

COURTNEY CHRISTIAN SCHOOL

PARENT / STUDENT HANDBOOK 2024-2025



UPDATED 11/14/2024

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Note: Highlighting indicates an amendment to the Handbook.

LETTER FROM HEAD OF SCHOOL

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

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

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

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

Sue Courtney

Head of School

STATEMENT OF PHILOSOPHY OF CHRISTIAN EDUCATION

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

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

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

WORD OF GOD

CHILD

CHURCH

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

HOME

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

SCHOOL

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

STATEMENTS OF FAITH

Courtney Christian School believes:

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

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 State Approved by the Louisiana State Board of Elementary and Secondary Education.

In accordance with the Louisiana Department of Education, the Courtney Christian School Early Education Program is license exempt. CCS is compliant with Louisiana Standards for Best Practices and Health and Safety Regulations for Approved Non-Public Schools.

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

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

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

Parent/Guardian Conduct Standards

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

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

ADMINISTRATIVE POLICIES

Non-discriminatory Policy

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

FINANCIAL BUSINESS

Tuition Statements and Online Tuition Payments

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

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

For all other payments besides tuition, the preferred method is to use the FACTS Family portal. (Example: Field Trip, Two Dollar Tuesday, Detention, Extracurricular activities.)

Money Sent to School

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

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

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

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

Late Fees

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

Any tuition not **in the office** by the 10th of the month will result in a \$35.00 late fee and the student will not be allowed to return to school until the amount is paid current.

Any tuition not paid by the 15th of the month will result in a withdrawal of your student. Communication by email with the financial department is key to assuring your child’s continual enrollment in CCS.

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

ADMINISTRATIVE POLICIES

Electronic Payments

The CCS Business Office only accepts cash, check or card payments. It 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 (field trips, class parties, etc.) Any payments made that are required to be made by checks or cash only (e.g. summer camps, clubs, parties, music lessons, etc) should be made to the proper individual. If a payment is made incorrectly through Facts/Clover, it will automatically be applied to tuition. If you have any questions, please follow up with the individual requesting the payment.

NSF POLICY

A \$25.00 charge will be assessed to the account of anyone issuing a check with insufficient funds to the school. If the school receives 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 TRANSACTION

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.

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.

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 10th 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.

ADMINISTRATIVE POLICIES

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 Renweb/Facts Management after-care account to cover the balance, payment is expected by 8:00 AM the following morning to not be invoiced and charged the \$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 aftercare 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 to be released.

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.

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 key pad used to gain access to the Administration & Elementary building as well as the Upper 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 (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.

ADMINISTRATIVE POLICIES

USES OF THE CAR TAG

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

SCHOOL OFFICE

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

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

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 and tenth 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 sixth grade and every Wednesday for Upper School student. 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.

We believe that where two or three are gathered in Jesus' name, he will be present (Matthew 18:20). We rejoice in knowing that Jesus lived, died, and rose again for all of us. This joy comes from worshiping our Lord and Savior.

ACADEMIC 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

ACADEMIC PROGRAM

ACHIEVEMENT

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

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

ASSIGNMENTS

All course work must be completed with passing grades in order for a student to receive credit for the course. In the case of extended illness or emergency, a student failing to complete the work will receive an "I" in Facts; however, all "I's" are averaged as "0's" on 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.

Late assignments can result in the deduction of points from the grade assigned. In Grades 7th – 10th, late assignments will receive a "zero"; however, all late assignments must be turned in.

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

ACADEMIC PROGRAM

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. 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. In the grades 8th – 10th make-up test must be made up Monday – Friday mornings at 7:25 A.M. Parents must have their child at the Upper School Building no earlier than 7:20 A.M. for him/her to sign in at the Upper School office for the make-up test. If multiple tests need to be made up, the student must come **daily** at 7:25 A.M. until all tests are completed. Failure to come daily will result in a zero on all uncompleted tests. **A grade of “zero” will be recorded for any work not completed on time.** *Teachers will review each student individually, but the responsibility for all make-up work rests with the students, not the teacher.*

HOMEWORK NOTEBOOK / PLANNER

The student is responsible for copying daily homework assignments in the homework notebook (3rd – 7th grades). Grades 8th – 10th are responsible to keep up with the daily homework assignments. Every Monday, students in 1st – 4th grades will receive a weekly test schedule; test schedules for 5th – 6th grade students will be published in Facts, and students in 7th – 10th grade will write the test dates per subject as given by the respective teacher.

