

COURTNEY CHRISTIAN SCHOOL

PARENT / STUDENT HANDBOOK 2025-2026



UPDATED 8/19/2025

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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 strive 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.

HOME

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

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.

Core Beliefs:

- God created each person to be either male or female (Genesis 1:26-27, Matthew 19:4). These two distinct genders together reflect the image and nature of God, which also supports the term “marriage”: the uniting of one male and one female in a single, exclusive covenant union to populate the earth. (Genesis 2:18-25, Matthew 19:5-6)
- The Home, School, and Church work together to train the child spiritually and intellectually. (Proverbs 22:6)
- Our nation’s Christian Heritage is important for our children to know the truth about the Godly principles upon which America was founded. (Psalms 33:12)
- Godly Character Training is core to our educational programs. (Deuteronomy 11:18-21)
- Academic excellence is key to establishing academic goals for student learning by designing and implementing academic programs that promote student achievement. (2 Timothy 2:14)
- As a Christian Community School, we believe in providing opportunities for growth by developing Godly relationships and building Christian communities. (Hebrews 10:24)

EDUCATIONAL BOARDS

Courtney Christian School is fully accredited with the Association of Christian Schools International (ACSI), and CCS is dual accredited with Cognia.

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

CCS is compliant with Louisiana Standards for Best Practices and Health and Safety Regulations for Approved Non-Public Schools.

In accordance with the Louisiana Department of Education, the Courtney Christian School Early Education Program is license exempt.

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

The CCS High School Advisory Council exists to support the growth and development of the high school.

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.

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

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 (K4 – 10th 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 parent chooses not to re-enroll a student for the upcoming school year, 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.

Withdrawal Fee

Once a parent or guardian registers a student for the upcoming school year and withdraws at any time, a \$500 termination of contract fee will be assessed. All monies previously paid to the school are non-refundable.

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.

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 is auto-drafted monthly through FACTS Family portal.

For additional payments, visit the FACTS Family portal.

Facts Family portal is the method of payment for tuition, annual fees, late fees, aftercare, sports fees, clubs, DC Dress Down, and Pizza Day.

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. Detention, Field Trips, private tutoring, private music lessons, private art lessons, class parties, summer camps, and events will be paid directly to the person responsible for the service or event. 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.

Service Fees

All tuition payments that do not draft on the scheduled draft date will result in a \$35.00 service fee. CCS's policy is that all tuition must be brought current no later than the 10th of the month in order to not have the student's enrollment terminated. This may require a manual payment through the FACTS portal, since CCS's termination date maybe before the rescheduled draft date.

It is the responsibility of the account holder to communicate with CCS any financial issues that may arise.

All other monies due to CCS are subject to a \$15.00 late fee if not paid by the due date.

Electronic Payments

The CCS Business Office does not accept any type of cash app payments such as Venmo, PayPal, etc., nor can a CCS teacher accept a cash app payment from a parent for any school-related activity.

NSF policy

A \$25.00 charge will be assessed to the account of anyone issuing a payment with insufficient funds to the school or FACTS Family portal. If the school receives a second NSF check, it will result in a \$50 service fee. After the second NSF check, Courtney Christian School reserves the right to no longer accept personal checks or call for verification on any checks.

Disputed Transactions

To avoid a service fee concerning any disputed transaction, please contact the business office directly. In the event of a transaction being disputed, you may be subject to a \$25 service fee.

Financial Policy for Graduating Students

All accounts must be paid in full, and all items returned to the school no later than the morning of the students' last day before graduation. Students will not be allowed to participate in any graduation activities if they have an outstanding balance or item due to school before the last day scheduled before graduation. Tuition grace period times will not be applicable to students who are graduating due to the fact that the last day of school for graduated may fall before the 10th of the month.

ADMINISTRATIVE POLICIES

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 keypad used to gain access to the Administration & Elementary buildings as well as the High School 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 Facts and through an email from Constant Contact using the email address listed in Facts. 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 in grades **PreK – 7th Grade** (or family if more than one student) is assigned a Car Tag Number specific to them. This Car Tag will be used throughout your child's enrollment at Courtney Christian School regardless of the number of years he/she is a student. 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. **Parents picking up students in the high school 8th – 11th grades) are not required to have a 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 (**PreK-7th**) 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.

SCHOOL OFFICE

School office hours are 7:30 A.M. - 2:55 P.M., Monday – Friday. Office personnel may be reached by during these hours by calling (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.

High School office hours are 7:30 A.M. - 2:55 P.M., Monday – Friday. All high school phone communication will be going to the main office at (985)393-0227.

SUBSTITUTES, VOLUNTEERS, AND VISITORS

Family members who wish to substitute or volunteer at the school should contact the office to receive additional information, fill out an application, and review the requirements and guidelines for serving in substitute or volunteer roles. If you have scheduled a visit to your child's classroom for any reason, you must sign in at the front office and receive a visitor tag before entering the campus.

STAFF EMAIL

Parents should email their child's teacher first with any questions or concerns. Each teacher's email is listed on the CCS webpage as well as on FACTS. Teachers will respond within 48 business hours.

AFTERCARE PROGRAM

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 11th 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

\$15.00 for the day (3:25 PM – 5:30 PM)

If payment is not made at pick-up and you do not have a credit balance in the FACTS Family portal to cover the balance, you will be charged a \$15.00 late fee. Any accounts with an outstanding balance for more than 5 days, will result in your child not being able to attend After Care until balance is paid.

CHECK IN-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 (PreK-7th Grades) to be released. Parents of students in grades 8-11 must show identification at the time of pick up.

LATE PICKUP

Any child not picked up by 5:30 PM will be charged \$3.00 per minute until time of pick up. Any child who stays late a *third* time will be charged \$6.00 per minute until time of pick up. Any child who stays late a *fourth* time will be charged \$6.00 per minute and will no longer be able to stay in our After Care Program.

- Student After Care balance will roll over monthly but will not carry over into the following school year.
- No refunds will be given.
- After Care is an extension of CCS and all policies and rules apply.

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 up to the 8th grade. Ninth through eleventh grade will take Bible as a High School course. We do not teach doctrine. The Bible is the basis for all spiritual instruction. Students pledge the Bible, Christian Flag and American Flag every day.

CHAPEL SERVICES

Chapel is part of CCS's total philosophy and curriculum which will consist of Biblical teachings and topics from our Core Values. Chapel is held monthly for students in first through seventh grades and every Wednesday for High School students. Chapel is an opportunity for all students and faculty members to experience worship, praise, and hear the Word of God, and our speakers are typically Pastoral staff from area churches, missionaries, and other speakers.

EDUCATIONAL PROGRAM

RESTORING AMERICA'S HERITAGE

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.

CCS believes that God’s Hand preserved the founding of our continent and prepared a people to extend Biblical principles of government into civil government.

As a people, we must not forget the source of blessing that established this great nation. Our society has 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. As an act of patriotism, students pledge the American flag, Christian flag, and Bible each morning.

“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

Students in Grades One through Eleven are involved in the study of classical literature. Novels are chosen based on the timeline of American History.

