. Does his best even when others are not.
- E. Pays attention in class.
- F. Accepts responsibility for his own choices; refrains from blame-shifting.
- G. Considers the preciousness of others.
- H. Is always honest.
- I. Refrains from tale-bearing, gossiping.
- J. Adheres to the uniform policy completely and without complaint.
- K. Refrains from name-calling, coarse jesting, etc. Does not “make fun” of others.
- L. Is a peacemaker; does not participate in strife, is not argumentative, etc.

## **III. INDUSTRY** – *The student's incentive to achieve to the best of his ability.* (Philippians 4:13 *I can do all this through him who gives me strength.*)

- A. Writes down assignments each day.
- B. Completes all assignments.
- C. Corrects all mistakes.
- D. Is neat and is willing to work at being neat. Uses best handwriting at all times.
- E. Keeps notebooks in order with papers in the right section and in the proper order (chronological, by chapter using dividers, etc.)
- F. Keeps reinforcements on any torn papers.
- G. Displays good study habits.
- H. Reads all directions thoroughly.
- I. Takes the time necessary to complete assignments to the best of his ability. Does not rush through assignments in order to finish.
- J. Heads papers properly.
- K. Takes an active part in class discussions.
- L. Is self-motivated to learn.

## **IV. DOMINION** – *The student's ability to care for his property, the property of others, and the school property.* (Colossians 3:23 *Whatever you do, work at it with all your heart, as working for the Lord, not for human masters.*)

- A. Always has supplies ready to use.
- B. Respects school property. Uses furniture, tools, and supplies as they are intended to be used.
- C. Respects others' property.

# STANDARDS OF CONDUCT

- D. Takes good care of his own property; does not write on (doodle) or put stickers on notebooks or books. Keeps books off of the floor.
- E. Does not leave personal items lying around; i.e. books, lunchboxes, etc. left in hallway.
- F. Labels things brought to school with his name, for example: lunch boxes, bags, outer clothing, play equipment, pencils, pens, notebooks.
- G. Disposes of trash in proper container.
- H. Keeps textbooks covered.
- I. Keeps personal area in order (i.e. desk, cubby, locker, book-sack, and binder).
- J. Maintains a neat appearance at all times.

## VIOLATIONS OF STANDARDS OF CONDUCT

### **Detention Procedures**

**A detention may be issued for, but is not limited to, the following behaviors:**

1. CHEATING
2. EXCESSIVE CLASS DISRUPTION
3. ABUSING SCHOOL PROPERTY
4. TARDINESS
5. INAPPROPRIATE CONVERSATION / VULGAR LANGUAGE
6. BEING SOMEWHERE ON CAMPUS WITHOUT PERMISSION
7. THREATENING OR VERBALLY ABUSING ANOTHER STUDENT
8. VIOLATION OF DRESS CODE
9. INVADING PERSONAL SPACE
10. LYING
11. DISRESPECT FOR AUTHORITY

Parents will be notified regarding the date and reason for the detention by a written notice.

Detentions are scheduled on Thursdays from 7:00 A.M. to 7:55 A.M. at a cost of \$15.00, due the day after the detention form is sent home. Failure to return the detention form with the \$15 fee the day after the form is sent home will result in an additional \$10 penalty.

On the day of the detention, parents must walk the student into the correct building\* and sign him / her into detention.

\*Kindergarten – 3<sup>rd</sup> Grade – Elementary Building  
4<sup>th</sup> – 8<sup>th</sup> Grade – Ruth Burton Hall

### **Failure to Show for Detention**

Failure to show up for a scheduled detention will result in a \$50 surcharge and the student will be required to serve the detention the following week. Failure to show up for a RESCHEDULED detention will result in a suspension for the next school day.

