

PARENT - STUDENT HANDBOOK

GRADES K-5

CENTRAL TEXAS CHRISTIAN SCHOOL

TEMPLE, TEXAS

2018/2019

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I. THE FOUNDATIONS OF CENTRAL TEXAS CHRISTIAN SCHOOL

MISSION STATEMENT

The mission of Central Texas Christian School is to educate students with the transforming truth of Christ, inspiring academic excellence, Godly character and integrity in life pursuits.

SCHOOL MOTTO

"Teaching Truth That Transforms"

SCHOOL HYMN

"Wonderful Grace of Jesus"

SCHOOL ALMA MATER

We are warriors of Jesus Christ: our Lord, our Savior, our guiding light,

Our teacher, redeemer, our faithful friend. On Him you can depend.

May Christ's image reflect in me; in all I say and in all I do.

May Christ's love abound in our school today, Central Texas Christian School!

STATEMENT OF VALUES

The following are the core values that drive the decision-making process at CTCS:

- Godly integrity
- Prayerful decision making
- Adherence to the authority of God's Word
- Relationships based on unconditional love
- Christ-centered instruction/curriculum
- Academic excellence
- Christ-like servant hood

STATEMENT OF FAITH

- We believe there is one God eternally existent in three persons: the Father, the Son, and the Holy Spirit.
- We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection from the dead, His ascension to the right hand of the Father, and His personal return to power and glory.
- We believe the Bible to be the only inspired, infallible authoritative Word of God.
- We believe in the necessity of regeneration by the Holy Spirit for "all have sinned and come short of the glory of God" (Romans 3:23). "Salvation is not of works lest any man should boast but is the gift of God whereby men are saved by grace through faith in the atoning work of Jesus Christ." (Ephesians 2:8-9)
- We believe in the resurrection of both the saved and the lost. The saved unto resurrections of life and the lost unto the resurrection of damnation.
- We believe that our salvation is eternally secure. (John 10:28-29)

- We believe in the spiritual unity of believers in Jesus Christ.
- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). God has uniquely created each person to live their life as He created them, male or female, to serve and glorify God in their life.
- We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman

II. CENTRAL TEXAS CHRISTIAN SCHOOL STATEMENT OF EDUCATIONAL PHILOSOPHY

The Central Texas Christian School mission is to “**educate students with the transforming truth of Christ, inspiring academic excellence, Godly character and integrity in life pursuits.**” The educational philosophy that guides this mission and the processes by which the mission is accomplished include the following:

Mission Component: To educate students with the transforming truth of Christ

An understanding that the Bible is the inerrant, infallible Word of God, and that it is truth and is the basis for all truth. Knowledge imparted through all disciplines will be delivered through the filter of God’s Word, meaning all disciplines will be taught from a Biblical Worldview. This philosophy holds to the belief that knowledge is dependent on truth, and truth is dependent upon the character of God. We hold to the philosophy that knowledge apart from the wisdom of God can be detrimental to a culture or society. Students will gain an understanding of the truth of the Bible, it’s relevance in history, modern day, and in the future, as well as be instructed and trained in the life application of God’s truth for every day living.

Mission Component: Inspiring academic excellence

An understanding that the responsibility of Central Texas Christian School is to provide an academic, spiritual and physical training environment that is centered around God’s truth. The school should provide an academically excellent program in order to equip students intellectually and provide the skills and inspiration to encourage a desire to become life-long learners. The programs, courses, and instructional strategies will be selected and implemented in a way that provides for the attainment of knowledge, wisdom, application, and skills to inspire a desire for ever greater discovery. Central Texas Christian School’s academic curriculum will be integrated both horizontally and vertically, with special attention placed on developing skills in reading, writing, logical reasoning, rhetorical argumentation, language development, and fine arts, while at the same time providing a fully developed athletic and extra-curricular program accessible to all students. Central Texas Christian School understands that the accomplishment of the philosophy and mission of the school is greatly determined by the quality of educators selected to serve. CTCS is committed to employing qualified educators that are not only committed to Kingdom Education, but also demonstrate the qualities of a firm biblical worldview, strong

in instructional ability, willing to be model examples of the Christian life, and mentors to their students. CTCS instructional staff will be credentialed for ACSI Teacher Certification.