- 1st Grade – *The Courage of Sarah Noble*
- 2nd Grade – *Little House in the Big Woods*
- 3rd Grade – *Abigail Adams, First Lady of Faith and Courage*
- 4th Grade – *Noah Webster: Father of the Dictionary*
- 5th Grade – *Carry On, Mr. Bowditch*
- 6th Grade – *Where the Red Fern Grows*
- 7th Grade – *Johnny Tremain*
- 8th Grade – *Roll of Thunder, Hear My Cry*
- 9th Grade – *To Kill a Mockingbird*
- 10th Grade – *The Hiding Place*
- 11th Grade – *The Scarlet Letter*

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

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 (Grades K-11) 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; however, all "I's" are averaged as "0's" In FACTS. As work is made up, the "I's" will be replaced with the assignment grade, which will be reflected in the average on Facts. 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. 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.

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

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.

EDUCATIONAL PROGRAM

REPORTING PROGRESS

Test papers will be sent home weekly in 1st – 8th grades for parents to review, sign, and return to the teacher the next school day. All graded assignments and test grades in K5 – 11th will be visible on the student's FACTS site. At any time, parents can view their child's current grades in all subjects on the **Parent Log-in** on FACTS. If at any time there is a concern or issue about a student's grade, please contact the teacher first. Interim Reports 1st – 8th will be published on FACTS in the fifth week, and report cards will be issued at the completion of each nine weeks. (See HIGH SCHOOL SPECIFIC INFORMATION for Reporting Progress.)

Students who have all A's and B's (no grade below a B) on the report card 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, Middle and High school, promotion is evaluated by the teachers(s) involved according to grades earned. See Grade Level Specific Information for more detailed promotional policies.

Students in Kindergarten - 11th in excess of ten (10) unexcused absences will be retained pending 30 hours of summer tutoring in either Math or ELA. Summer tutoring must be facilitated by a Courtney Christian School teacher, a learning center (for example: Sylvan) or prior approval given by June 15, by a certified teacher who is not a relative. After one year of outside tutoring, summer tutoring MUST be facilitated by a CCS Staff tutor. If prior approval has not been received by June 15th, your student(s) will be placed with a CCS Staff tutor on a specified schedule at a specified rate. If the student(s) fails to show up for scheduled tutoring, the student will be unenrolled for the upcoming school year. Before August 1, a letter and log must be turned in to the school verifying the completed tutoring hours.

High school students earning Carnegie Units who have more than 10 unexcused absences risk failing the class in which the excessive absences occur.

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

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.

CURRICULUM

CCS has compiled a curriculum that includes 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. The curriculum is as follows:

Early Childhood (K-3, K-4, Kindergarten)

- Bible - ABEKA
- Phonics and Handwriting - ABEKA
- Reading – ABEKA
- Language – ABEKA
- Mathematics – ABEKA / Bob Jones
- Science – ABEKA and Principle Approach
- History – ABEKA
- Physical Education
- Art
- Music
- Manners of the Heart
- IXL / Boom Cards / Epic

In addition to the curriculum, we incorporate a small group learning approach to teaching and hands-on activities that support the curriculum in every subject area.

Lower Elementary (1st – 4th)

- Phonics, Spelling, and Handwriting – ABEKA / A Reason for Writing / Bob Jones
- Reading - ABEKA / Bob Jones
- Mathematics – Bob Jones
- Science – Bob Jones
- History/Geography – ABEKA / Bob Jones
- Language – ABEKA / Bob Jones
- Bible – ABEKA / Bob Jones
- Manners of the Heart
- Physical Education
- Art
- Music
- Reading A-Z
- Accelerated Reader
- IXL

EDUCATIONAL PROGRAM

Upper Elementary (5th - 7th)

Mathematics – Bob Jones
Science – Bob Jones
History/Geography – ABEKA
Classical Literature
Reading – Bob Jones
Grammar – ABEKA / Bob Jones
Spelling – Bob Jones
Latin and Greek Roots (7th Vocabulary and Spelling)
Bible – ABEKA / Bob Jones / Principal Approach
Handwriting – ABEKA / A Reason for Writing
Physical Education
Art
Quest for Success
Accelerated Reader
Typing.com
IXL

Students in Grades 5th - 7th will participate in various components of the research process in preparation for the 8th grade research paper.

High School (8th – 11th)

English I, II, III - Bob Jones
English Dual Enrollment – SLU
Literature - Bob Jones
Mathematics - Bob Jones
Algebra I & II - Bob Jones
Geometry - Bob Jones
Environmental Science - Holt
Biology - Bob Jones
Chemistry – Bob Jones
Forensic Science - Masterbooks
American History – ABEKA / Bob Jones / Principal Approach
American Government - Bob Jones
World History – Bob Jones
Spanish I & Spanish II - Bob Jones & TPRS
Latin and Greek Roots (8th Vocabulary and Spelling)
Bible I, II, & III - Bob Jones
Ministry/Discipleship - CCS Character Traits and Core Values / Principal Approach
Speech/Theatre - 7 Sisters Homeschool
Creative Writing – The Creative Writer
IXL

Eighth graders are required to research, write, and present an extensive term paper.

RESOURCE ROOM

Our CCS Resource Department provides academic (not behavioral) support for students in Grades 1st – 8th 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.

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 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.

STUDENT POLICIES

ATTENDANCE

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.

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 GATES 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, a written note indicating the name of the student they will be going home with must be submitted to the homeroom teacher and forwarded to the school office for documentation. During carpool, the other student's car tag will be used to verify the arrangement. If the driver does not have the car tag, they must park and check in at the office with a valid driver's license before the student will be released.

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

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.

Tardies / Check Ins to School (8th-11th) (First Hour Only)

- Students in 8th - 10th grades must check-in and check-out from the High School Building only.
- The parent/guardian or designated person on the information card must be present with a photo ID in order to check-out the student.
- It is the parents' responsibility to keep up with tardies through FACTS.
- Students are expected to be in their homeroom at school prepared and ready to learn at **7:55 a.m.** If students are not in their homeroom at that time, a parent must escort their child in to the office at the Upper School building to check-in.
- The student will be given an unexcused check-in slip to enter the homeroom, unless due to extenuating circumstances approved by the principal.
- Students who are tardy or miss high school courses may cause an effect on their grades due to earning Carnegie Units.
- Consequences for Tardies to School: (See "Violations of Standards of Conduct" for explanation of missed detentions.
 - 4 tardies - student will receive a detention starting at 7:00 a.m. and a \$15 fee.
 - 8 tardies - student will receive a detention starting at 7:00 a.m., a \$15 fee, and a conference with parents. If the student drives to school, he/she will lose the privilege of driving to school for one week.
 - 10 tardies - student will receive a one day out-of-school suspension and a conference with parents to resolve the issue. If the student drives to school, he/she will lose the privilege of driving to school for nine-weeks.
- Excused tardies that are not counted against the student are as follow:
 - An original doctor's excuse
 - 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 a half day.

Tardies to Class (8th – 11th) (After First Hour)

- Students are expected to be seated and ready to learn upon entering the classroom on time.
- If a student is tardy to class, he/she must sign and complete the teacher's "Tardy to Class" form upon entering the classroom.
- Teachers will keep up with cumulative tardies to class through FACTS.
- Consequences for Tardies to Class:
 - 4 tardies to the same class - is equivalent to one absence for that class. Parents will be contacted to inform them of the excessive tardies to class.