# STANDARDS OF CONDUCT

## **Suspension Procedures**

**A suspension\* may be issued for, but is not limited to, the following behaviors:**

1. AFTER THREE DETENTIONS
2. FAILURE TO SHOW UP TO A SCHEDULED DETENTION
3. DISOBEDIENCE
4. VANDALISM (TO INCLUDE RESTITUTION)
5. DEFACING SCHOOL PROPERTY (i.e. BOOKS, LOCKERS, DESKS, ETC.) (TO INCLUDE RESTITUTION)
6. POSSESSION OR USE OF ALCOHOLIC BEVERAGES OR TOBACCO / VAPING PRODUCTS
7. POSSESSION OF PORNOGRAPHIC MATERIALS
8. STEALING (TO INCLUDE RESTITUTION)
9. FIGHTING OR PROVOKING A FIGHT
10. FAILURE TO BRING PRESCRIPTION MEDICATIONS TO THE OFFICE
11. THREATENING ANOTHER STUDENT ON CAMPUS
12. INAPPROPRIATE USE OF SOCIAL MEDIA
13. REFUSAL TO REMOVE BODY PIERCING

\*(One to three days at home, as determined by the Principal or Administration)

\*\* The student will receive a zero (0) for each test or graded assignment missed during each suspension period.

## **Expulsion Procedures**

**Expulsion may be the result of, but is not limited to, the following behaviors:**

1. AFTER THREE SUSPENSIONS
2. DISRESPECT TO OR THREATENING FACULTY OR STAFF
3. POSSESSION OF A WEAPON
4. BATTERY
5. ANY ACTION WHICH POSES A DANGER TO OTHER STUDENTS, FACULTY, OR STAFF
6. POSSESSION OR USE OF ALCOHOLIC BEVERAGES, TOBACCO / VAPING PRODUCTS, OR ILLEGAL SUBSTANCES
7. DESTRUCTION OR MAJOR DAMAGE TO SCHOOL OR FACULTY PROPERTY
8. EXCESSIVE, REPETITIVE, OR SEVERE BEHAVIORS
9. INAPPROPRIATE USE OF SOCIAL MEDIA
10. VISIBLE TATTOO

\*\* AT ANY TIME THE ADMINISTRATION RESERVES THE RIGHT TO ADMINISTER DISCIPLINARY ACTION, NOT EXCLUDING SUSPENSION OR EXPULSION.

\*\*\* CCS RESERVES THE RIGHT TO DISMISS A STUDENT IF THAT STUDENT DOES NOT ALIGN WITH THE STANDARD OF CONDUCT OF THE SCHOOL.

# ATHLETICS

## **MISSION STATEMENT**

At CCS, we offer various athletic opportunities to ensure a well-rounded student. Courtney Christian School is a member of the Northshore Independent Athletic League (NIAL) which emphasizes the proper ideals of sportsmanship, ethical conduct, and fair play. We compete in flag football, volleyball, basketball, and track and field, all sanctioned by the NIAL.

## **ELIGIBILITY**

Our student athletes are expected to be leaders on our campus and in the community. Therefore, they must be held to a high academic standard. Student athletes must maintain a 2.0 GPA and pass all academic classes. In the event that a student athlete does not meet these requirements, that student will become athletically ineligible. A plan of action will be put into place by the parent, athletic director, and principal to determine the future participation of that athlete. Failure to comply will result in removal from the team.

Only CCS students are allowed to participate on a CCS sports team.

Students must attend no less than a half day of school on game days in order to be eligible to play.

## **SEASONS**

<b><u>Season</u></b>	<b><u>Sport</u></b>	<b><u>Boys / Girls</u></b>
Fall	Flag Football	Boys
	Volleyball	Girls
	Cross Country	Boys & Girls
Winter	Basketball	Boys & Girls
Spring	Track & Field	Boys & Girls
	Softball	Girls
Year round	Cheerleading	Girls

CCS will incorporate additional sports to the sports program in the future as needed.

## **FEES**

Fees will be assessed at the time of registration. The fees, per sport, will be determined by the cost of facility rentals as needed. (This fee is non-refundable.) Sports fees will not be prorated for students who register after the season has begun. For all sports, each athlete will purchase his / her own uniform through BSN sports online.

**\*The athletic director, along with the principal, will have the final word in ALL decisions involving academics, eligibility, and participation in athletics at CCS.**

# **CLUBS AND ORGANIZATIONS**

CCS welcomes and encourages parent and student involvement, and offers the following clubs / organizations to promote this philosophy:

- Parent / Teacher Organization (PTO)
- Fellowship of Christian Athletes (FCA)
- Chess Club
- Music Ensemble
- Cheerleading