Mission Component: Inspiring academic excellence, Godly character and integrity

An understanding that the student is to be a responsible member of a learning group, recognizing that he/she has something to contribute and many things to learn. The truth that is learned is not to be fully delivered from without, but must be discovered by the learner under the guidance and leadership of the teacher and the Holy Spirit (the Master Teacher). A learner's growth is not fully determined by what he/she hears and learns, but by what he/she does with what is heard and learned. The responsibility of motivation toward learning should not remain from without, but the effective Christian learner will be guided to a place where he/she can internalize and think through issues and information, thus taking the responsibility for the learning and the actions that result from learning. The application of knowledge, truth and wisdom becomes the responsibility of the learner under the direction of the Holy Spirit, parents, and those educators charged with guiding the learner.

Mission Component: Godly character and integrity

An understanding that in Kingdom Education, true learning comes as the student experiences the wonder of God's truth applied to all life situations. The student is considered a valuable individual made in the image of God, and a person of worth through his relationship with Jesus Christ. However, the school and the parents acknowledge the depravity of all men, save Jesus Christ, and that part of the educational experience of Central Texas Christian School will involve discipline and consequences for a student's sinful behavior carried out by school administration in a fashion that acknowledges the wonderful and amazing grace of God, as well as God's unconditional love.

Parental responsibility

An understanding that the Bible places the responsibility of the teaching and training of children on the parents. We also hold to the philosophy that God has placed Central Texas Christian School in a position to come alongside parents in the teaching and training of their children. The school is not designed to take the place of the parental responsibility, but rather to be a valuable ally and resource for the parents in raising up generations of young people that will make an impact on the culture for the Kingdom of God. It is the responsibility of the parents to assure that his or her child receives an excellent education based on God's truth. An integral part of this responsibility is a duty to be engaged with the school, including other students, families, teachers, and staff. Biblical parenting is not a passive process, but rather a passionate and active leadership by the parents.

Leadership and decision making

An understanding that the leadership of CTCS will base all decisions on three simple questions: Is the decision in line with the tenets of Scripture? Does this decision honor the Lord Jesus Christ, and bring glory to God the Father? As stewards of the resources granted by God to CTCS, can this decision be accomplished given the current situation of the school and considering any long-term impact that such a decision may have?

The decisions made at the board, administrative and teacher level will be prayerfully funneled through the CTCS philosophy, mission, core values and Graduate Profile. Programs, curricula, instructional strategies, classroom and school management, will be evaluated for their strategic role in accomplishing the tenets of Central Texas Christian School.

Desired results

An understanding that the goal of the philosophy that guides CTCS is to provide all of the tools that a graduate will need to be a responsible citizen, and who has a personal

relationship with Jesus Christ. A graduate demonstrating honor to our Creator in thought, word and deed, and who is focused on building God's Kingdom in their future life endeavors. The following Graduate Profile describes the expected outcomes of a Kingdom Education at Central Texas Christian School.

CENTRAL TEXAS CHRISTIAN SCHOOL GRADUATE PROFILE

Central Texas Christian School will strive to develop the following student characteristics through its academic, spiritual, and extracurricular programs:

Students who:

1. Are well prepared in all academic disciplines, and are skilled in reading, writing, speaking, listening, and thinking.
2. Are proficient in mathematics and the sciences.
3. Appreciate literature and the arts and understand how they express and shape their beliefs and values.
4. Have a knowledge and understanding of people, events, and movements in history (including church history), and how history has impacted today.
5. Have an appreciation for other languages and cultures, and practice Biblical hospitality.
6. Personally respond to carrying out the Great commission locally and around the world.
7. Know how to utilize resources to find, analyze, and evaluate information.
8. Are committed to life-long learning.
9. Have the skills to question, solve problems, and make wise decisions.
10. Understand the worth of every human being as created in the image of God.
11. Can articulate and defend their Christian worldview, while having a basic understanding of opposing worldviews.
12. Understand and commit to a personal relationship with Jesus Christ.
13. Know, understand and apply God's Word in daily life.
14. Possess apologetic skills to defend their faith.
15. Are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, Godliness, brotherly kindness, and love.
16. Treat their bodies as the temple of the Holy Spirit.
17. Are actively involved in a church community actively serving God and others.
18. Understand value and engage in appropriate community and political activities.
19. Embrace and practice justice, mercy, and peacemaking in family and society.
20. Value intellectual inquiry and are engaged in the marketplace of ideas.
21. Respect and relate appropriately, with Godly integrity to the people with whom they work, play and live.
22. Have an appreciation for the natural environment and practice responsible stewardship of God's creation.
23. Are prepared to practice Biblical principles of healthy, moral family living.

24. Are good stewards of their finances, time, as well as other resources.
25. Understand that work has dignity as an expression of the nature of God

III. STUDENT MANAGEMENT

The CTCS School Board and Administration are committed to a student-management plan that effectively supports the mission statement of CTCS -- to enroll, to educate, to encourage, and to graduate students as responsible citizens and ambassadors for Christ. Student management at CTCS is, therefore, based on Biblical principles and structured so that parents, students, and school personnel benefit mutually.

The student management plan of CTCS addresses two major concerns of student life. Not only does the plan develop in the Parent/Student Handbook address expectations or standards for student disciplinary behavior, but the plan also addresses expectations for academic performance.

Certain fundamental principles apply at CTCS that directly impact the entire school.

- CTCS is committed to the philosophy that education is the product of a fully cooperative relationship between the home and the school.
- The very existence of CTCS as an "independent, inter-denominational Christian school" must assume that admission and attendance are a matter of privilege, not a right.
- In the admission and attendance processes or any other processes of the school, CTCS will not in any way discriminate on the basis of race, sex, color, or national origin.
- As an "independent, inter-denominational Christian school," the school reserves the right and indeed assumes the obligation to establish rigorous academic standards and strong disciplinary standards as well as decisive actions to be taken when these standards are not met.
- While the school must be firm in maintaining an academically sound, safe, and effective environment for learning, CTCS is also extremely sensitive to the well-being of each child and family.
- The ongoing success and welfare of the entire school must, in the final analysis, take precedence when decisions are made regarding a student's admission or continuance at CTCS.

The Parent/Student Handbook is a tool to communicate effectively with all members of the CTCS family. However, the handbook cannot be all inclusive or define all types and aspects of situations. The administration reserves the right and assumes the authority to develop and implement rules and regulations in all matters not otherwise specified.

While the school acknowledges that the education of the child is ultimately the responsibility of the home, maintaining academic standards and standards of conduct are the obligation of the school. Therefore, in adherence to the school's purpose, philosophy, and mission statement, the school will not hesitate to require appropriate behavioral and academic discipline from each student.

IV. DISCIPLINE-MANAGEMENT POLICY

The CTCS plan for student disciplinary and academic conduct is founded upon Biblical principles and development through the collaborative efforts of the CTCS faculty and administrative staff.