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). Parent notes will only be accepted for no more than two consecutive days.

Attendance is required for midterms and final exams. A zero will be given on the assessment unless a doctor's note is given. A make-up assessment will only be given if a student has a doctor's excuse.

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.

CCS does not provide make-up work or tests prior to a planned absence.

For Kindergarten – 7th Grade, 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.

Students in the High School (8th - 11th grades) are required to email individual teachers to get their make-up assignments.

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 in either Math or ELA. (See PROMOTION section.)

All absences by a student are documented on FACTS 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.

Due to the dismissal process, *students may not check out after 2:30 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 2:30* P.M.; otherwise, you will be asked to follow the normal dismissal procedure.

STUDENT POLICIES

HEALTH AND SAFETY

Illness

At CCS, we work to maintain a healthy school environment for your students and stop the spread of germs and sickness.

- Fever – students running a fever of 100.4 or higher must be fever free, without medication, for 24 hours before returning to school.
- Vomiting - students must be free from symptoms for 24 hours before returning to school.
- Diarrhea - students must be free from symptoms for 24 hours before returning to school.
- Cold/Flu/Covid – during cold and flu season, students must be symptom free/fever free without fever reducing medication for 24 hours before returning to school.
- Body rashes that are contagious and are accompanied by fever and/or itching.
- Lice or nits
- Eye infection that includes drainage from the eye
- Earache that is accompanied by redness and/or fever
- Sore throat (especially if accompanied by swollen glands and/or difficulty swallowing)

Parents and/or guardians will be asked to pick up a student who has signs of illness (fever, chills and shaking, muscle pain, unexplained rash, etc.). *(Parents and/or guardians should ensure that the school has up-to-date contact information.)* This will be counted as an unexcused absence unless the parent provides the school with a doctor's excuse or parent note (if not already used for that semester) upon the student's return to school.

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.

STUDENT POLICIES

DRESS CODE POLICY

All Students

- All uniform items (including bottoms) must be purchased from The Old School
- Blue polo shirt with CCS logo must be purchased from The Old School in Hammond
- (Connie's Impressions "navy blue CCS Polo" shirts will no longer be an acceptable uniform shirt)
 - Spirit Shirt Friday: Wear any CCS shirt to show school spirit with uniform bottom, available at Old School, Elite, Booster Club, and other school clubs and organizations
- A solid white or black T-shirt can be worn under the uniform shirt during colder months.
- On cold days, a winter coat can be worn over approved jackets/sweatshirts.
- CCS jacket or sweatshirt purchased from The Old School, Lion Spirit Booster Shop, or previously purchased from Connie's Impressions or Big Frog
 - 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

STUDENT POLICIES

Early Childhood Students Only: K-3 and K-4

- Black pants, black shorts or black skorts (black leggings and athletic shorts are permitted)
- Velcro or slip-on “traditional” tennis shoes that cover the top of the foot are required and must be worn with solid black or white socks
- A t-strap Ked style tennis shoe is acceptable. However, Mary-Jane style, Toms, or Hey-Dudes are not acceptable
- No light up shoes, lace up shoes, sandals or boots may be worn to school
- Plaid uniform (optional): Plaid royal blue, black, & gray jumper or plaid skirt purchased from The Old School in Hammond
 - The jumper must have a broad-collared or peter pan collared shirt worn underneath
 - Blue polo shirt with CCS logo purchased from The Old School will be worn with the skirt
 - Cartwheel shorts (blue, white, or black) must be worn under skirts and jumpers
 - Spirit Shirt Friday: Wear any CCS shirt to show school spirit, available at Old School, Elite, Booster Club, and other school clubs and organizations with uniform bottoms.

Pre-K options



STUDENT POLICIES

Girls: K-5 – 7th Grades

- **Girls will be required to wear plaid jumpers and/or skirts. The black bottoms will no longer be allowed for the 2025-2026 school year.**
- **Plaid uniform (mandatory for the 2025-2026 school year):** Plaid royal blue, black, & gray jumper or skirt
 - K-5 to 4th grade: Plaid royal blue, black, & gray jumper or plaid royal blue, black, & gray skirt purchased from The Old School in Hammond
 - The jumper must have a broad-collared or peter pan collared shirt worn underneath.
 - Blue polo shirt with CCS logo purchased from The Old School in Hammond will only be worn with the skirt.
 - Cartwheel shorts (blue, white, black, or grey) must be worn under skirts and jumpers.
 - Spirit Shirt Friday: Wear any CCS shirt to show school spirit with uniform bottom, available at Old School, Elite, Booster Club, and other school clubs and organizations
- Jumpers and skirts must be worn no higher than 3 inches above the knee.
- Velcro or slip-on “traditional” tennis shoes that cover the top of the foot are required for K-5 and 1st and must be worn with solid black or white socks
- **Tennis shoes that cover the top of the foot** are required for 2nd to 7th grades and must be worn with black or white socks.
- A t-strap Ked style tennis shoe is acceptable. However, Mary-Jane style, Toms, or Hey-Dudes are not acceptable
- Hair must be clean, neatly groomed and a natural color.
- Neutral makeup for 5th to 8th grade / no makeup for 4th grade and under
- Undergarments may not be seen.
- Only black leggings may be worn under skirts and skorts.

K-5 – 4th option



K-5 – 7th



STUDENT POLICIES

Boys: K-5 – 7th Grades

- Black uniform pants or black shorts must be purchased from The Old School. Students will not be permitted to wear a variety of brands.
- Velcro shoes are required for K-5 and 1st grades and must be worn with solid black or white socks.
- “traditional” tennis shoes that cover the top of the foot are required and must be worn with solid black or white socks
- Hey-Dudes are not acceptable
- Hair must be clean, neatly groomed and a natural color.
- Boys’ hair should be neatly trimmed off the collar, ears, and eyebrows.
- Undergarments may not be seen.
- Pants are to fit properly. They are not to be oversized or undersized.

K-5 – 7th



STUDENT POLICIES

Girls: 8th-11th Grades

- Blue polo shirt with CCS logo purchased from The Old School. Solid white or solid black t-shirt may be worn under the polo shirt. All shirts must be tucked in.
- White oxford shirt with CCS logo purchased from The Old School in Hammond to be worn every Wednesday for Chapel. Solid white t-shirt may be worn under the oxford. All shirts must be tucked in.
- Solid royal blue tie purchased from The Old School in Hammond to be worn with the white oxford shirt every Wednesday for Chapel
- Plaid royal blue, black, & gray skirt purchased from The Old School in Hammond. Skirts must be worn no higher than 3 inches above the knee.
- Solid black leggings only may be worn under the skirt. Leggings do not change the skirt length rule.
- Solid black or solid white socks
- Tennis shoes are suggested for 8th - 11th grades; however, students may wear closed shoes, such as Sperry's, Deer Stags, Hey Dudes, etc. Students MUST wear tennis shoes for PE.
- Student ID badges must be worn daily during the school day. There is a \$5.00 replacement fee for the ID badges. Payment must be made before ID is printed. A temporary ID will be given for one day only. A dress code violation will still be issued.
- Hair must be clean, neatly groomed and a natural color.
- Undergarments CANNOT be seen at any time.
- Normal/neutral makeup

