

# COMMUNITY CHRISTIAN SCHOOL

## SECONDARY HANDBOOK

www.communitychristianschool.com

Absentee Line: 329-2500 Option 2

High School Code: 372-552

### 1.0 SCHOOL HISTORY

Community Christian School was incorporated as a school on June 17, 1986. It began as the result of the prayers of many parents and faculty members. CCS purchased property at 3002 Broce Drive. Classes began on September 2, 1986. In 1992, CCS purchased the remaining portion of the building. In 1995, CCS purchased 21 acres 2 miles north of our present campus and in the fall of 1997, our football facility was completed. In 2000, CCS began construction on an all-purpose facility and saw the facility completed in the summer of 2001. Additional property was purchased in 2012 and construction of the secondary facility began. Occupation of the secondary facility became a reality in March of 2014. God continues to provide all that is needed to maintain an excellent academic, spiritual and moral education for our children.

### 2.0 MISSION STATEMENT

It is the aim and purpose of the Board, Administration and Staff of CCS to do the following:

1. Assist each student in identifying his relationship to God, stimulate him toward a personal commitment of his life to Jesus Christ, and guide him in Biblical values, morals and the knowledge of God's Word.
2. Provide a thorough and sound academic program which will equip students to meet the opportunities for their generation.
3. Provide an atmosphere conducive to academic excellence, spiritual growth, and personal discipline.
4. Love, teach, and pray for students according to God's Word.
5. Minister to students of any race, color, denominational affiliation, national or ethnic origin.

### 3.0 STATEMENT OF FAITH

CCS does not subscribe to the doctrinal statement of any one church or denomination but does require that all teachers, administrators, and members of the Board subscribe to the following doctrinal statement:

1. I believe the Holy Bible to be the inspired and only infallible, authoritative, inerrant Word of God. (II Tim. 3:16, II Pet. 1:21)
2. I believe in the deity of our Lord Jesus Christ, in His virgin birth, and His sinless life, in His miracles, in His atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Is. 7:14, Matt. 2:23, John 11:25, John 14:1-3, Acts 1:11, 11:25, Heb. 4:14, 7:25-28; 9:12)
3. I believe that man is born in sin but that God has provided redemption through His Son, Jesus. (Isaiah 53:6, Rom. 5:12, I Pet. 1:18-21)
4. I believe in the spiritual unity of believers in the Lord Jesus Christ. (Rom 8:9, I Cor. 12:12-13, Gal. 3:26-28)
5. I believe in the creation of man by the direct act of God. (Gen. 1:26-28, Gen 2:7, Gen. 5:1-2)
6. I believe that the only scriptural marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; I Cor. 7:10; Eph. 5:22-23)

### MUSIC POLICY

In conjunction with the mission statement of Community Christian School, the following policy has been adopted to partner with parents and church to develop students into Christ-centered servant leaders who are academically and spiritually prepared for college and life. Ephesians 4:29-Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers. Romans 14:13...but judge this rather, that no man put a stumbling block or an occasion to fall in his brother's way. Community Christian School is called to a higher standard than our fellow public schools and the music that is played or performed or utilized at any event should be considered as a representation of CCS. This music is a reflection of our beliefs and values and should always seek to glorify God. Using the mission statement and the verses above as a guideline, all music played, performed, or utilized at CCS events should have lyrics that are uplifting and do not contain profanity, worldly, or sexual themes or have anything that contradicts the mission of the school. Songs that have a "clean" version should be avoided. The original musical performances should be from artists who are positive role models for our students and do not lead our students to follow impure lines of thought. Guest performers should have their selections approved prior to the performance to ensure that the guests are familiar with the expectations of our school. All music selections will be approved by the administration at least one week in advance.

### 4.0 ADMISSIONS

**4.1** CCS admissions policy does not discriminate against students based on race, color, national or ethnic origin. CCS will admit a student of any religious affiliation, provided the student will abide by all CCS standards of discipline, dress, academic, and spiritual instruction.

**4.2** CCS believes that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of sexual immorality; including homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5; Gen. 26:28-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1; 6:9; I Thess. 4:1-8; Heb. 13:4)

**4.3** CCS expects parents to be supportive of all practices and policies, to cooperate respectfully with the authority of the administration and teachers, and to enable the child to cooperate fully with all programs and activities of CCS. CCS does not encourage parents to place students in CCS against their will. Students are admitted with the understanding that a student who cannot adjust to the program at CCS may need to find another school that is better able to meet the needs of that student. CCS reserves the right to deny admission to students when the student's academic or other records, references, or the initial interview and/or entrance examination results are unfavorable and indicate questionable success. **CCS RESERVES THE RIGHT TO REFUSE ENROLLMENT OR RE-ENROLLMENT TO ANY STUDENT WITHOUT CAUSE.**

CCS does not admit students who have been expelled from a previous school. A student may be dismissed or expelled from school or asked not to return the following year if he/she is out of harmony with the Statement of Faith, the spirit or Policies of the school whether on or off property as determined in the sole discretion of the administration. Readmission considerations following dismissal will be determined on a case-by-case basis. **\*Note: Any student failing two classes at the end of a semester may be refused re-enrollment for the upcoming semester.**

**Note:** In order to comply with the requirements of the Asbestos Hazard Emergency Response Act (AHERA) of 1987, 40 CFR Part 763-Asbestos Containing Materials in Schools, Community Christian School has been inspected and an Asbestos Management Plan has been developed outlining sampling analyses and response actions if necessary. The Management Plan is available for viewing in the Finance Office.

### 5.0 ENROLLMENT AND AUGUST REGISTRATION

**5.1** Students are pre-enrolled at CCS upon completion of enrollment forms, entry testing, student-parent interview, and payment of enrollment fees. A child's place is held in the class until July 1, at which time the first month's tuition is due. Students enrolling after July 1<sup>st</sup> will pay the enrollment fee and the first month's tuition at the time of enrollment. Enrollment is completed the first part of August when additional forms are signed and books are purchased. August registration requires the presence of students and one parent. A \$50.00 late fee will be charged for late August registration.

### 5.2 TRANSFERS:

Students transferring from CCS must give the school at least three days notice to prepare records and grades. The student's grades and records will be transferred when all accounts have been settled with the finance office. Students who transfer from CCS before semester tests are given will not receive a semester grade or credit.

### 5.3 IMMUNIZATION POLICY:

CCS abides by Oklahoma law for immunization of children. A record of these immunizations must be presented at the school office.

### 5.4 INFECTIOUS DISEASE POLICY:

The decision concerning admission or continued enrollment of students diagnosed with infectious diseases including, but not limited to, Hepatitis B, Tuberculosis, Meningitis, HTLV-III/LAV, or testing positive for presence of antibodies to the HIV virus, will be based upon evaluation of contagion, the behavior, neuralgic development, and physical condition of the student. The infected student shall not be admitted or permitted continued enrollment to CCS without unanimous approval from the CCS School Board. The decision will be made after consultation with appropriate medical experts and the child's parents.

### 5.5 SENIOR ATTENDANCE:

Seniors are required to attend a full day of classes unless they are approved for concurrent enrollment or Vo-Tech enrollment.