While we do not encourage a parent to do a child's homework, we do ask you to show them where corrections need to be made so that completion of the assignments will be of benefit. Please expect that your student will have homework daily. Parents should communicate with the teachers concerning any issues.

PARENT FOLDERS

A pocket folder will be designated as a parent folder for PreK – 8th grade students. This will be used to send home papers that are to be kept at home and also those to be signed and returned to school and filed. It is to your advantage, as well as the teachers' appreciation, that you respond immediately, thus giving you constant reports.

STAFF EMAIL

Parents 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 RenWeb (FACTS Management). Teachers will respond within 48 business hours.

ACADEMIC PROGRAM

GRADING SYSTEM

KINDERGARTEN

E = Excellent – 91-100

VG = Very Good – 90-99

S = Satisfactory – 80-89

N = Needs Improvement – 70-79

BA = Below Average – 0-69

1st – 4th

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = Below 60

5th-10th

A = 93-100

B = 85-92

C = 78-84

D = 70-77

F = Below 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

1st – 4th

E = 85-100

S = 70-84

N = 69-0

5th - 10th

A = 93-100

B = 85-92

C = 78-84

D = 70-77

F = Below 69

CHRISTIAN CHARACTER ASSESSMENT

Christian character will be assessed in the following areas:

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

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

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

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

REPORTING PROGRESS

Test papers will be sent home weekly in 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 – 10th will be visible on the student's Facts/RenWeb site. At any time, parents can view their child's current grades in all subjects on the **Parent Log-in** on Facts/RenWeb. If at any time there is a concern or issue about a student's grade, please contact the teacher first. Interim Reports 1st – 8th will be published on Facts/RenWeb in the fifth week, and report cards will be issued at the completion of each nine weeks.

ACADEMIC PROGRAM

Computation of Semester Grades for 9th & 10th Grades

Report cards are issued on a semester basis with one interim report at mid-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 7th 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 – 8th 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 – 10th grade will receive honor roll based on GPA: Highest Honor Roll (4.0), High Honors Roll (3.5 – 3.99), and Honor Roll (3.0 – 3.49).

Creating a New Facts/RenWeb Parent Account

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

ACADEMIC PROGRAM

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.

Promotional Policy

Grades 1st – 3rd: 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, Kumon) 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.

Grades 4th – 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, Kumon) 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.

Grades 7th – 8th: If a student fails Literature, Language, or Math, the student will be retained pending 30 hours of summer tutoring. 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, Kumon) 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. *(Note: if the student is in the 8th Grade, he/she will not be allowed to walk at 8th Grade Graduation.)*
- If a student fails any two subjects, 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.

Students in Kindergarten - 8th in excess of ten (10) unexcused absences will be administratively placed one time; after that, the student will be retained pending 30 hours of summer tutoring. Summer tutoring must be facilitated by a Courtney Christian School teacher, a learning center (for example: Sylvan, Kumon) 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. All retentions are approved by the Administration.

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

ACADEMIC PROGRAM

Grades 9th - 12th have been determined below for each class since high school courses are based on Carnegie Units.

- Students must pass a class with a “D” or better for each semester in order to earn the 0.5 Carnegie Unit for that semester.
- If a student makes an “F” for Semester 1 and at least a “C” or better for Semester 2, he/she will pass that class for the school year.
- If a student makes an “F” for Semester 1, but makes a “D” for Semester 2, he/she will earn 0.5 Carnegie Unit for Semester 2; however, he/she must repeat Semester 1 for that class.
- If a student makes a “C” or better for Semester 1 and makes an “F” Semester 2, he/she will earn 0.5 Carnegie Unit for Semester 1; however, he/she must repeat Semester 2 for that class.
- If a student makes a “D” for Semester 1 and makes an “F” Semester 2, he/she must repeat the class for the entire year.

Students in 9th – 10th are in danger of failing if unexcused absences exceed 10 days.