Chapel Days



Non-Chapel Days



STUDENT POLICIES

Boys: 8th-11th Grades

- Blue polo shirt with CCS logo purchased from The Old School. Solid white or solid black t-shirt may be worn under the polo shirt. All shirts must be tucked in
- White oxford shirt with CCS logo purchased from The Old School in Hammond to be worn every Wednesday for Chapel. Solid white t-shirt may be worn under the oxford. All shirts must be tucked in.
- Solid royal blue tie purchased from The Old School in Hammond to be worn with the white oxford shirt every Wednesday for Chapel
- Solid black pants or solid black shorts worn no higher than 3 inches above the knee purchased from The Old School
- Pants must fit properly. If pants have belt loops, a belt must be worn
- Solid black or solid white socks
- Tennis shoes are suggested for 8th - 11th grades; however, students may wear closed shoes, such as Sperry's, Deer Stags, Hey Dudes, etc. Students **MUST** wear tennis shoes for PE.
- Student ID badges must be worn daily during the school day. There is a \$5.00 replacement fee for the ID badges. Payment must be made before ID is printed. A temporary ID will be given for one day only. A dress code violation will still be issued.
- Hair must be clean, neatly groomed and a natural color. No mohawks
- Hair should be neatly trimmed off the collar, ears, and eyebrows.
- No facial hair. Sideburns are not to extend below the earlobes.
- Undergarments CANNOT be seen at any time.

Chapel Days



Non-Chapel Days



STUDENT POLICIES

The Following are PROHIBITED:

- Crocs, slippers, boots, sandals, light-up / open-toed / open-back / high-heel shoes
- Previous uniforms shirts purchased from Connie's Impressions.
- Very tight or very loose/sagging clothing
- Leggings (except when worn under skirts or jumpers), compression tights, or yoga pants
- Clothing that reveals stomach, back, or chest
- Sheer or see-through material
- Pajamas (except for a specified "Pajama Day")
- Hoods or hats inside the buildings
- Clothing that displays alcohol, drugs, inappropriate messages, sexual, racial, or political references
- Torn, frayed, or tattered clothing, including jeans with tears or holes
- Joggers with elastic ankle bands
- Tank tops, crop tops, or shirts without sleeves
- Any other logo clothing, unless specified for spirit day
- Jeans, unless specified for spirit day
- No hoop or dangling earrings (due to insurance requirements)
- No earrings, ear gauging, or facial hair (boys)
- No body piercings (ex: nose ring, lip ring, etc.)
- No visible tattoos

Special Events

(For example: Choir Performances, Dances, Award Ceremonies, Graduations, etc.)

- All rules above apply
- Students must wear their "Sunday best" or attire to match the event
- Homecoming and Prom attire must follow CCS Dress Code rules under "Prohibited Clothing" as well as dress length (except for prohibited shoes; see Administration for approval)

Administration has the authority to determine what constitutes appropriate dress code.

DRESS CODE VIOLATIONS:

1st Offense: The students will receive a written warning which must be signed by the parent and returned to school the next day.

2nd Offense: The student will receive a written warning and a detention.

3rd Offense: The student will receive a written warning and a detention.

4th 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 **\$13.00**, due the following school day.
 - 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.

Lunch Pre-order Options

Lunch will be provided by The Blvd, a local Hammond restaurant, for the 2024-2025 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** 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 orders are not transferable, nor will they be refunded, credited, or packed up and sent home due to a student's absence.

In the event of an emergency school closure, The BLVD will refund 50% of the cost for the lunch ordered that day.

STUDENT POLICIES

FIELD TRIPS

General Field Trip Guidelines (K-5 – 11th)

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.*
- 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.
- Field trip monies are non refundable.

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.

STUDENT POLICIES

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.
- 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.

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

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.

ELECTRONIC DEVICES

Students are allowed to bring their personal cell phones on campus; however, cell phones will be collected in the homeroom / 1st hour class each morning and returned at dismissal.

Cell Phone Policy

1. Cell phones are not to be used at all on campus from 7:00 A.M. until 3:30 P.M.
2. All cell phones are to be turned in upon entering the student's homeroom / 1st hour.
3. If students are late / tardy, the cell phone must be turned into the office. The office will bring the cell phone to the appropriate homeroom / 1st hour teacher.
4. If a student checks out, the office will contact the homeroom / 1st hour teacher to retrieve the cell phone.
5. Any violation of this policy will result in consequences outlined below:

Consequences – in violation for noncompliance

1st Offense: \$50 fee, parent contact, and a detention

2nd Offense: \$100 fee, parent conference, and a one-day suspension

3rd Offense: \$200 fee, parent conference, and a three-day suspension. The phone will not be allowed on school property.

Students are not allowed to bring any electronic devices, such as MP3 players, handheld video games, earbuds, video cameras, smartwatches etc. on school campus. If found on campus, they will be confiscated, and a parent will have to retrieve the device. The same consequences as those for breaking the cell phone policy will be applied to all electronic devices.

If CCS has reasonable suspicion that a student's phone has not been turned into their homeroom / 1st hour teacher, CCS administration will complete a search of the student's personal property (i.e book sack, locker, purse, etc.) If a cell phone is found, it will be confiscated. At that point, CCS may exercise the right to search the phone, including call logs, voicemails, instant messaging apps, text messages, emails, photos, videos, social media apps, etc.

STUDENT POLICIES

SOCIAL MEDIA

CCS values a supportive and safe school environment where students can learn and grow. Social media can be a powerful tool, but it must be used with care and respect. By following this policy, students will help ensure that their online behavior aligns with the CCS's values and contributes positively to the school community. Our policy applies to all students enrolled at CCS regardless of the social media platforms used and extends to both personal and school-related social media activity.

Respectful Communication. Students are expected to communicate respectfully, both online and offline. Disparaging, harmful, or offensive language, including cyberbullying, harassment, or threats, will not be tolerated. Students should treat others with kindness, integrity, and empathy in all online interactions.

Privacy and Confidentiality. Respect others' privacy: Students should never share personal information about Themselves or others without consent. This includes addresses, phone numbers, or other private details. CCS will never share this information either.

Confidentiality. Students should not post or share confidential school information, including but not limited to academic records, disciplinary actions, or internal communications, without permission. CCS will never share this information either.

Cyberbullying and Harassment. Cyberbullying, harassment, and any form on online behavior that causes harm or distress to other students will be subject to disciplinary action.

Appropriate Content. Students should ensure that the content they post, share, or engage with online reflects the values of CCS. Inappropriate content, including but not limited to offensive language, explicit material, or content that promotes illegal activities or violence, is prohibited.

Use of School Resources. Students are banned from using school equipment or networks for personal social media use unless authorized by the school for academic or extracurricular purposes. Students should use school-provided accounts, devices, and email for school-related activities only and avoid mixing personal social media accounts with academic or school-related activities.

Representation of the School. Students are representatives of CCS, and their online behavior can reflect on the reputation of the school. Students should not post anything online that would harm the school's image or reputation, including inappropriate comments about classmates, teachers, or the school community.