## 6.0 ATTENDANCE

Excessive absences affect the student's grades and attitudes. If a student is to be absent, the parent is to call the school office and leave a voice message on the absentee phone line stating the reason for the absence. (329-2500, option ) **Grade level and class field trips or competitions are part of the curriculum and are required attendance.** Students who do not attend a field trip or required class activity will be counted absent in each class on the day of the activity. Any absence that is not a CCS activity will count against FINALS exemptions. **IMPORTANT ATTENDANCE REQUIREMENT!!** ANY STUDENT arriving after 7:50 or leaving before 2:30 must check in or out at the high school desk. **Any student who misses a scheduled test due to late check-in or early check out will be subject to the following: Upon second occurrence, parent will be notified and zeros issued at the teacher's discretion.** Students may not leave campus without parent notification through the office.

### 6.1 EXCUSED ABSENCES:

**Students will be allowed up to 10 absences per semester. After 10 absences in a semester a student will receive "no credit" for the class subject to review and approval of the CCS School Board.**

**Absences will not be counted against the student for school sponsored events/athletics, or major health events as approved by administration with a doctor's written orders. Extended bereavement absences for immediate family, parent, sibling, or grandparent will not be counted in the 10 absences. A student will also be allowed to page at the Oklahoma State Capitol.**

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The following absences are excused and will not result in demerits or zeros – illness, medical/dental appointments, funeral, death in the family, and driver license/permit testing. (This does NOT include driver's education training.) **An excused absence allows a student to make up all missed tests, quizzes, and homework but absence will count against finals exemption. If a student is absent for any reason other than illness, ALL assignments or tests which were scheduled or assigned before or during the absence, will be due the day the student returns to school. Students who return after an illness will have the same number of days as absent to make up any homework, quiz, or test. It is the student's responsibility to get assignments and schedule make-up tests with the teacher.**

#### 6.1.1 EXCUSED ABSENCE NOTIFICATION:

Parents should call the high school office (329-2500, option 2) to report a student absent and state the reason for the absence. If the parent does not call or e-mail the office on the day of the absence, the student MUST return with a medical note or written note from a parent/guardian stating the reason for absence. (Students who are absent more than three consecutive days may be required to have a medical excuse note from a doctor upon returning to school. Medical notices may be verified by the school office.) **STUDENTS WILL RECEIVE DEMERITS IF the office does not receive proper notification.**

### 6.2 PERSONAL ABSENCES:

For a personal absence, for any reason other than those stated above, the parent MUST submit notification to the administration, 3-5 days prior to the absence. Personal absences may include -- youth/church activities, family vacations, non-CCS sporting events, family outings, driver's training classes, etc. Assignments may be requested from the teacher or viewed on the RenWeb homework page. **NOTE!! All assignments, which are not turned in before the personal absence, are due the day the student returns to class. Late assignments will receive a zero.** Tests will be administered promptly, at the discretion of the teacher.

#### 6.2.1 PERSONAL ABSENCE NOTIFICATION:

Parents MUST fill out a **Personal Absence Notification** form (available in the office, on the school website or RenWeb Documents) and turn it in to the school office 3-5 days prior to the requested absence. Students who are absent without submitting a Personal Absence Notification may receive demerits and zeros on tests, quizzes, and assignments. The administration will not allow teachers to accept make-up work from students on personal absence if the student has excessive absences or is failing (or in danger of failing) a class.

### 6.3 CCS ATHLETIC/FIELD TRIP ABSENCES:

Anytime a student is required to miss class due to a school sponsored trip or athletic event, they MUST HAVE ALL HOMEWORK COMPLETED AND TURNED IN THE DAY THEY RETURN TO CLASS. The student does not receive extra days to complete assignments. **It is the student's responsibility to get assignments and schedule make-up tests with the teacher.**

### 6.4 UNEXCUSED ABSENCES:

Any absence that does not meet the EXCUSED ABSENCE or PERSONAL ABSENCE requirements – Sleeping in, leaving campus for any reason without checking out through the office, tardy for more than half of the class without checking in through the office, etc. will result in 3 demerits for each class missed. **NOTE!! ANY student leaving campus without permission from the office or administration may be suspended.**

### 6.5 TARDIES AND EARLY DISMISSALS:

**TARDINESS**-Regular tardiness may seriously affect the student's adjustment to school, is a distraction to other students, causes more work for the teacher, and may affect the learning atmosphere of the classroom. Students are expected to arrive at school early enough to go to their locker, hang up coats, deposit lunches, and be fully prepared and seated in their first hour class when the 7:50 tardy bell rings. **Three tardies in a class = 1 absence and will count against the 10 absences per semester. An unexcused tardy to ANY class hour will result in 2 demerits.** Students who obtain more than 7 tardies in a quarter will not receive merit privileges. Students who are tardy to any class due to medical/dental appointments, or a partial day excused absence WILL be counted tardy to class but WILL NOT receive demerits. There will be NO free 1st hour tardies. **NOTE:** Student MUST check in through the office.

**EARLY DISMISSALS** - It is equally important that a student remain in the class for the full class time as not to interrupt the learning atmosphere of the classroom. Any student who is checked out with less than half of the class time remaining will receive an Early Dismissal (ED). **Three ED's = 1 absence and will count against the 10 absences per semester. It is the student's responsibility to get assignments and schedule make-up tests with the teacher. PARENTS are not allowed to go to the classroom to check out their student. Students MUST be signed out through the office.**

### 6.6 ILLNESS ATTENDANCE POLICY:

A student who is running a fever, has a contagious illness, or is too ill to fully participate in classroom activities should be kept at home. A student who becomes ill during school hours will remain in the school office until parents are notified and the child is checked out. Parents may give verbal permission to the office for a student driver to be dismissed.

### 6.7 EXCESSIVE ABSENCES:

A student who receives no credit (NC) for a class due to excessive absences/tardies is still required to attend the class and complete all coursework. Failure to do so may result in the student being dismissed from CCS.

## 7.0 CONDUCT AND DISCIPLINARY POLICIES

### 7.1 ATTITUDES:

Community Christian School is committed to offer a quality academic education in a Christian context. The school's ability to educate properly is directly related to controlling the child. A child who cannot be controlled cannot be educated. Therefore, rules and programs have been established to permit learning and to teach self-discipline. They are detailed so a full understanding may be obtained. They seem strict only toward those who have a tendency to stray outside the boundaries of the school. Each student will find freedom as well as security within the boundaries of CCS.

All students are to maintain the attitude that attendance at CCS is a privilege and not a right. The administration reserves the right to dismiss a student who, in its judgment, does not conform either to the stated regulations governing student conduct or to the expressed principles, policies, and programs of the school.

Gripping, grumbling or talking back to the teacher is not the Biblical method of solving a conflict and will not be tolerated. Students are encouraged to express their point of view to their teacher in private when conflict arises. However, after their respectful appeal has been made, they must accept the judgment of the teacher. If something is said or done in the classroom that the student does not agree with, he is not to respond in the middle of the class but rather see the teacher immediately after class to discuss the situation. After he has explained his point of view, then he should accept the judgment of the teacher. Talking back to the teacher will result in disciplinary measures, and in extreme cases, suspension.

Daily we must deal with the fleshly desires that dwell within us. The flesh reacts in different forms such as fighting, cursing, name calling, etc. None of these actions will be tolerated and will result in class discipline, swats, or suspension. Students who support the misbehavior of others by their actions or words, whether or not they are actual participants in misbehavior, will receive equal consequences. Bullying will not be tolerated. It is the responsibility of the parent and/or child to report bullying immediately to the administration.