Summer tutoring must be facilitated by a Courtney Christian School teacher, a learning center (for example: Sylvan, Kumon) 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.

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.

ACADEMIC PROGRAM

CURRICULUM

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

Lower Elementary (K – 2nd)

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

Reading - ABEKA

Mathematics – Bob Jones

Science – ABEKA / Bob Jones / Principal Approach

History/Geography – ABEKA / Bob Jones

Grammar – ABEKA / Bob Jones

Spelling – ABEKA / Bob Jones

Bible – ABEKA / Bob Jones

Physical Education

Art

Upper Elementary / Middle School (3rd - 6th)

Mathematics – Bob Jones

Science – Bob Jones

History/Geography – ABEKA / Principal Approach

Classical Literature

Reading – Bob Jones / Principal Approach

Grammar – ABEKA / Bob Jones

Spelling – Bob Jones

Latin and Greek Roots (7th & 8th Vocabulary and Spelling)

Bible – ABEKA / Bob Jones / Principal Approach

Handwriting – ABEKA / A Reason For Writing

Physical Education

Fine Arts

Students in Grades 5th - 6th will participate in various components of the research process in preparation for the 8th grade research paper.

ACADEMIC PROGRAM

Upper School (7th – 10th)

English (Grammar) - Bob Jones
Literature - Bob Jones
Mathematics - Bob Jones
Algebra I - Bob Jones & Glencoe?
Geometry - Bob Jones & McDougal/Littel
Environmental Science - Holt
Science - Bob Jones
Forensic Science - Masterbooks
U.S. History - ABEKA
History - Bob Jones
Spanish I and Spanish II - Bob Jones & TPRS
Latin and Greek Roots (7th & 8th Vocabulary and Spelling)
Bible I and Bible II - Bob Jones
Ministry/Discipleship - CCS Vision, Mission & Policy Statements & Priscilla Schirer
Speech/Theatre - 7 Sisters Homeschool

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

Literature

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

- 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 – *The Hiding Place*
- 10th Grade – *To Kill a Mockingbird*

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.

ACADEMIC PROGRAM

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.

Resource Room

Our CCS Resource Department provides academic (not behavioral) support for students in Grades 1st – 10th with IEP's or private evaluations. Resource Room instruction includes smaller classes with individualized and small group instruction and/or tailored instructional strategies and learning activities as stated in the student's IEP / private evaluation. It also includes accommodated or modified work based on the student's IEP / private evaluation. If a student is taught a specific subject in the Resource Room, an additional fee will be assessed per subject taught. These subjects will be listed as "Transitional" subjects on the report card.

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

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

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

STUDENT POLICIES

ATTENDANCE

Morning Arrival

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

Dismissal

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

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

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

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.

STUDENT POLICIES

Tardies/Check Ins to School (8th-10th) (First Class of the Day Only)

- Students in 8th - 10th grades must check-in and check-out from the Upper 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 – 10th) (After the First Class of the Morning)

- 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.

Health and Safety Guidelines

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

STUDENT POLICIES

Illness

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

COVID Policy

MONITORING STUDENTS FOR COVID

- Parents/guardians should conduct a health assessment of their student(s) before sending them to school. If the student has any of the following symptoms, he/she should remain at home: fever (100.4F in the past 24 hours), chills and shaking, muscle pain, unexplained rash, or loss of taste or smell.
- The school office will contact any student's parents and/or guardians if a student who has signs of illness (fever, chills and shaking, muscle pain, unexplained rash, or loss of taste or smell and will be asked to be picked up from the school. (*Parents and/or guardians should ensure that the school has up-to-date contact information.*)

POSITIVE TEST FOR COVID

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

Absences

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

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

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

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

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

STUDENT POLICIES

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

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

Checking Out / Permission to Leave School

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

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

DRESS CODE POLICY

Students 4th -10th

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.