Reporting. Students who witness or experience violations of the policy (e.g., cyberbullying, harassment, or inappropriate content) should immediately report the situation to a teacher, counselor, or administrator. Reports will be taken seriously, and confidentiality will be maintained to the extent possible.

TECHNOLOGY

Purpose

The iPad you have been issued is a valuable learning tool. This device is for your educational use only and is intended to help you learn, create, and communicate in ways that honor God, respect others, and prepare you for success. The use of technology resources at Courtney Christian School is a privilege.

Device Usage by Grade Level

To support and enhance the instructional program, technology resources will be provided according to the following guidelines:

- **PreK3–4th Grade:** Students will have access to iPad devices within the classroom setting as an additional instructional resource. Devices will be utilized during learning stations or for individual practice to reinforce skills and concepts.
- **5th Grade:** Each student will be assigned a school-issued device for academic use. Devices will remain on campus and be stored securely when not in use.
- **6th–11th Grade:** Each student will be assigned a school-issued device for academic use. These devices will be taken home to support continued learning outside of school hours and must be returned to campus daily, in excellent care and fully charged.

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. Any student who fails to conform to this policy will be subject to disciplinary action, which may include suspension or dismissal.

1. General Expectations

- Use your iPad for schoolwork only—not for personal entertainment, gaming (unless approved by a teacher), or non-school social media.
- Bring your iPad to school fully charged each day. Students will not be allowed to call home for an iPad.
- Keep your iPad in its protective case at all times.
- Follow your teacher's instructions for when and how the device should be used in class.
- Users are not to change, rearrange, add or delete desktop and software settings on any school computer.
- Students in grades 5th through 11th will have specific usernames and passwords. This information should not be shared with anyone other than a parent, teacher, or principal.

2. Respect and Digital Citizenship

- Be kind, respectful, and honest in all online communications—emails, chats, comments, and shared documents.
- Users are not to change, relocate, modify, or delete the work of another person.
- No cyberbullying, harassment, or inappropriate language will be tolerated.
- Only take photos, videos, or audio recordings with permission from the teacher and from any people involved.
- Do not access, create, or share inappropriate, obscene, or offensive material.
- Sending, displaying, or downloading offensive messages or pictures or harassing, insulting, or threatening others is not allowed.
- 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.

3. Device Care

- Handle your iPad gently—**no food or drink nearby**.
- Keep it away from extreme temperatures, moisture, and rough handling.
- Do not remove the school's labels or the case used for protection.
- Do not write, decorate, or use stickers on any part of your device or case.
- Report any damage, loss, or malfunction to your teacher **immediately**.
- Ensure your device is always protected in your backpack, taking great care when handling your backpack and device.

4. Privacy and Security

- Do not attempt to bypass security settings, filters, or restrictions.
- Keep your passwords private—**never share** them with friends.
- Do not log in as another person or access files that are not yours.
- Only use school-approved apps and websites.
- Uploading to or downloading from the Internet any nonacademic photographs and/or materials are prohibited.
- 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.

5. Internet and App Use

- No streaming or downloading non-educational videos, music, or games.
- Use your school email and cloud accounts for schoolwork only.
- No student shall download his/her own applications and programs to any computer, iPad, or other school-owned device. Only administrators have this privilege.

Users will be held accountable for their actions. Privileges will be lost if the **Acceptable Use Policy** is violated.

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. Use for Learning Only

- I will use my iPad and school network only for school-related learning activities.
- I will not use my device for personal gaming, non-school social media, or other non-educational purposes.

2. Be Respectful and Kind

- I will treat others respectfully in all online communication.
- I will not use my device to bully, harass, or post inappropriate content, including viewing or sharing inappropriate content.

3. Protect and Care for the Device

- I will handle my iPad carefully and keep it in the protective case.
- I will not eat or drink near the device.
- I will report any damage, loss, or problems to my teacher immediately.

4. Follow Privacy and Security Rules

- I will keep my passwords private and never use another person's account.
- I will not attempt to bypass school filters or change settings without permission.
- I will not 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.

6. Follow the Law and School Rules

- I will follow all copyright laws and school policies.
- I will not copy or paste from the Internet or share other people's work without permission (no plagiarism or piracy). Plagiarism, including misuse of AI, is a violation of academic integrity and will be considered cheating.

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.

Consequences for Misuse

I understand that if I do not follow this agreement, my technology privileges may be restricted or taken away, and I may face other disciplinary action according to school policy. I may also be responsible for the cost of repairs or replacement if the device is damaged due to negligence.

1st infraction

1. A behavior notification form will be issued and will serve as an initial warning.
2. Have the iPad taken by the teacher of that class for the remainder of the day

2nd infraction

1. Receive a demerit and detention
2. Have the iPad taken by the teacher for 5 school days

3rd infraction

1. Receive a suspension
2. Have the iPad taken for the remainder of the term
3. Have a parent, student, administration meeting

*In cases of repeated misuse, the school reserves the right to revoke device privileges.

Student Responsibility for School-Issued iPad

Students are expected to use their school-issued iPad with care and respect, recognizing it as a tool provided for learning. This includes keeping the device safe, clean, and in good working condition, as well as following all school technology guidelines. Students are responsible for the proper use and protection of the iPad while it is in their possession. Parents may choose to purchase a protective screen for the iPad and put it on their child's device. Please read the fees below associated with damage and/or misuse:

Equipment/Repair Fees:

- Cracked Screen 9th Gen \$249 /10th Gen \$319
- Charging Block \$20
- Charging Cable \$30
- Protective Cover \$150
- Lost/Stolen iPad \$400

Prorated Cost for Repairs or Replacement

School-issued iPads remain the property of CCS. If the device is lost, stolen, or damaged due to negligence, the student and parent/guardian will be responsible for the cost of repairs or replacement. Replacement costs will be **prorated based on the age of the device** at the time of the incident:

Device Age	Replacement Cost
0–24 months	100% of replacement cost
24-36 months	75% of replacement cost
36-48 months	50% of replacement cost

*In cases of repeated damage, the school reserves the right to revoke device privileges.

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.

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.

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,^[a] 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.

SELF-GOVERNMENT cont.

- 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.

STANDARDS OF CONDUCT

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.
- 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

DAMAGE TO PROPERTY

Because we are called to be good stewards with what God has given us, we practice and exercise good dominion. 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).

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.

DISRESPECT TO OTHER STUDENTS

Name calling, slander, derogatory notes, insults, and other actions that demean another will result in disciplinary action. This includes disrespect on social media. If social media disrupts the school culture or instruction, in any way, disciplinary action will be taken,

BULLYING

Students, parents, teachers, principals and school leaders can all work together to prevent and end bullying.

Bullying is a pattern of, but not limited to the following examples:

- written, electronic or verbal communications that threaten harm,
- obscene gestures, taunting or malicious teasing,
- persistent shunning or excluding a student
- physical harm, such as hitting, pushing or damaging personal property.