### 7.2 SOCIAL MEDIA POLICY:

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications. Students who participate in online interactions must remember that their posts reflect on everyone associated with Community Christian School and, as such, these interactions are subject to the same behavioral standards set forth in the Student Handbook. In addition to the regulations found in the Student Handbook, students are expected to abide by the following: Students may not use social media sites to publish disrespectful, disparaging or harassing remarks about CCS staff or faculty, students, parents, relatives, athletic or academic contest rivals, etc. Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school or other students. Failure to abide by this Social Media Policy, as with other policies at CCS, will result in disciplinary action as described in the Student Handbook, or as determined by the Administrator.

### 7.3 GENERAL SCHOOL CONDUCT:

Community Christian School strives to set a standard of conduct that will provide a healthy academic environment and teach the child to live a moral, Godly life. A vital part of being Christ-like is learning to respect those in authority over you. A method of expressing this respect is by responding with a "yes sir" or "no sir", "yes ma'am" or "no ma'am". This will be expected. Hebrews 13:17 says "obey them that have rule over you." This policy is a guide stating what is expected of the student. The teacher is the final authority, especially in areas not specifically detailed here. CCS will aim to develop the following characteristics in its students. Students will sign the student conduct code at registration.

- Cheerful obedience to all in authority. (Rom. 13:1, I Pet. 2:13-22)
- Responsibility in doing assigned or expected tasks. (Matt. 25: 45-46)
- Cooperation with others within and without the classroom.
- Courtesy and respect for others: such as being quiet in class, raising hand to speak, not interrupting others, walking, not running in the building, and eating with proper manners.
- Cleanliness in person and property: cleanliness in dress, neat locker, picking up trash, etc.
- Truthfulness and honesty in work and life. (Prov. 12:22, Eph. 4:32)
- Respect for classmates and their property.
- Promptness in attendance and completing assignments.
- Morally good conduct in respect to recreation, social relationships and language.

### 7.4 STUDENT CONDUCT CODE:

- I have read and will comply with the Parent-Student handbook (including the doctrinal statement, school rules, dress code and discipline guidelines) of Community Christian School and accepting the truth of Philippians 4:13: "I can do all things through Christ which strengtheneth me," I will endeavor to observe them.
- I promise to reverence God and respect all authority He has placed over me, including teachers and school staff.
- I will endeavor to complete all school assignments and participate in all classroom activity with a positive attitude. All work that I submit to the teacher will be my own. I will not cheat on assignments or enable another student to cheat.
- I will respect personal property and belongings of all other students. I will abstain from any activity that could damage or destroy school property.
- I will abstain from horseplay on school property.
- I will strive to be kind, courteous and respectful to fellow classmates. I will respect their personal opinions, their ethnic difference, and their religious convictions.
- I will be careful to control my tongue and avoid profanity, lying and gossip, and rather use my tongue to encourage others and glorify God.
- I will not use tobacco, alcohol, illegal drugs, or vaping/vaping box.
- I will not engage in immoral acts. I will not engage in public display of affection at school or school functions. I will not engage in actions or identifying statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography of any nature. I will not engage in these actions or identifying statements via magazines, Internet, Social network sites (Facebook, Twitter, etc.), cell phone, "sexting" or technology of any kind.
- I will live at home with my parent(s) or legal guardian.
- I do understand that CCS does not condone attendance of secular music concerts that glorify violence, drugs, sex, or the occult, or attendance and/or participation at public casinos or casino-type gambling.
- I will not in word or deeds, in jest or seriousness, threaten the safety or well-being of another student, faculty member, staff member, or to the school at large. I understand immediate disciplinary action will be taken, which may include dismissal.

**\*Note:** CCS Policy: Students will forfeit the privilege of attending Community Christian School if at any time during their enrollment they become a participant in any of the following: drugs, pregnancy, abortion, sexual misconduct, pornography, violation of the law, i.e. arrest or formal charges, possession of weapons, making threats of bodily harm to students or faculty, moving away from home (out from under parental authority covering).

**Definition of "immoral acts":** Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

**Definition of “identifying statement”:** A statement that a student is a homosexual, bisexual, or otherwise immoral words to that effect or language or behavior that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral and/or homosexual acts.

**Note:** “I am gay,” “I am a homosexual”, “I have a homosexual orientation.” Homosexual conduct defined as immoral acts or identifying statements, is incompatible with enrollment at Community Christian School and is a basis for dismissal. All students must be treated with dignity and respect, free of threats or harassment.

#### **7.5 DISCIPLINARY ACTION:**

When a student’s behavior is unsatisfactory, the school will employ the appropriate action for correction. The following steps may be used to achieve appropriate behavior and attitudes: (We never assume a student knows proper behavior until we have explained it to him.)

- A corrective look.
- A verbal warning.
- Demerits assigned.
- Communication with the parent.
- After-school detention assigned.
- Swats may be administered according to the following guidelines:
- The teacher is to confer with the administrator and obtain his/her advice or recommendation.
  - The principal and teacher are to make sure the child understands the reason for correction, and that he is being loved and cared for.
  - The principal will administer all spankings, never spanking in anger, with undue harshness, or as a favored method of correction.
  - A maximum of three (3) swats per day will be administered to the child’s bottom in the presence of a witness.
  - The teacher will notify parents and a record will be kept in the office.
  - Parents preferring to administer discipline themselves will come to CCS and administer swats in the presence of the principal when requested to do so by the administration.
- Suspension with zeros.
- Appear before the board. Student will comply with the board decision which may include extended suspension, probation with written guidelines, or dismissal.
- Expulsion by the Board of Directors.

#### **7.6 SUSPENSION:**

In severe cases of misbehavior, violation of conduct code, or refusal to do academic work, suspension may be necessary as a disciplinary measure (suspension may include zeros on all missed classwork). Students involved in fighting, bullying (verbal or physical), or other serious infractions of the conduct code, may be suspended. The purpose of suspension, as with swats, is to bring the child to repentance and corrected behavior. We encourage parents to work with the administration to this end. A policy of a 1-3 day suspension will be followed. Extended suspensions will be applied when circumstances warrant. Demerits may be assigned for each day of suspension.

#### **7.7 PROBATION:**

The administrator will put a student on probation if the student has violated the conduct code, or at any time it becomes questionable as to whether a student should remain at CCS. A period of probation gives the administration time to consider carefully the needs of the student and the issues involved, and give the student time to prove himself. Probation will be set for a definite period of time, and with definite pre-determined goals. At the conclusion of probation, the student will either have accomplished the goals set and be taken off probation, or will be recommended to the Board for expulsion.

#### **7.8 EXPULSION:**

A student will be considered for expulsion from school if it becomes the opinion of the principal and teacher that CCS can no longer effect positive conduct change or positive academic training. If a student is not making progress towards obedience or academic success, the principal will recommend to the Board the child be expelled. The Board will review the situation, and make a final decision. Students will forfeit the privilege of attending CCS if at any time during their enrollment the administration becomes aware they are participating in any of the following: drugs, pregnancy, abortion, sexual misconduct, pornography, violation of the law, i.e. arrest or formal charges, possession of weapons, making threats of bodily harm to students or faculty, or moving away from home (out from under parental authority covering). Students who have been expelled will not be allowed to attend any CCS-sponsored school function.

#### **7.9 SCHOOL AND PERSONAL PROPERTY**

CCS expects students to take pride in their school building and make every attempt to keep it in good condition. Any student who damages, disturbs, or destroys school property is expected to make full restitution to the school. A student may also be requested to cooperate and work with custodial personnel to help clean up any mess created by the student. Students who violate this policy will be dealt with on an individual basis regarding appropriate discipline.