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

- Blue polo shirt with CCS logo purchased from The Old School in Hammond, or previously purchased from Connie's Impressions (Connie's shirts will only be allowed through the 2024-2025 school year)
- Black pants, black shorts or black skorts (black leggings and athletic shorts are permitted for preschool K-3 and K-4 students only)
- Velcro or slip-on tennis shoes required and must be worn with solid black or white socks.
- No light up shoes, lace up shoes, sandals or boots may be worn to school.
- Spirit Shirt Friday: Wear any CCS Spirit shirt purchased from The Old School (or previously from Connie's) or from a CCS organization (Booster, Chess Club, Cheer, etc.) with uniform bottoms.
- CCS jacket or sweatshirt purchased from The Old School or the Lion Spirit Booster Shop, or previously purchased from Connie's Impressions or Big Frog only (no longer available for purchase)
 - 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
- Plaid uniform (optional): Plaid royal blue, black, & gray jumper purchased from The Old School in Hammond. The jumper must have a broad-collared or peter pan collared shirt worn underneath

STUDENT POLICIES

Girls: Kindergarten – 8th Grade

- Blue polo shirt with CCS logo purchased from The Old School in Hammond, or previously purchased from Connie's Impressions (Connie's shirts will only be allowed through the 2024-2025 school year)
- Black uniform pants, black shorts or black skorts (see guidelines at bottom of back page)
- Spirit Shirt Friday: Wear any CCS Spirit shirt purchased from The Old School (or previously from Connie's) or from a CCS organization (Booster, Chess Club, Cheer, etc.) with uniform bottoms.
- CCS jacket or sweatshirt purchased from The Old School or the Lion Spirit Booster Shop, or previously purchased from Connie's Impressions or Big Frog only (no longer available for purchase)
 - Approved outerwear by The Old School, new for 23-24:
 - 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
 - Plaid uniform (optional): Plaid royal blue, black, & gray jumper, or skirt
 - Pre-K3 - 4th grade: Plaid royal blue, black, & gray jumper purchased from The Old School in
 - The jumper must have a broad-collared or peter pan collared shirt worn underneath. (Collar initials in royal blue are permitted.)
 - 5th-8th Grade: Plaid royal blue, black, & gray skirt purchased from The Old School in Hammond
 - Blue polo shirt with CCS logo purchased from The Old School in Hammond, or previously purchased from Connie's Impressions (Connie's shirts will only be allowed through the 2024-2025 school year) worn with the skirt.

STUDENT POLICIES

- Spirit Shirt Friday: Wear any CCS Spirit shirt purchased from The Old School (or previously from Connie's) or from a CCS organization (Booster, Chess Club, Cheer, etc.) with optional plaid skirt.
- Shorts, skirts, skorts, and optional jumpers/skirts must be at least mid-thigh length.
- Velcro tennis shoes are required for kindergarten and 1st grades and must be worn with solid black or white socks.
- Tennis shoes are required for 2nd to 8th grades and must be worn with black or white socks.
- No light up shoes
- No hoop or dangling earrings (due to insurance requirements)
- Hair must be clean, neatly groomed and a natural color.
- Neutral makeup for 5th to 8th grade / no makeup for 4th grade and under
- Undergarments may not be seen.
- Only black or white leggings, tights, cartwheel shorts, or bloomers must be worn under skirts.
- Pants are to fit properly. They are not to be oversized or undersized.
- Pants with tears or holes, joggers with elastic ankle bands or frayed pant legs are not permitted.
- No body piercings
- No visible tattoos

Boys: Kindergarten – 8th Grade

- Blue polo shirt with CCS logo purchased from The Old School in Hammond, or previously purchased from Connie's Impressions (Connie's shirts will only be allowed through the 2024-2025 school year)
- Black uniform pants or black shorts (see guidelines at bottom of page)
- Spirit Shirt Friday: Wear any CCS Spirit shirt purchased from The Old School (or previously from Connie's) or from a CCS organization (Booster, Chess Club, Cheer, etc.) with uniform bottoms.
- CCS jacket or sweatshirt purchased from The Old School or the Lion Spirit Booster Shop, or previously purchased from Connie's Impressions or Big Frog only (no longer available for purchase)
 - Approved outerwear by The Old School, new for 2023-2024:
 - Crewneck sweatshirt
 - Full zip hooded sweatshirt