If evidence is found that bullying is taking place, school leaders will begin investigating and monitoring. CCS follows the Louisiana Department of Education's bullying investigation procedures. If bullying is confirmed, CCS will follow our discipline procedures, beginning with notifying the students and parents involved. Bullying is not acceptable and does not cultivate a culture of honor and respect and will not be tolerated at Courtney Christian School. If bullying is reported, CCS is responsible to investigate.

ACADEMIC HONESTY

True learning depends on honesty. Students are expected to demonstrate responsibility and integrity when it comes to learning to the best of their ability. Academic dishonesty violates trust and displays low conscientiousness. Academic dishonesty comes with serious consequences. To avoid falling into this trap, always do your own work and follow CCS Christian Character Traits.

ACADEMIC INTEGRITY / 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.

Psalm 101:7 - *No one who practices deceit shall dwell in my house; no one who utters lies shall continue before my eyes.*

AGGRESSION

Aggression is inappropriate behavior; it is an indication of a lack of respect for another person, as well as a lack of self-government. Aggressive behavior is defined as behavior that is deemed to be verbally and / or physically confrontational towards students, teachers, and / or property. These behaviors may include but are not limited to – hitting (open/closed hand), pinching, pushing / shoving, kicking, throwing objects, biting, screaming / yelling at the teacher, verbal threats, etc.

A student who is being goaded by another student should inform a teacher; this is not a sign of weakness but self-respect. In the event that an aggressive altercation 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.

PUBLIC DISPLAY OF AFFECTION (PDA)

Students are not allowed to show any public display of affection on campus or at any school function

VIOLATIONS OF STANDARDS OF CONDUCT

***See EARLY CHILDHOOD SPECIFIC INFORMATION regarding Disciplinary Procedures in Violations of Standards of Conduct.**

Detention Procedures

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

1. CHEATING
2. CHEWING GUM ON CAMPUS
3. EXCESSIVE CLASS DISRUPTION
4. ABUSING SCHOOL PROPERTY
5. TARDINESS
6. INAPPROPRIATE CONVERSATION / VULGAR LANGUAGE
7. BEING SOMEWHERE ON CAMPUS WITHOUT PERMISSION
8. THREATENING OR VERBALLY ABUSING ANOTHER STUDENT
9. VIOLATION OF DRESS CODE
10. INVADING PERSONAL SPACE
11. LYING
12. 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.

DETENTION PROCEDURES cont.

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

*Kindergarten – 3rd Grade – Elementary Building

4th – 7th Grade – Ruth Burton Hall

8th – 11th Grade – High School Building

Failure to Show Up 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.**

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.

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.)

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. CCS Homeschool students must attend their scheduled class(es) on game days in order to be eligible to play.

SEASONS

<u>Season</u>	<u>Sport</u>	<u>Boys / Girls</u>
Fall	Flag Football	Boys
	Volleyball	Girls
	Cross Country	Boys & Girls
Winter	Basketball	Boys & Girls
Spring	Track & Field	Boys & Girls
	Softball	Girls
	Baseball	Boys
Spirit Teams	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 coaching stipend and facility rentals as needed. (This fee is non-refundable.) Sports fees will not be prorated for students who register after the season has begun.

***The Athletic Director, along with the Head of School and/or 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)
- Booster Club
- Beta Club
- Fellowship of Christian Athletes (FCA)
- Student-led Bible Club
- Chess Club
- Music Ensemble

EARLY CHILDHOOD (K-3, K-4, KINDERGARTEN) SPECIFIC INFORMATION

ACADEMIC PROGRAM

Student Assessment

Preschool (K-3) and Pre-Kindergarten (K-4)

Early Childhood students in the K3 and K4 classes will be given a comparative assessment at three different intervals throughout the school year (beginning, mid-term, and final) and quarterly assessments at each nine weeks period. The students are also assessed by means of observation, discussion, and assigned seatwork. K3 and K4 teachers will assess students in the following areas:

- Developmental (Motor Skills and Readiness)
- Social and Emotional Development (Habits and Self-Regulation)
- Cognitive Learning (Mathematics, Science/Cultural, English Language Arts)

Kindergarten (K-5)

Kindergarten students will receive weekly test grades in Bible, ELA (Phonics, Reading, Handwriting), and Math. Conduct grades are assessed using the Behavior Chart (Social-Emotional Goals and Character Development).

Grading System (K-5 only)

KINDERGARTEN

E = Excellent – 91-100

VG = Very Good – 90-99

S = Satisfactory – 80-89

N = Needs Improvement – 70-79

BA = Below Average – 0-69

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

KINDERGARTEN

E = Excellent

VG = Very Good

S = Satisfactory

N = Needs Improvement

BA = Below Average

Make Up Work (K-5 only)

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 Kindergarten, make-up test times are at the teacher's discretion; however, **a grade of "zero" will be recorded for any work not completed on time.**

REPORTING STUDENT PROGRESS

Preschool (K3) and Pre-Kindergarten (K4)

- K3 and K4 parents will receive their child's completed seatwork daily for review. It is important to review seatwork so that you are informed about what your child is learning and how he/she is progressing from week-to-week. Please note that completed work may also have written notes from the teacher with information or suggestions about academic areas that the class is currently working on and may require corrections and/or additional practice at home.
- K3 and K4 students will receive a Progress Report each nine weeks in order to inform parents of how their student is progressing in each of the assessment areas.
- A parent/teacher conference will be scheduled at the mid-term in order to discuss developmental and academic assessment.

Kindergarten (K5)

- Kindergarten parents will receive their child's completed daily seatwork for review. It is important to review seatwork so that you are informed about what your child is learning and how he/she is progressing from week-to-week. Please note that completed work may also have written notes from the teacher with information or suggestions about academic areas that the class is currently working on and may require corrections and/or additional practice at home.
- Parents will receive weekly graded test papers that are to be signed and returned to school. These test papers will allow parents to review their child's test grades and address any areas that may require additional practice.
- Kindergarten students will receive a Report Card each nine weeks.
- The teacher will schedule a parent/teacher conference at the mid-term in order to discuss your Kindergarten student's progress

EARLY CHILDHOOD DEVELOPMENTAL SERVICES

We understand that Preschool and Kindergarten students develop and mature at different rates and often have different academic and developmental needs. Academic experience and developmental readiness play a critical role in assessing a student's individual needs. The Early Childhood teachers and administration always work closely with parents to identify any academic, developmental, or behavioral concerns and strive to successfully address those concerns. We understand that some students may need additional help in the classroom and/or outside services to be successful.

The academic and developmental services that are available to students in Early Childhood include accommodations, classroom interventions, speech services, and occupational therapy. We **DO NOT** offer child-specific instruction, resource classroom services, or ABA (Applied Behavior Analysis - behavioral therapy) for Preschool and Kindergarten students. For this reason, we are not able to accommodate persistent behaviors of aggression and/or defiance. The Early Childhood classroom teachers will strictly adhere to our Behavior Management Policy and Discipline Plan regarding these behaviors (see Standards of Conduct).

PARENT FOLDERS

A blue pocket folder will be designated as a parent folder for each student. This folder will go home each afternoon and must be returned to school each morning. The parent folder is used to send home papers that are kept at home, as well as, those to be signed and returned to school. Please note that your child's daily behavior chart is also located in this folder and should be checked daily for conduct, behavior notes, and correspondence. The folder should also be used by parents to send in any notes, forms, and/or monies to the teacher or the office.