CCS prohibits students from intentionally causing damage to any physical property of another student, intentionally damaging any building or any property of another by means of fire, intentionally damaging any building of another by means of explosives.

CCS prohibits anyone from intentionally marking, drawing, or writing with paint, ink, or another substance or intentionally etching into the physical property of another student without the other student’s consent.

#### **7.10 COMPUTER PROTOCOL**

CCS prohibits computer vandalism. CCS prohibits anyone from willfully, knowingly and without authorization modifying or destroying data, computer programs or supporting documentation. CCS students may not willfully and knowingly and without prior authorization (a) modify computer equipment or supplies that are used or intended for use in a computer, computer system, or computer network, and (b) destroying or damaging a computer, computer system, computer network or equipment or supplies used or intended for use in a computer, computer system, or computer network. Simply stated, computer vandalism is any malicious attempt to harm or destroy hardware, software and/or wiring, and data of another user. It includes, but is not limited to, the uploading or creation of computer viruses or other malicious programs.

The CCS Board will pursue the collection of damages caused by a student through the student’s family and through legal action when necessary.

#### **7.11 DEMERITS/MERITS/DETENTION:**

A demerit system is used to encourage good behavior and to correct misbehavior. Students receive 100 merits at the beginning of each quarter. Students who retain 65 merits or more at the end of the quarter will receive merit reward privileges.

NOTE: Students sent out of class for behavior will forfeit all merit reward privileges for the year.

##### **7.11.1 GENERAL DEMERITS:**

Book uncovered in a class: 2 demerits

Cheating on Homework/Quiz/Test: 10 demerits (See 9.1 for Cheating Policy.)

Computer Protocol: 5 demerits

Discipline Issue: Assigned by Office

Disrespect: 5 demerits

Disruptive (talking, out of seat/class): 5 demerits

Food in class: 2 demerits

Off Task: 5 demerits  
Messy Locker: 2 demerits  
PDA – Public Display of Affection: 5 demerits (Increased demerits for multiple offenses)  
Sleeping in Chapel: 5 demerits (Repeat offense add 1 week ASD)  
Stealing: 5 demerits and 1-3 day suspension  
Tardy to class: 2 demerits  
Unexcused absence per class: 3 demerits  
Use of foul language on campus: 10 demerits  
Hair violation (boys): 5 demerits

#### **Consequences and Actions Taken for High Demerit Level (per 9 week period)**

Students who reach **30** will be visited with by an administrator.  
Students who reach **40** will serve one week of After School Detention (ASD).  
Students who reach **60** will serve an additional two (2) weeks of After School Detention (ASD).  
Students who reach **75** will go before the CCS Board with consequences to include up to possible suspension.  
Students who reach **100** will serve two (2) days of suspension, with zeros and may forfeit the privilege of attending CCS.

#### **7.11.2 CONCERNING GUM:**

Any student caught chewing gum will be penalized as follows:  
1<sup>st</sup> Offense: 5 demerits and \$5.00 gum charge  
2<sup>nd</sup> Offense: 10 demerits and \$10.00 gum charge  
3<sup>rd</sup> – 5<sup>th</sup> Offense: 10 demerits and \$10.00 + \$10.00 each additional offense

#### **7.11.3 CONCERNING SENT OUT OF CLASS:**

Any student who is "Sent out of class" due to behavior will be subject to the following and will forfeit merit reward privileges.  
1<sup>st</sup> Offense: 10 demerits; 1 day ASD  
2<sup>nd</sup> Offense: 10 demerits; 1 weeks ASD  
3<sup>rd</sup> Offense: 10 demerits; 1 day suspension  
4<sup>th</sup> Offense: 10 demerits; 2 day suspension, Board Review

#### **7.11.4 CONCERNING DRESS CODE VIOLATION: (See 12.1 and 12.2 for Policy)**

Verbal Warning: 0 demerits  
1<sup>st</sup> Offense: 5 demerits  
2<sup>nd</sup> Offense: 10 demerits  
3<sup>rd</sup> Offense: 10 demerits; 1 week ASD  
4<sup>th</sup> Offense: 10 demerits; 2 weeks ASD  
5<sup>th</sup> Offense: 10 demerits; Additional violations may result in appearing before the school board.

#### **7.11.5 CONCERNING CELL PHONE VIOLATION:\*\* (See 8.5 for Cell Phone Policy)**

1<sup>st</sup> Offense: 10 demerits; 1 week ASD  
2<sup>nd</sup> Offense: 10 demerits; 1 day suspension  
3<sup>rd</sup> Offense: 10 demerits; Board Review  
\*\*Includes Apple Smart Watch or equivalent product.

#### **7.11.6 HIGH MERIT BALANCE REWARDS:**

- Students who retain 65 merits and have no more than 7 tardies at the end of a quarter will receive one extended Merit Lunch Out per quarter. Students who have been suspended or sent out of class for inappropriate behavior will forfeit all Merit Reward privileges for the year.
- Students who retain 300 merits and no more than 28 tardies at the end of the school year will receive one Merit day out. Students who have been suspended or sent out of class for inappropriate behavior will forfeit all Merit Reward privileges for the year. Date to be announced.

#### **7.11.7 CONCERNING DETENTION:**

- All detentions will be served from 2:40 p.m. to 3:40 p.m. Parents and students will be notified of assigned detention days. Detention does not erase demerits.
- Students who miss an assigned detention day and are excused will be reassigned.
- Students who miss an assigned detention and are unexcused will be assigned double detention, or suspension.
- Students who disregard detention or refuse to submit will be suspended or dismissed.
- After Merit Day Out in May, students will serve detention daily if demerits are accumulated.

#### **7.11.8 UNAUTHORIZED DEPARTURE:**

Students who leave campus without permission will receive a 1-2 days suspension upon first offense. Additional consequences may apply.

## **8.0 STUDENT INFORMATION**

### **8.1 ATHLETIC ELIGIBILITY:**

Athletic eligibility for students at CCS is based on their weekly academic performance. Grades will be checked weekly. A one-week grace period and ineligibility will always begin the Monday following the grade check. A student must be passing in all classes he is enrolled in during a semester. If a student is not passing all enrolled subjects on the day of grade check, he/she will begin a one-week grace period. If the student is not passing at the next grade check he will become ineligible for the next one-week period. An athlete is allowed to attend practices while ineligible, but will not be allowed to suit up or play in any games or matches. Any student with a failing grade in any class will not be allowed to miss school to participate in any sporting event.

**PLEASE NOTE: Athletes must attend at least 3 hours of class to be able to participate in an athletic event that day or evening. Athletes not attending classes the day following participation in an athletic event may be required to submit a signed doctor's statement**

## 8.2 BOOKS:

Students in grades 7-12 pay a book fee which covers the cost of all re-useable books, syllabuses, printed materials, workbooks and map packets. If a book is lost or damaged beyond usability, the student's account will be charged for the cost of replacement. Students will be required to keep a sturdy paper cover on hardcover books (no newspapers, no typing/notebook paper, no stretchy-cloth covers and no adhesives stuck to the book). Books will be checked daily. (Refer to section 7.11.1.)

## 8.3 CAFETERIA:

The school sells hot entrees, sandwiches, chips, etc. according to the lunch menu. The lunch menu is posted on ParentsWeb. Students/Parents are required to order lunch online before 7:50 a.m. Lunch will be served beginning the first day of school. Sack lunches are always permitted. Students may bring food from home that needs to be heated (not cooked) 2 minutes or less in the microwave. Students, who want to order online using the school's computers, may do so in the computer lab before 7:50 a.m. Teachers will not order in class for the students. (Note: Students will be required to have their key card in the lunch line to purchase lunch.)