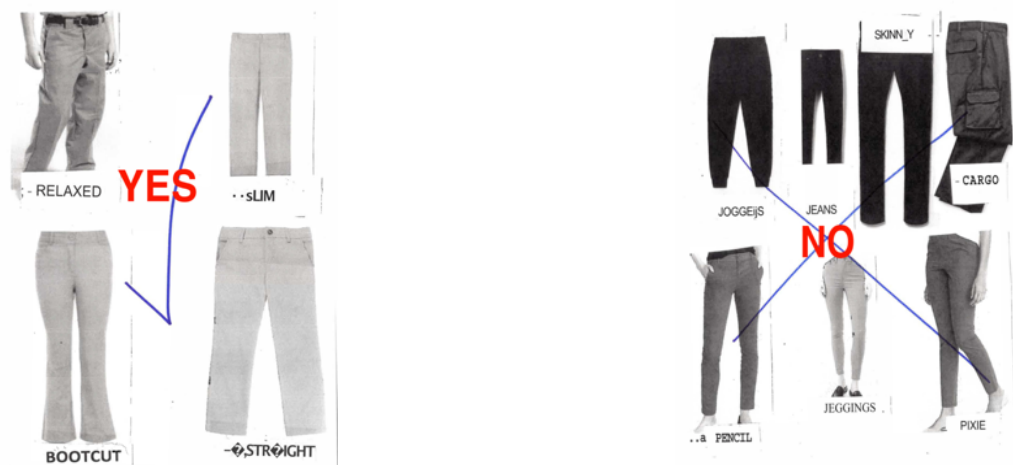
STUDENT POLICIES

- 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
- Velcro shoes are required for kindergarten and 1st grades and must be worn with solid black or white socks.
- Tennis shoes are required for 2nd to 8th grades and must be worn with solid black or white socks.
- No light up shoes
- No earrings
- Hair must be clean, neatly groomed and a natural color.
- Boys' hair should be neatly trimmed off the collar, ears, and eyebrows.
- No facial hair
- Undergarments may not be seen.
- No leggings or compression tights
- Pants are to fit properly. They are not to be oversized or undersized.
- Pants with tears or holes, joggers with elastic ankle bands or frayed pant legs are not permitted.
- No body piercings
- No visible tattoos

For Colder Months –

- ❖ A solid white or black T-shirt can be worn under uniform shirt.
- ❖ Students may wear a CCS jacket or sweatshirt purchased from The Old School or the Lion Spirit Booster Shop, or previously purchased from Connie's Impressions or Big Frog only (no longer available for purchase). No other sweatshirts or hoodies will be allowed on campus. On cold days, a winter coat can be worn over approved jackets/sweatshirts.

STUDENT POLICIES



Girls: 9th & 10th Grades

- Blue polo shirt with CCS logo purchased from The Old School in Hammond, or previously purchased from Connie's Impressions (allowed through the 2024-2025 school year) to be worn every day except Wednesdays. 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.
- Girls must wear black leggings, tights, cartwheel shorts, or bloomers under skirts. Leggings or tights do not change the skirt length rule.
- Solid black or solid white socks.
- CCS jacket, sweatshirt or fleece purchased from The Old School or the Lion Spirit Booster Shop, or previously purchased from Connie's Impression or Big Frog only (allowed through the 2024-2025 school year).
- Any CCS shirt may be worn on Spirit Days with uniform skirt.
- No high-heels, sandals, open-toed, or open-back shoes.
- Hair must be clean, neatly groomed and a natural color.
- Undergarments CANNOT be seen at any time.
- No body piercings (ex: nose ring, lip ring, etc.)
- No visible tattoos.
- No hoop or dangling earrings (due to insurance requirements).
- Normal/neutral makeup.

STUDENT POLICIES

Boys: 9th & 10th Grades

- Blue polo shirt with CCS logo purchased from The Old School in Hammond, or previously purchased from Connie's Impressions (allowed through the 2024-2025 school year) to be worn every day except Wednesdays. 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.
- CCS jacket, sweatshirt or fleece purchased from The Old School or the Lion Spirit Booster Shop, or previously purchased from Connie's Impression or Big Frog only (allowed through the 2024-2025 school year).
- Any CCS shirt may be worn on Spirit Days with uniform bottoms.
- No sandals, open-toed, or open-back shoes.
- 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.
- No body piercings (ex: nose ring, lip ring, etc.)
- No visible tattoos.
- No earrings or ear gauging.