SNACKS

Pre-K and Kindergarten classes have a designated snack time every day. Please remember to send a snack each day.

NAPTIME

The K3 and K4 classes will have a scheduled naptime every day. Students are required to bring his/her own beach towel (no blankets please) and mat cover (standard crib sheet), labeled with their name, to school each week. These items will go home every Friday to be washed in order to help control the spread of sickness and germs and must be sent back to school on Monday. Please **DO NOT** send stuffed animals to school for naptime unless requested by the teacher.

Kindergarten students do not nap during the school day.

TOYS

Students are not permitted to bring toys or jewelry to school. These items are easily lost and often cause distraction throughout the day. Exceptions to this are allowed only for special class events or assignments such as pajama day, letter day, or show and tell. Your child's teacher will notify you and provide information for any such events.

BITING POLICY

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and thirty-six months of age. The safety of the children at Courtney Christian School is our primary concern. The preschool biting policy addresses the actions the staff will take if a biting incident occurs.

The following steps will be taken if a biting incident occurs:

1. The biting will be interrupted with a firm "No...we do not bite."
2. The biting child will be removed from the situation.
3. The bitten child will be physically assessed and comforted.
4. The wound/bite of the bitten child will be cleansed with soap and water and an ice pack will be applied.
5. The parents of both children will be notified of the biting incident.
6. The appropriate forms will be filled out (Incident Report). Note: If a bite requires medical treatment, a copy of the incident report must be mailed to the Department of Human Services within 7 calendar days.
7. Confidentiality of all children involved will be maintained.
8. The bitten area should continue to be observed by parents and staff for signs of infection.

If biting continues:

1. The second time a child bites, the parent will be required to meet with the teacher and the Early Childhood Director.
2. The third time a child bites, the parent will be required to keep the child home for one school day.
3. The fourth time a child bites, the parent will be required to keep the child home for three school days.
4. The fifth time a child bites, a parent will be required to keep the child home for five school days.
5. The sixth time a child bites, the child will not be allowed to return to school for one nine weeks period.

Please be aware that although biting is a typical developmental response for some children, it can be very harmful to other children. If you have any questions regarding the biting policy, please see the Early Childhood Director.

POTTY TRAINING POLICY

Training Requirements:

All Early Childhood Students must be potty trained before they can attend. Why do children have to be potty trained before they begin preschool? There are strict guidelines for changing and disposing of diapers when children are being changed in a classroom, and we are not equipped to take on that task. When an adult is changing a child's diaper, it is taking learning time away from the class.

What does it mean to be potty trained? Children must be wearing underwear with very few accidents. A child having four or more accidents per week would not be considered potty trained. Please note that wearing pull ups is not considered being potty trained. Teachers are unable to use valuable teaching time to regularly check students who are wearing pull ups for potty accidents. Students wearing soiled pull ups for prolonged periods may result in increased risk of rashes and infections.

Policy and Procedures:

Below you will find our plan and procedures for enforcing our training policy. This will not go into effect until the 3rd week of school. We understand that for many students the transition from home or a different care environment may be a little scary and take some time to get used to. For this reason, the first two weeks of school are meant to help the students adjust and become comfortable and familiar with their classroom, teacher, classmates, and routines. For this reason, we will not send potty notes or enforce training policy for the first two weeks of school.

- 1st potty accident – parent note
- 2nd potty accident – parent note
- 3rd potty accident – parent note
- 4th potty accident – parent note / a parent conference will be scheduled, and parents will be given a copy of the bathroom schedule to practice at home.
- 5th potty accident – parent note / continue to work on training schedule at home.
- 6th potty accident – parent conference to discuss possible professional evaluation for medical issues and/or developmental readiness for school. Parents may be asked to keep student home for three days week to continue to work on training.
- 7th potty accident – 1 week at home to continue training
- 8th potty accident – 1 week at home to continue training
- 9th potty accident – Discuss results of any evaluation that has been done. Pending results, the student may be asked to withdraw.

DISCIPLINE PLAN

All Early Childhood teachers have a behavior plan in place that encourages positive behavior and provides positive reinforcement. The behavior plan also includes consequences for disciplining behaviors that may need to be corrected. Most behaviors are corrected in the classroom with consistent preventive and corrective discipline.

Discipline Procedures (preventive discipline):

- **Praise and positive reinforcement**
- **Rewards (stickers, stamps, special jobs or privileges)**
- **Individual incentives (individual blessings/treats)**
- **Class incentives (parties, fun activities, extended recess/stations)**

Discipline Procedures (corrective discipline):

Step 1 – Redirect/encourage (discuss rules, model behavior expectation, practice behavior)

Step 2 – Redirect/encourage (discuss expectations/verbal warning, practice behavior)

Step 3 - Time Out (5 - 15 minutes, discuss rules and expectations, encourage)

Step 4 - Slash on behavior chart / Oops Note (Oops Note sent home for parents to sign and return)

Step 5 - Office Visit / Disciplinary Action Notice (Parents receive disciplinary notice to sign and return and a parent notification is sent in Renweb.)

*If persistent behaviors of disruption and/or disobedience are not improving after three slashes and two oops notes on the behavior chart, the student may receive a Behavior Notification through Renweb and a disciplinary action will be sent home from the office. If these behaviors continue, the discipline procedures for repeated defiance/correction (stated below) will be instituted. Serious infractions of defiant and/or aggressive behaviors will receive an immediate Behavior Notice and the consequences/discipline procedures below will be instituted.

Discipline Procedures for repeated, persistent aggression and defiance:

Behaviors of consistent aggression and/or defiance that cannot be resolved by these means will result in the institution of the following Behavior Management Policy.

Aggression: aggressive behavior that is deemed to be verbally and/or physically confrontational towards students, teachers, and/or property. These behaviors may include but are not limited to – hitting (open/closed hand), pinching, pushing/shoving, kicking, throwing objects, biting (please see separate biting policy), screaming/yelling at the teacher, verbal threats.

Defiance: repeated refusal to comply with teacher's direction and instruction in the classroom. The student is consistently non-responsive to preventive/corrective discipline and behavior management plan. These behaviors may include but are not limited to - persistent refusal to follow the verbal direction of the teacher, refusal to do assigned work, refusal to receive correction from the teacher (verbal warning, time-out, removal from activity, office visit), frequent tantrums/emotional outbursts.

DISCIPLINE PLAN cont.

- **1st CONSEQUENCE** – A Behavior notice will be sent home and parent will be contacted (note, phone, email).
- **2nd CONSEQUENCE** – A behavior notice will be sent home, and a parent conference will be scheduled immediately.
- **3rd CONSEQUENCE** – A behavior notice will be sent home, and a parent will be called to discipline/pick-up student.
- **4th CONSEQUENCE** – A behavior notice will be sent home and parents will be called to pick up student for the remainder of the day and the student will receive a 2-day suspension.
- **5th CONSEQUENCE** – A behavior notice will be sent home and parents will be called to pick-up student. A parent conference will be scheduled to begin withdrawal / dismissal process.