## 8.4 CARS/STUDENT PARKING:

Students may drive to school after they have received their Oklahoma Driver's license. Students will follow all traffic flow rules established by the school. Students must get permission from the high school desk to go to their cars throughout the day.

- Authorized school personnel may conduct routine patrol of student parking lots. A vehicle on school property may be searched by the administration when there is reasonable suspicion the vehicle contains weapons, controlled substance, or alcoholic beverages. If reasonable suspicion exists, the student will be asked to unlock the vehicle for a search. If no consent is given by a student under 18 years of age, the parent/guardian will be asked to come to school to open the car. If the car is not opened by a parent/guardian, or a parent/guardian cannot be located or is unable to promptly arrive at school, the administration may contact law enforcement authorities. Attempts to contact parents/guardians to open vehicles driven by students over 18 years of age will be made if a parent/guardian is the owner of the vehicle.

## 8.5 CELL PHONES/ ELECTRONIC DEVICES:

Students may bring a cell phone to school. Students may not have cell phones on their person, in their lockers, in their bag or purse, or in the classroom during school hours: 7:50 a.m. to 2:30 p.m. Students will leave cell phones or smart watches in their car or check them in to their first hour teacher. (See section 7.11.5 for consequences of cell phone violations.)

Students are not to bring laptops, iPads, iPods, Kindles, smart watches, electronic translators, electronic games, ear buds, etc. into the school building or activity center. These electronic devices also are not allowed on school-sponsored trips or activities. If a student is discovered to have an electronic device, demerits will be issued and the device will be secured in the office until claimed by parent. Students are not to have translators in class during academic instruction.

## 8.6 CLASS OFFICERS:

CCS considers election to office an honor that shall be taken seriously. Students who are elected as class officers of secondary classes must meet the following standards:

- Be supportive of CCS policies.
- Must demonstrate diligence and excellence in areas of academics.
- Exhibit leadership qualities.
- Display Christian character, integrity, and pass teacher evaluation.
- Must have attended CCS for one full year.
- Must maintain a 3.0 GPA.
- Earned all merit privileges in the current year for which they are applying.
- Must be a full-time CCS student. (Not in homeschool program, or Vo-Tech student, or concurrent enrollment program.)
- Must practice regular, consistent attendance without weekly absences.

Officers may be asked to resign during a school year if above standards are not maintained.

## 8.7 CLOSED CAMPUS:

CCS is a closed campus to all visitors other than parents or other approved adults. CCS students may leave for lunch with parents or other approved adults on days not designated as "lunch-out" days.

## 8.8 COLLEGE DAYS:

Seniors may request permission to take two (2) college visit days. Written requests must be submitted three days in advance using request form. Students must attend with their own parent or guardian. College days will count as absences, but will not count against semester test exemption. More than 2 college days will count as an absence towards semester tests.

## 8.9 KEY CARDS:

All students will be issued a CCS key card. Students are to have their key card with them at all times. Students will use their keycard daily to go through the lunch line and to enter through the cafeteria doors. Students who go through the lunch line without their keycard will go to the end of the line. A student may purchase a new key card in the HS Office. The FIRST replacement key card will cost \$20. The cost will increase an additional \$10 with each replacement. (2nd-\$30, 3rd-\$40, etc.)

## 8.10 PHYSICAL ATTENTIONS:

Physical display of affection (PDA) in girl/boy relationships **IS NOT ALLOWED**. Although girl/boy relationships are neither encouraged nor discouraged at CCS, any casual or serious touching is strictly disallowed. Students are expected to keep their hands entirely to themselves. PDA will result in 5 demerits.

## 8.11 SAFETY/WEAPONS:

Any student, by word or deed, threatening the safety or well-being of another student, faculty member, staff member, or the school at large will be subject to disciplinary action by the administration and/or board. Disciplinary action may include suspension or dismissal. For your child's safety, there are to be no weapons brought by students onto school property or to any school-sponsored activity. Pocket knives are not permitted. If a weapon is discovered, the child will be suspended or expelled.

## 8.12 SCHOOL HOURS:

Secondary Classes: 7:50 a.m. to 2:30 p.m.

Office Hours: 7:30 a.m. to 3:30 p.m.

## 8.13 SCHOOL-SPONSORED TRIPS:

Appropriate fees may be charged to cover expenses for field trips, college days, etc. The school may require certain dress for field trips. Any student who has behavioral demerits or who has been sent out of class for inappropriate behavior may not be allowed to attend a school-sponsored trip. A student not eligible to attend a school trip will be required to be at school on the given day and will be given assignments to be completed and returned for grades. All school rules apply for all school-sponsored trips and events, whether on campus or away.

## 8.14 SUPPLIES:

Students furnish their own Bible, dictionary, paper, pens, pencils, agenda, notebooks, etc. Supply lists may be picked up at the school during the summer months, viewed on RenWeb, or viewed on the school website.

# 9.0 ACADEMIC PERFORMANCE

## 9.1 CHEATING POLICY:

1. On the first offense:
  - a. For cheating on homework the student will receive a zero on the assignment, ten (10) demerits, and possible suspension of 1 to 3 days (with zeros).

- b. For cheating on a quiz, test, or a paper that counts as a test grade, students will receive a 1-3 day suspension. Suspension will be at the discretion of the administration.
2. On the second offense, the student may be required to go before the school board for possible expulsion. Discipline will be at the discretion of the administration.

Academic integrity is a standard that should be maintained by all students at CCS. Cheating offenses apply to any cheating incident in, or outside of, any class on a test, quiz, daily work, or homework, including plagiarism\* on papers. Cheating offenses are cumulative throughout the academic year. This policy will apply to any student who cheats or enables another student to cheat.

\***Plagiarism** is submitting work as your own that is copied from any source, book or electronic source.

## 9.2 CURRICULUM:

A variety of texts are used in the secondary school, including A-Beka Book, Bob Jones University Press, ACSI, Shurley English, and Saxon Math.

## 9.3 FAILING A CLASS:

Any student failing 2 classes at the end of a semester may be refused re-enrollment for the upcoming semester.

## 9.4 FINALS:

High school students who maintain an A average **for the semester** and have no more than 5 absences **for the semester** will be exempt from taking the semester test for core classes. (Note: 3 tardies = 1 absence) Secondary classes that are not scheduled on "Finals Day" will administer a final during the regular class time without exemptions. Core classes: English, Math, Science, and History. First Semester Finals – Any student who is not eligible for finals exemption is required to take the final on the school-wide designated finals date. If a student is absent, an alternate final will be taken the first day of school in the second semester. Absences will count into the semester total. Second Semester Finals – Any student who is not eligible for finals exemption is required to take the final on the school-wide designated finals date. Any student who will not be here for the final day of school will be required to take all final exams regardless of exemption status. **NO EARLY FINALS WILL BE GIVEN.** If absent, an alternate final will be taken the first full week of summer when CCS offices are open.

## 9.5 GRADUATION CREDITS:

Graduation from CCS requires 24+ credits consisting of 4 English, 3 Math (Alg I and above) and 4 Science (or 3 Science and 4 math), 3 Social Studies, History of World Views, 2 Fine Arts, 8 Electives. Seniors are required to attend a full day of classes unless they are approved for concurrent enrollment or Vo-Tech Enrollment. Testing and college information are updated weekly on the CCS website, college prep link. It is recommended that parents and students check this weekly for updates on ACT and SAT testing schedules, scholarships, summer programs, community service opportunities, college representative visits, and other announcements.