NOTE: For all 9th & 10th graders, no other sweatshirts or hoodies can be worn on campus except what was listed above. On cold days, a winter coat can be worn over approved jackets and/or sweatshirts.

STUDENT POLICIES

CLOTHING NEVER ALLOWED

- Very tight, very loose/sagging clothing.
- Reveals stomach, back, or chest.
- Sheer or see-through material.
- Hoods or hats inside the buildings.
- Displays alcohol, drugs, inappropriate messages, sexual, racial, or political references.
- Torn, frayed, or tattered clothing.
- Tank tops, crop tops, or shirts without sleeves.
- Any other logo clothing, unless specified for spirit day.
- Jeans, unless specified for spirit day.

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 “Clothing Never Allowed” as well as dress length.

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

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.

FIELD TRIPS

General Field Trip Guidelines (1st – 10th)

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

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

STUDENT POLICIES

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

Chaperone Expectations

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

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.

STUDENT POLICIES

- 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.

TELEPHONE CALLS

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

TEXTBOOKS

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

INVITATIONS

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

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.

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

STUDENT POLICIES

CHEATING

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

FIGHTING

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

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, discipliner action will be taken,

GUM

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

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).

STUDENT POLICIES

ELECTRONIC DEVICES

Cell Phones / Electronic Communication Devices (including Smart Watches): Students are not allowed to bring any electronic devices, such as MP3 players, handheld video games, wireless earbuds, video cameras, etc. to school. CELL PHONES are always to be in the off mode during the school day hours and stowed away. All communication devices may not be displayed and must be turned off and stowed away throughout the entire school day, including transition times. All devices should not be seen, heard, or used during the school day. Smartwatches with texting or Internet capabilities are banned from CCS campus. Any use of a smartwatch during school hours may result in the same consequences as using a cell phone.

If there is suspicion or evidence of use or wrong-doing, CCS reserves the right to retrieve the device from the student's personal property (i.e. book sack, locker, purse, etc). CCS also reserves the right to search the phone or device, including, but not limited to, calls, instant messaging, email, photos, Twitter or other Social Media outlets, text messages, etc. on that phone. Courtney Christian School is not responsible for loss of, or damage to, cell phones or other electronic devices.

Consequences of Breaking Cell Phone Policy

- If you do not check your phone in with your homeroom teacher or front office:
 - **1st Offense:** The phone / electronic device will be confiscated, the student will be fined \$25.00, and a parent / guardian must pick up the device in person from the school office upon payment of the fine. Phone / electronic device is checked into the office upon arrival to school for one (1) week.
 - **2nd Offense:** The phone / electronic device will be confiscated, the student will be fined \$50.00, a parent / guardian must pick up the device in person from the school office upon payment of the fine, and a parent conference will be scheduled. Phone / electronic device is permanently checked into the office upon daily arrival.
 - **3rd Offense:** The phone / electronic device will be confiscated, the student will be fined \$75.00, the student will be suspended, and a parent / guardian must pick up the device in person from the school office upon payment of the fine. Phone / electronic device is not allowed on school property for the remainder of the school year.

SOCIAL MEDIA

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

STUDENT POLICIES

TECHNOLOGY

Acceptable Use Policy

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

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

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

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

STUDENT POLICIES

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

Technology Acceptable Use Policy - Student Agreement

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

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

1. At all times access shall be under the direction and supervision of classroom teachers.
2. Students in grades PK through 3rd will access the network under a generic username and password. Students in grades 4th through 10th will have specific usernames and passwords. This information should not be shared with anyone other than the teacher or Principal.
3. No student will be allowed to use a computer in which a faculty member is currently logged in.