LOWER ELEMENTARY (1ST– 4TH) SPECIFIC INFORMATION

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 – 4th), make-up test times are at the teacher's discretion; however, **a grade of “zero” will be recorded for any work not completed on time.**

HOMEWORK NOTEBOOK / PLANNER

The student is responsible for copying daily homework assignments in the homework notebook (3rd – 4th grades). Every Monday, students in 1st – 4th grades will receive a weekly test schedule.

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 should communicate with the teachers concerning any issues.

PARENT FOLDERS

A pocket folder will be designated as a parent folder. 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.

GRADING SYSTEM

1st – 4th

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = Below 60

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

1st – 4th

E = 85-100

S = 70-84

N = 69-0

PROMOTIONAL POLICY

Grades 1st – 4th : If a student fails Reading or Math, the student will be retained pending 30 hours of summer tutoring. Summer tutoring must be facilitated by a Courtney Christian School teacher, a learning center (for example: Sylvan) or prior approval given by June 1 of a certified teacher who is not a relative. Before August 1, a letter and log must be turned in to the school verifying the completed tutoring hours. If a student fails both Reading and Math, he/she will be retained.

UPPER ELEMENTARY (5TH – 7TH)

SPECIFIC INFORMATION

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 grades 5th-7th, make-up tests must be made up Monday – 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.** *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. Student Test schedules will be published in FACTS on Mondays.

PARENT FOLDERS

A pocket folder will be designated as a parent folder. 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.

GRADING SYSTEM

- A = 93-100
- B = 85-92
- C = 78-84
- D = 70-77
- F = Below 69

PROMOTIONAL POLICY

Grades 5th – 6th: If a student fails Reading or Math, the student will be retained pending 30 hours of summer tutoring. Summer tutoring must be facilitated by a Courtney Christian School teacher, a learning center (for example: Sylvan) or prior approval given by June 1 of a certified teacher who is not a relative. Before August 1, a letter and log must be turned in to the school verifying the completed tutoring hours. If a student fails both Reading and Math, he/she will be retained.

Grade 7th: If a student fails Literature, Language, or Math, the student will be retained pending 30 hours of summer tutoring. Summer tutoring must be facilitated by a Courtney Christian School teacher, a learning center (for example: Sylvan) or prior approval given by June 1 of a certified teacher who is not a relative. Before August 1, a letter and log must be turned in to the school verifying the completed tutoring hours. If a student fails two or more core subjects (Literature, Language, Math, Science, or History) he/she will be retained.

HIGH SCHOOL (8TH – 11TH) SPECIFIC INFORMATION

LATE ASSIGNMENTS

In Grades 8th – 11th, late assignments will receive a “zero”; however, all late assignments must be turned in.

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.** Make-up tests must be made up Monday – Friday mornings at 7:25 A.M. It is the student’s responsibility to coordinate with the respective classroom teacher the dates and location for make-up work / 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.** *The responsibility for all make-up work rests with the students, not the teacher.*

HOMEWORK ASSIGNMENTS / TEST DATES

The student is responsible for copying daily homework assignments and the test dates per subject as given by the respective teacher.

GRADING SYSTEM

A = 93-100
B = 85-92
C = 78-84
D = 70-77
F = Below 69

Computation of Semester Grades for 9th - 11th Grades

Report cards are issued on a semester basis with three interim reports within each semester. Grades are NOT AVERAGED together each nine weeks to determine the semester grade but are CUMULATIVE using numerical points to determine the semester grade. Students earn 1 Carnegie Unit per full year class and 0.5 Carnegie Units per semester class. Grades throughout a semester will consist of the following:

- Exams/Tests/Major Projects are weighted heavier than the assignments below.
- Quizzes, homework, projects, classwork, lab reports, etc. are weighted lower than the assessments listed above.

Final semester percentage grades are converted to letter grades: A, B, C, D, or F

A=4 points B=3 points C=2 points D=1 point F=0 points

Calculating GPA of Carnegie Units

Students as early as 8th grade will have the opportunity to take classes for Carnegie Units. A Carnegie Unit is equivalent to ONE year of enrollment in a high school class. All grades will be placed on the student's transcript and calculated into their Grade Point Average (GPA). When determining grade point averages (GPA), the total number of subjects/units attempted toward graduation will be divided into the total number of grade points earned by the student. GPA does not round numbers. GPA is calculated at the end of each semester.

A=4 points B=3 points C=2 points D=1 point F=0 points

Students in grades 1st – 11th 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. Students in 9th – 11th grades will receive honor roll based on GPA: Highest Honor Roll (4.0), High Honor Roll (3.5 – 3.99), and Honor Roll (3.0 – 3.49).

PROMOTIONAL POLICY

Grade 8: If a student fails Literature, Language, or Math, the student will be retained pending 30 hours of summer tutoring. Summer tutoring must be facilitated by a Courtney Christian School teacher, a learning center (for example: Sylvan) or prior approval given by June 1 of a certified teacher who is not a relative. Before August 1, a letter and log must be turned in to the school verifying the completed tutoring hours. If a student fails two or more core subjects (Literature, Language, Math, Science, or History) he/she will be retained.

If a student in 8th 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.

DRIVING AND PARKING

Driving to school is a privilege restricted to students who hold a valid driver's license, who have proper auto liability insurance, and who register their vehicle with the Upper School office. There will be a \$5.00 fee for a parking permit. The school is not responsible for students driving to and from school. Students assume liability for damage of any property.

1. Students are to register their vehicle with the Upper School office prior to driving on school property by presenting the following:

- Student's driver's license
- Car information - owner, plate number, color, make and model (registration papers)
- Proof of insurance.

A student's failure to register a vehicle may result in the loss of driving privileges on campus.

2. Students must pay their \$5.00 fee in the Upper School office to pick up their parking permit which must be properly displayed at ALL times on campus.

3. Students are to drive safely, follow all speed signs, watch and yield to pedestrians. Students whose driving is observed to be hazardous and/or irresponsible will lose the privilege of driving on campus for a temporary or permanent duration. Students who participate in any type of activity resulting in racing, excessive noise, or dangerous maneuvers are subject to disciplinary sanction and can lose the privilege of driving on campus.

4. Students are to remain in the carpool line until they reach the area in which to park.

5. Students are to park in the assigned parking spot only unless there are extenuating circumstances approved by the principal.

6. Once a student arrives at school, he/she must exit the car as soon as possible and enter the appropriate area on campus. No loitering. The parking area is off limits to hanging out at anytime. Students are not to return to their vehicle anytime without administrator's permission.

7. Student drivers who are late to school 4 times will serve a morning detention (7:25 a.m. - 7:55 a.m.). See "Tardies to School" for other consequences.

8. Students must understand that if school officials have reason to believe there is anything in their vehicle that is a violation of the law or CCS policy, they may be requested to open their vehicle for a search by school or law officials. The school reserves the right to search any vehicle on campus.

9. Students may not drive other students on field trips or to any other school events without proper written permission. Written notes must be received from all parents involved giving permission of travel. All notes must be turned in to the Upper School Building office to be approved by the principal. Students must receive approval from the principal before transporting other students to any event.

10. Failure to follow all safety rules may result in the loss of driving privileges