## 9.6 HOMEWORK – MAKE UP WORK:

To help students strengthen work-study habits, promote responsibility, and achieve academic course goals, homework will be assigned at the teacher's discretion. The student will be responsible for writing down, completing, and returning homework assignments promptly. Homework assignments are posted online for students to consult. Late or incomplete homework receives a zero. When a student is absent for an illness, the student has as many days to complete make-up work as days absent. Students will get homework assignments online if they are absent. Students who are excused for personal reasons will request an excused absence one week prior to the planned absence. All homework and tests missed due to an excused personal absence are due **upon return to class**. Students are encouraged to complete assignments before the absence. Failure to complete make-up homework can seriously affect the student's grades, as well as their demerit count, detention and suspension level. Students are strongly encouraged to communicate with the teacher and make a special effort to complete make-up work promptly. (See Attendance/Absences)

## 9.7 HOMEWORK ZEROS:

Timely completion of homework is required. Homework is not accepted late. A zero is issued to students for late, incomplete or missing homework. Any student who accumulates more than 3 homework zeroes in a 9-week period will be required to complete the zero assignments with no credit issued. If zero assignments are not completed by the last day of the quarter, the student's grade will appear on the 9-week report as a "59" (or lower if earned grade is below 59).

## 9.8 LONG-TERM ASSIGNMENTS:

Long-term assignments (term papers, science papers, notebooks, etc.) have a firm due date. These assignments will not be received late and will receive a zero unless prior approval has been received from the teacher. Students who are absent the day before the assignment is due, do not get an extra day to turn in the assignment. Students who are absent on the due date must send the assignment with a parent or other student.

## 9.9 REPORT CARDS:

Report cards will be posted at the end of each nine-week period on Renweb. Report cards will be available to view and print for two weeks following the end of the quarter. The school office will mail a copy of the report card to parents upon request. The grade scale and description of terms used on the cards are as follows:

90-100: A                      80-89: B                      70-79: C                      60-69: D                      Below 60: Failing

## 9.10 STANDARDIZED TESTS:

Eighth grade students participate in standardized tests in April. AP exams are available upon request.

**9.11 VALEDICTORIAN/SALUTATORIAN:** Valedictorian must have the highest grade-point average in his graduating class (if highest GPA for a class is below 3.5, and then a valedictorian will not be chosen.) Salutatorian must have the second highest grade point average in his graduating class (if the second highest GPA for a class is below 3.5, then a salutatorian will not be chosen.) The grade point will be calculated for all classes grade 9 through 12, excluding study hall and aide position. Students must have enrolled in CCS before the 20<sup>th</sup> day of October of their junior year and have continuous attendance through graduation. Students must be enrolled in core curriculum classes and complete during grades 9-12: 4 years each of science, English, and math (Algebra I and above), 3 years of history, 2 years of foreign language/computer classes. Additional approved academic core classes may be substituted for the 4<sup>th</sup> year science or math requirement. (Note: Because of academic enrollment and course requirements, the highest-ranking student may not necessarily be the valedictorian or salutatorian.)

**Note:** If students chose to take college courses concurrently with high school courses, approved transfer credits will be added to their high school transcript.

## 10.0 PARENT INFORMATION

### 10.1 ATHLETIC INFORMATION:

These guidelines have been defined for parents' role in the athletic program.

- Be a fan of everyone on the team.
- Respect the coach's decisions.
- Respect other fans, coaches and athletes.
- Talk to your child if he/she has a question concerning athletic procedures.
- Contact the coach only through agreed-upon athletic department procedures.
- Don't poison the water toward a coach, the program, or teammates by your conversation, attitude, or actions.
- Understand that the coaches' responsibility is to provide athlete safety and to build the character and skill of the athletes, not to win every game.
- Be supportive of your own child.

**Note:** Cheerleaders and band members will be allowed to play any sport CCS offers. When a cheerleader/band member wishes to participate in an additional sport, it is the responsibility of the cheerleader/band member to notify both the cheer coach/band director and the coach of the sport in which they want to participate. At that time, the two coaches will confer and work a schedule that will be suitable for both the cheerleader/band member, both coaches, and the two teams involved. It is recognized that there will be conflicts. It is understood that games/competitions will take precedence over a practice for the other sport.

#### **10.2 COMMUNICATION:**

It is the goal of the CCS staff to stay in close communication with the parents of the students. Discipline reports, attendance and grades are posted on RenWeb. It is the parents' responsibility to view the student's academic progress and discipline on a regular basis. Emails and notes sent to school with the child will be handled promptly by the teacher. If you would like to talk on the phone with a teacher, please leave a message with the secretary or request a phone conversation via email.

#### **10.3 EMERGENCY PROCEDURES:**

If school must be canceled due to inclement weather or other extenuating circumstances, parents will be advised by RenWeb Parent Alert System, local television stations, and the RenWeb announcement page.

#### **10.4 FEES AND FINANCIAL PROCEDURES:**

Community Christian School is an independent Christian school, operated solely on the tuition and contributions it receives. The following fees represent CCS's goals of offering a reasonable academic opportunity and maintaining financial credibility with its staff and creditors. However, behind the financial procedures is a deep awareness that it is GOD alone that causes a school to stand or to fall. God's provision has brought us each step we have taken and it is with deep gratitude that we anticipate each new step.

1. Openly communicate with the school regarding your financial obligations. Be sure you understand your financial responsibilities and that the school office is aware of any changes you may need to make. If for any reason payment is to be late, notify the office immediately.
2. All families will create an online account through FACTS Management to facilitate online payments and invoices.
3. Enrollment fees are paid in the spring for enrollment for the following year. This fee is non-refundable unless the family moves out of the central Oklahoma area.
4. Monthly tuition is due on the first of each month. It is late after the 5<sup>th</sup> of the month and a \$15.00 late charge will be assessed.
5. Transactions returned will be assessed a \$15 service fee: tuition, lunch, class fees, sports fees, fund raiser checks, etc.
6. Preschool pays on a nine-month payment plan. Payment is due September 1 through May 1.
7. Tuition for students Kindergarten and above is an annual fee. Parents will pay their tuition in 10 monthly payments. The 1<sup>st</sup> month's tuition is due July 1<sup>st</sup>. Subsequent payments are due September through May. Late enrollees will be charged a pro-rated annual fee, to be divided equally between the first day of class and the first of May.
8. Discounts: The oldest child in every family pays the full tuition. Discounts will be given to each additional child in the family. Discounts are not applicable to students in Preschool.
9. Fees for Before Care, After Care, extra-curricular activities, etc. are assessed on either a monthly basis, or a semester basis as appropriate. A list of fees is included with registration and enrollment packets.
10. Refund Policy for Athletic Fees: A student athletic fee will be refunded to the family if the student withdraws from the sport within the first two weeks of the sport, beginning the first day of practice and for the succeeding two week period.
11. Withdrawal Policy: If a student withdraws mid-year, tuition payment is prorated to the next full or half month. Books and fees are not refundable, but will be reviewed on an individual basis.
12. July Tuition: July tuition is non-refundable after August 1<sup>st</sup>.
13. Cafeteria Account: The family is to keep a positive balance in their cafeteria account. The family account may not charge over \$10.00. A late fee of \$15.00 will be assessed on the 5<sup>th</sup> of each month for an outstanding family cafeteria balance over \$10.00. **Deposits to the family lunch account should be in increments of \$20 or more.** Lunch charges and deposits may be made by cash or check to the finance office, the school office, or the student's teacher or paid online through the family's FACTS account (preferred method).