STUDENT POLICIES

4. In the case of shared iPads, it is the responsibility of the student to log off of the iPad once he/she is done using it. If a student proceeds to use an iPad that is logged on under a different user, that student must log off and log on using his/her own information.
5. No student shall access any part of the network that he/she is not permitted to access.
6. No students shall access, view, print, or send any material that is profane or obscene, or any materials that advocate violence, discrimination, or illegal acts.
7. No student shall download his/her own applications and programs to any computer, iPad, or other school owned device. Only administrators have this privilege.
8. No student shall access social network sites such as, but not limited to, Facebook, Instagram, TikTok, or Snapchat.
9. No student shall access any web mail service email such as, but not limited to, Yahoo, Google, or MSN, except as authorized to use the school's Google Domain resources.
10. No person is permitted to post information related to the school, including the school's name, our staff, and our students, use images of the school, the school logo or seal, school staff, or students in any form on the Internet or in any form of electronic communication without specific written permission from the administration. This includes on-line journals such as, but not limited to, Instagram.com and Facebook.com. The posting of any such information on any website, bulletin board, chat-room, e-mail, or other messaging system without permission, or the posting or transmission of images or information in any format related to the school, staff, or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited.
11. Any accidental violation of the above code must be reported immediately to the teacher or other school officials and without demonstration to other students, in order to protect him/her against a claim that he/she has intentionally violated the policy.
12. Inappropriate or illegal use, access, or activities will result in disciplinary action which may range from loss of Internet privileges to expulsion and legal action. These actions include, but are not limited to, copyright or contract violations, plagiarism, threatening or abusive messages, damage to software or equipment, hacking, invasion of privacy, creation or spread of viruses, use for personal financial or commercial gain, product advertising, political lobbying, or sending of unsolicited junk/chain mail.

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

STUDENT POLICIES

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

Equipment/Repair Fees:

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

Irresponsible use of technology:

Completing assignments for another class without permission from the current teacher
Going to or searching an inappropriate website
Using technology to cheat or share answers in any form
Communicating any type of harassment or intimidation
Using technology that creates a lack of self-government or absence of liberty of conscience

Consequences:

Any student choosing irresponsible use of technology will:

1st infraction

1. Receive a demerit
2. Have the iPad taken by the teacher of that class for the remainder of the day
3. Go to the teacher holding the iPad for each class that requires iPad use
4. Return the iPad to the holding teacher after each class period
5. Have the iPad housed at school for that night
6. Complete any iPad homework on a different device

2nd infraction

1. Receive a demerit and detention
2. Have the iPad taken by the teacher for 5 school days
3. The teachers must transport the iPad for tests/assignments
4. Have the iPad housed at school each night
5. Complete any iPad homework on a different device

3rd infraction

1. Receive a suspension
2. Have the iPad taken for the remainder of the term
3. Complete tests/assignments using paper/pencil
4. Complete any iPad homework on a different device
5. Have a parent, student, administration meeting

STUDENT POLICIES

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

Parent Best Practices for Internet Safety at Home

- **Keep computers in a central place.**
 - This will make it easier for you to monitor and keep an eye on your child's activities.
 - You can clearly monitor their internet activity.
- **Know when your children go online.**
 - Establish specific times when access to the Internet is permitted and keep that schedule.
 - Limit the length of access time. This will encourage your child to go directly to the information required, rather than aimlessly surfing the Internet.
 - Talk about what kinds of sites that they like to visit and establish what is and isn't appropriate for your family.
 - You can also check where your kids have been by looking at the history in the browser menu.
- **Teach Internet Safety.**
 - It's impossible to monitor your child's online activity all the time.
 - As they get older, they need to know how to use the Internet safely and responsibly.
 - Teach children not to communicate or share any personal information with strangers on the Internet.
- **Use Privacy Settings and Sharing Controls.**
 - Many sites that feature user-generated content, YouTube, Facebook, and other social networking sites, have sharing controls that put users in charge of who sees personal blogs, photos, videos, and profiles.
 - Teach your children to respect the privacy of friends and family by not identifying people by name in profiles and pictures.
- **Protect Passwords.**
 - Remind your children not to give out their passwords to anyone for any reason.
 - Make sure they make a habit of unclicking "Remember Me" settings on their computer.
- **Teach Your Children to Communicate Responsibly.**
 - Instruct your child to talk to you if he or she finds anything on the Internet that makes them feel uncomfortable.
 - Ask about their Internet experiences and what they have learned.
 - Remind them not to text, email, instant message or post any hurtful or inappropriate things on someone's page.
- **View all Content Critically.**
 - Just because you see it online doesn't mean that it is true.
 - Children should learn how to distinguish reliable sources from unreliable ones, and how to verify information that they find online.
 - Make sure that they understand that cutting and pasting content directly from the Internet is plagiarism.