#### **10.5 GUM:**

Students are not to chew gum on the premises. (Refer to 7.11.2 for demerits.)

#### **10.6 LEGAL REPORTING OBLIGATION OF A SCHOOL:**

In accordance with state law and school policy, school staff members are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child; and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

#### **10.7 PARENT ORIENTATION:**

Parent orientation for 8<sup>th</sup>-12<sup>th</sup> grade is the second week of school and is for parents only. This orientation time will inform parents of class goals, expected homework load, dates and requirements of long term assignments, how to contact the teacher, how to stay updated on the student's progress, and student responsibilities in and out of the classroom. All parents are encouraged to attend this orientation session.

#### **10.8 PARENT-TEACHER CONFERENCES:**

Parent-teacher conferences are welcomed throughout the year when deemed necessary by either party. Conferences may be scheduled through the office or with an individual teacher.

#### **10.9 PARENT-TEACHER-STUDENT FELLOWSHIP:**

The PTSF works alongside the administration to provide special financial needs for the school. All parents and staff members are encouraged to become involved in the various events carried out through the PTSF.

#### **10.10 PROGRESS REPORTS:**

The progress of the student may be viewed daily through RenWeb at [www.renweb.com](http://www.renweb.com). Upon request, the parent may receive an email auto-send progress report, weekly or daily.

#### **10.11 VISITORS:**

Visits must be cleared by the high school desk. It is our goal to conduct class in such a way that parents are always welcome to visit, but we discourage casual, frequent interruptions to classroom activities. Parents should not interrupt class to relay messages or to ask questions of teachers or students without prior permission from the office. The office must approve student visitors to the classrooms at least one day prior to visiting. Student guests are not permitted in the Junior High or High School on public school vacation days.

## **11.0 CCS SCHOOL BOARD**

#### **11.1 CCS SCHOOL BOARD: MEMBERSHIP**

CCS is governed by the CCS school board. This board is comprised of parents, teachers, and administration, and operates according to the bylaws of incorporation for Community Christian School. All parents of students at CCS are members of the CCS Corporation and as such are able to attend monthly regular session board meetings. Scheduled board meetings are posted in the Wednesday Memo.

#### **11.2 CCS SCHOOL BOARD: APPEAL PROCEDURES**

If a parent or student has a complaint in regard to any school activity or decision, it is the responsibility of that parent or student to go directly to the person involved. One-to-one discussion and prayer should be thoroughly explored to effect resolution of the situation. If no resolution can be found, it may then be taken to the principal. If resolution is still not possible, then a written appeal may be made to the Board of Directors. All decisions of the Board of Directors are final and binding.



## 12.0 SECONDARY DRESS CODE

ALL LAND'S END STYLES AND SIZES ARE AVAILABLE AT CCS FOR SIZING ONLY, NO PURCHASES.

Self-discipline results in self-respect, which is characterized by modesty and good taste in personal grooming. Students' dress will affect the atmosphere of the school: academic achievement, student attitude, and student and staff behavior. We do not suggest that our specific code of dress is mandated by the Bible. But the Bible does say to students of every generation that their appearance must be modest. Boys should dress in masculine fashion. Girls should dress in feminine fashion. The following standards are intended to promote maximum academic achievement within an optimum learning environment. These standards will apply to school and all school related activities for students 8th through 12th grade.

### 12.1 DRESS CODE - GIRLS:

**All uniform styles of skirts, skorts, slacks, sweaters, shorts, and capris are registered with Lands' End (online CCS uniform page) and must be purchased from this store only. Proper length and fit are the responsibility of the customer. All T-shirts and polo shirts are purchased through CCS.**

The key words in our dress code are feminine, neat and modest. All individual items of clothing, shoes, jewelry, etc. are subject to the approval of the administration.

1. **Hair:** Neat, clean, and becoming. No rock/punk styles. No shaving on head. Highlights and coloring of hair should be natural colors and evenly blended throughout the hair.
2. **Undergarments:** All girls who have begun to develop physically must wear a bra. Undergarments should not be visible through the garment or on the shoulders.
3. **Jewelry:** No more than 2 earrings in each ear. Earrings must be a matching set. No earplugs. No excessive jewelry.
4. **Shoes:** All shoes must have hard soles and cannot have the appearance of house shoes—no fur lining. Shoes with laces must be tied. No decorative plastic boots, sock boots, or lace-up boots (combat, tennis shoe style, etc.) No hi-top tennis shoes with skirts. No boots worn with shorts. Backless shoes and flip-flops may be worn on Fridays only.
5. **Socks:** Socks are not required, but if worn, must be a matching color set. No knee-high hose or athletic socks with skirts.
6. No hats, bandanas or large decorations in hair.
7. No visible tattoos (temporary or permanent). No visible body piercing.

#### Shirts:

- **Polo Shirts:** All CCS long or short sleeved polo shirts will be ordered through Premier Advertising and will have CCS monogrammed on the shirt. May be worn daily and on chapel days.
- **T-Shirts:** CCS T-Shirts designed by the Junior Class may be worn any day. Designs are shown on CCS website. If design is not listed, then it is a Friday shirt.
- **CCS Sweatshirts:** CCS sweatshirts designed by the Junior Class only.
- **Friday Shirts:** Scripture shirts, and any CCS shirt, CCS athletic tournament shirts or shirts not designed by the Jr. Class (i.e., Homecoming, cheer, athletics, etc.) may be worn on Fridays.

#### Slacks, Capri Pants and Walking Shorts:

- Purchased from Land's End (See 12.1, first paragraph) - must be khaki, navy, gray or black.
- Walking shorts should be no more than 5 inches above the crease in the back of the knee. No Lycra or stretch fabrics.

#### Skorts and Skirts:

- Purchased from Land's End. (See 12.1, first paragraph)
- Skorts and skirts must hang no shorter than 2 ½ inches above the crease on the back of the knee.
- Proper length and fit are the responsibility of the parent, not the uniform company.

#### Regular Chapel Day Dress:

- Regular, daily dress code attire may be worn for chapel.
- Approved uniform skirt and CCS polo shirt.
- No hooded sweatshirts are to be worn in chapel.

**Classroom Outerwear:** Approved uniform sweaters, CCS sweatshirts, CCS hooded sweatshirts, CCS zipped sweatshirts, CCS senior hoodies, CCS band jackets, CCS jackets, and regular cut blue-jean jackets. ALL jackets not purchased by or through CCS must be placed in lockers or on hooks provided. A CCS approved shirt must be worn under hoodies if hoodie is removed. Athletes: For individual game days, dress for athlete will be determined by the coach and submitted to the office. Not-participants are not allowed to wear team apparel.

#### FREE DRESS CODE DAYS:

- **Athletic pants/shorts:** Long and loose fitting. Must have at least a 7" inseam.
- **Casual shorts:** Long and loose fitting with no frayed edges, including denim.
- **Jeans or Pants:** No holes. No Lycra.
- **CCS/Scripture Shirts**
- **Sports Jerseys:** Worn with a t-shirt underneath
- **Fun/Cute Shirts:** Nothing sleeveless or sheer
- **Tight-fitting, compression style shirts** may only be worn underneath another shirt.
- **Outerwear:** No Abercrombie and Fitch or inappropriate logos.