STUDENT POLICIES

5TH-10TH TECHNOLOGY TIDBITS

1. Keep your device charged daily. Plug it in each night, but do not forget your device at home.
Hint: Plug in at home while it is in your book sack. Do not bring your charger to school.
2. Students will not be able to call home for someone to bring their device to school.
3. Close programs to preserve battery life when not in use.
4. The student identification labels on the iPad, keyboard, charging block, and cord should not be removed. The charging block and cord should be kept at the classroom charging station.
5. Students cannot download apps or videos. Students may download pictures with teacher approval for projects and assignments.
6. Use dominion in caring for your device to protect and extend the life of the iPad. This includes sitting on book sacks, leaving iPads in an unsafe place, etc.
7. Email is turned off on the device.
8. Students are responsible for providing their own stylus and earbuds for classroom use. These can be purchased very inexpensively, but it is their responsibility to keep up with these items.
9. In class, students are only permitted to work on assignments directed by their teachers. This includes:
 - a. No visiting other apps/websites
 - b. Not working on other assignments during another class
 - c. Only go to approved sites
10. Consequences
 - a. Device could be taken for the class period, rest of the day, or longer periods depending on the circumstances.
 - b. If a device is taken, a student will use pencil/paper to complete work.
 - c. An office referral may be issued for repeated misuse or special extenuating circumstances.
11. When using the iPad, if logging in to a particular app or website (ex: IXL), the student must log in to the site so your scores will be saved.
12. Teachers will collaborate regarding IXL assignments each week, as well as any other technology related projects/assignments that are outside of the normal quizzes, homework, etc.
13. Students are to keep the keyboard attached to the case and device. If it is not being used, fold the keyboard behind the device.
14. Keep all devices and parts labeled with your name.

COURTNEY CHRISTIAN SCHOOL ACCEPTABLE USE POLICY

By signing below, my child and I understand the Technology Tidbits and Technology Acceptable Use Policy necessary for using devices provided by Courtney Christian School. The Acceptable Use Policy begins on p. 29 in the Parent Student Handbook. This signed agreement must be returned to your child's teacher before the iPad can be issued.

Student's Name: _____

Student's Signature: _____

Parent's Signature: _____

Today's Date: _____

Please keep the first page of this document for your records.

STUDENT POLICIES

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.

STANDARDS OF CONDUCT

PHILOSOPHY OF DISCIPLINE AT COURTNEY CHRISTIAN SCHOOL

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

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

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

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

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

DISCIPLINE DEFINED

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

EXPECTED STUDENT OUTCOMES

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

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

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

STANDARDS OF CONDUCT

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

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

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

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

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

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

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

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

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

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

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

SLANTED NEWS

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

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

DISCIPLINARY MEASURES

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

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

STANDARDS OF CONDUCT

PREVENTIVE AND CORRECTIVE DISCIPLINE

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

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

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

CONFLICT RESOLUTION

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

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

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

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

STANDARDS OF CONDUCT

BULLYING

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

Bullying is a pattern of:

- written, electronic or verbal communications that threaten harm,
- obscene gestures, taunting or malicious teasing,
- persistent shunning or excluding a student, or
- 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.

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.
- 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.

STANDARDS OF CONDUCT

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.

VIOLATIONS OF STANDARDS OF CONDUCT

Detention Procedures

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

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

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

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

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

*Kindergarten – 3rd Grade – Elementary Building

4th – 7th Grade – Ruth Burton Hall

8th – 10th Grade – Upper School Building

STANDARDS OF CONDUCT

Failure to Show for Detention

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

Suspension Procedures

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

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

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

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

Expulsion Procedures

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

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

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

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

ATHLETICS

MISSION STATEMENT

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

ELIGIBILITY

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

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

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

SEASONS

<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. For all sports, each athlete will purchase his / her own uniform through BSN sports online.

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

CLUBS AND ORGANIZATIONS

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

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