#### SPORTS GAMES:

- Regular Dress Code
- School shirts, tournament T-shirts, Scripture shirts, or sports shirts. All shirts must be modest, loose-fitting, and with a high neckline.
- Nice, solid colored wind suits, of the type worn by the CCS sports teams. (No tear-aways.)
- Long basketball length shorts of the type worn by the CCS basketball teams.

**SCHOOL PROGRAMS:** Regular Dress Code only.

**No Abercrombie-Fitch clothing at school or any school activity.**

*Please read DRESS CODE VIOLATION PENALTIES in Section 7.11.4.*

### 12.2 DRESS CODE - BOYS:

**All uniform styles of slacks, sweaters, and walking shorts are registered with Lands' End (online CCS uniform page) and must be purchased from this store only. Proper length and fit are the responsibility of the customer. All T-shirts and polo shirts are purchased through CCS.**

The key words in our boys' dress code are masculine, neat and modest. All individual items of clothing, shoes, jewelry, etc. are subject to the approval of the administration.

- **Hair: Neat, combed, clean:** regular traditional haircut. Hair must be trimmed above the ears, off of the collar in the back, and styled above the eyebrows. No permed, braided, bushy hair or hair long enough to flip up in the back or on the sides. Highlights and coloring of the hair should be natural colors and evenly blended throughout the hair. No cuts that appear to be punk or rock

style. No shaved heads. Hair check will be done Thursday of each week but hair violations may be issued any day of the week. Boys will receive 5 demerits for hair that does not meet these guidelines. If hair is not cut in a timely fashion, additional demerits will be given and parents notified.

- **Facial Hair:** Clean shaven daily.
- **Jewelry:** One each allowed: watch, ring, and bracelet. Necklaces must be worn inside of shirt. No earrings. No visible tattoos (temporary or permanent). No visible body piercing.
- **Shoes:** Shoes with laces must be tied. No sandals. No ragged or extremely dirty tennis shoes or boots will be allowed. No moccasins allowed.
- No chains or key straps are to be worn outside of clothing. No hats, bandanas, or scarves.
- No oversized or decorative belt buckles.

#### **Shirts:**

No layering of shirts at the waist.

- **Polo Shirts:** ALL CCS long or short sleeved polo shirts will be ordered through Premier Advertising and will have CCS monogrammed on the shirt.
- **T-Shirts:** CCS T-Shirts, long or short-sleeved, designed by the Junior Class may be worn any day. Designs are shown on CCS website. If design is not listed, then it is a Friday shirt.
- **Friday Shirts:** Scripture shirts, any CCS shirt, CCS athletic tournament shirts or shirts not designed by the Jr. Class (i.e., Homecoming, cheer, athletics, etc.) may be worn on Fridays.
- **Correct fit:** No oversized or undersized shirts. Shirts must be long enough when student bends over that no undergarments are seen.

#### **Sweaters:**

- Purchased from Land's End. (See 12.2, first paragraph)

#### **Jeans:**

- Regular cut jeans, regular blue, black or tan colored, not oversized or tight fitting—no low-waisted tight “skinny jeans”. Belts will be required for any jeans that are sagging.
- Solid color: No faded or “greasy-looking” jeans. No “near hole” or holey jeans.
- Jeans must be hemmed, not frayed, cut, or raveled. No decorative trimming, no patches, no insignia, etc. pockets are to be plain without decorative stitching.
- Without excessive pockets; without excessive length.

#### **Slacks and Walking Shorts:**

- Purchased from Land's End. (See 12.2, first paragraph)
- Slacks and walking shorts must be navy, black, grey, or khaki in color.
- Slacks may not be colored jeans or have patch pockets.

#### **Chapel Dress:**

Regular daily dress code attire.

#### **Classroom Outerwear:**

Approved uniform sweaters, CCS sweatshirts, CCS hooded sweatshirts, CCS zipped sweatshirts, CCS senior hoodies, CCS band jackets, or CCS jackets. All jackets not purchased by or through CCS must be placed in lockers or on hooks provided. A CCS approved shirt must be worn under hoodies if hoodie is removed. Athletes: For individual game days, dress for the athlete will be determined by the coach and submitted to the office. Non-participants are not allowed to wear team apparel.

#### **FREE DRESS CODE DAYS:**

- **Athletic Pants/Shorts:** Long and loose-fitting.
- **Casual Shorts:** Long and loose with no frayed edges, including denim.
- **Jeans or Pants:** Non-stretch and loose-fitting, with no holes.
- **CCS/Scripture Shirts**
- **Sports Jerseys:** Worn with a t-shirt underneath.
- **Fun shirts:** Nothing sleeveless.
- **Tight-fitting, compression style shirts** may only be worn underneath another shirt.
- **Outerwear:** No Abercrombie and Fitch or inappropriate logos.
- **Shoes:** Sandals

#### **SPORTS GAMES AND ACTIVITIES:**

- Regular Standardized Dress Code
- School shirts, tournament T-shirts, Scripture shirts, or sports shirts.
- Nice, solid colored wind suits, of the type worn by the CCS sports teams. (No tear-aways.)
- Long basketball length shorts of the type worn by the CCS basketball teams.
- Caps worn to sporting activities must be worn straight, and to the front.

#### **SCHOOL PROGRAMS: Regular Dress Code only.**

#### **No Abercrombie-Fitch clothing at school or any school activity.**

Please read **DRESS CODE VIOLATION PENALTIES** in Section 7.11.4.

**Guidelines for Dress Code for Homecoming Nominees, Junior/Senior Banquet and Sports Banquets:**

**BOYS:** Suit, shirt, tie, dark socks, or socks that match the suit pants, and dress shoes OR, tuxedo with dress shoes. No tennis shoes, sandals, or flip flops.

**GIRLS:** **NO DRESS WILL BE ACCEPTED THAT REQUIRES MAJOR ALTERATIONS TO FIT THE DRESS CODE.**

Dresses requiring minor alterations may be required to be brought back in once alterations have been made.

**Hemlines:** Full skirts – (pleated or gathered) should be no more than 4” above the knee when kneeling (standing on knees.) Straight skirts – (have no fullness at that waist) must come to the top of the knee. Slits in skirts – should not be higher than the middle of the knee.

**Fabrics:** Transparent Fabrics – may not be worn.  
Stretch or cling fabrics – (lycra, spandex, etc.) may not be worn.

**Shoulders:** ALL DRESSES must hang from the shoulder. This includes halters, spaghetti-straps, and side shoulder dresses. NO STRAPLESS DRESSES. No transparent or clear straps. Sleeveless dresses must be fitted around the arm to modestly cover the upper chest and side.

**Back:** The back must not be lower than the natural bra line.

**Neckline:** The front of the dress must be no lower than the 2 inches below the clavicle. No cleavage or exposure of any part of the breast when standing, sitting, reaching, or bending over. **Any fabric required to be added to fit these requirements must be SEWN into the dress.**

**Tightness:** Consideration should be given to the tightness of the dress. The dress should not be so tight that it calls excess attention to the young lady's physical features. It should be loose enough to be comfortable when sitting.

**\*\*NO TWO-PIECE DRESSES\*\***

Girl's dresses must be approved by a CCS female administrator.

**For Jr/Sr Banquet:** Girls who do not attend CCS may call and schedule an appointment to have your dress approved. Call (405) 329-2500 and press option #2 to reach the HS office.

**Any student bringing a guest to Jr/Sr Banquet who does not attend CCS MUST turn in an Outside Guest Application.**