Respect Authority -- "Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves. For rules hold no terror to those who do right, but for those who do wrong. Do you want to be free from fear of the one in authority? Then do what is right, and he will commend you. For he is God's servant to do you good." Romans 13:1-4

Be an Example -- "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity." I Tim. 4:12

Seek Excellence -- "I can do everything through Christ who gives me strength." Phil. 4:13

Be Honest -- "Providing for honest things not only in the sight of the Lord, but also in the sight of man." II Cor. 8:21

Be Truthful -- "Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body." Eph. 4:25

Practice Clean Speech -- "Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen." Eph. 4:32

Reflect Jesus -- "Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable -- if anything is excellent or praiseworthy -- think about such things." Phil. 4:8

General Guidelines for Implementing Disciplinary Responses

As school personnel determine the appropriate action to take in response to student misconduct, they will follow these guidelines:

- The purpose of discipline is two-fold: to teach and to maintain order -- not to punish.
- Any discipline effort, to be successful, should bring the student close to the goal of self-discipline.
- Disciplinary measures are much more effective if the school and the home are supportive of each other's efforts.
- Discipline is not an act of malice or vengeance but of love.

- The disciplinary response chosen must be the least aggressive response adequate to correcting the undesired behavior.
- The disciplinary response chosen must be appropriate to the age and maturity level of the student.
- Discipline in a Christian context should result not only in a change of behavior but ultimately in a change of heart.

As the disciplinary agent on the campus, an administrator (definition to include campus principal and/or school administrator) has the authority to prescribe the appropriate consequences for misbehavior that will accomplish and satisfy the above guidelines as well as maintain the integrity of the learning environment and the safety of students and staff.

V. STUDENT CODE OF CONDUCT

CTCS desires that all students learn to base their lives on faith in God, to integrate Christian values into all areas of life, to respect and cooperate with teachers and fellow students, and to develop self-discipline. Administrators and faculty seek to foster and maintain an environment conducive to Christian conduct and academic excellence.

Students are, therefore, expected to behave in a way that helps to develop such an environment.

While enrolled at CTCS, students are, at all times, representing our Lord and our school. As a result, students have the responsibility to observe the school's standards of conduct and to respect the rights of others at all times. This includes on or off campus, at school or school functions as well as times not directly involving school or a school activity.

General Standards -- CTCS students are expected:

1. To show respect toward God and His Son, Jesus Christ, toward their fellow students, toward school personnel, toward school and private property, toward outside individuals, and toward themselves.
2. To know and obey all school and classroom rules.
3. To tell the truth and to exhibit uncompromising academic and personal honesty at all times.
4. To communicate Christian priorities, values, and principles in their manner of dress, demonstrating modesty and good taste at all times.
5. To conduct themselves in a manner which contributes to a peaceful and positive school-day experience, not one that distracts from or disturbs the teaching/learning process or creates undue stress for others.

VI. DISCIPLINE -- AUTHORITY DEFINED

Authority of the School

CTCS shall exercise authority over its students from the time they arrive on campus each morning until they depart the campus at the end of each day. This authority encompasses any activity during the school day at Central Texas Christian School, attendance at any school-related activity

regardless of time or location, any school-related misconduct regardless of time or location, and any misconduct while the student is wearing the uniform of CTCS.

Being a Christian school that represents our Lord at all times, the authority of the school extends beyond school times, activities, and events. When students are admitted to CTCS, they become identified with the school; and the school is judged by the way they conduct themselves. As CTCS seeks to produce responsible citizens and ambassadors for Christ, it is expected that student conduct will reflect favorably on the students themselves and on the school at all times. Therefore, the authority of the school with respect to student conduct must extend to any occurrence that reflects adversely on the good name or reputation of Central Texas Christian School and our Lord. This would include behaviors or actions outside of the school day or activities that include but are not limited to: drinking, use of tobacco, inappropriate social networking, drug use, immoral behavior, breaking of the law, etc.

Campus Discipline Officer

The Campus Discipline Officer on each campus shall be an administrator (definition to include campus principal and/or school administrator). Duties shall include the authority to:

- Assess and implement the Student Code of Conduct in accordance with the particulars presented in this Parent/Student Handbook
- Place a student on disciplinary or academic probation
- Remove a student to a temporary on-campus educational setting
- Remove a student from the campus for emergency reasons
- Suspend a student for a number of days to be determined
- File charges with law-enforcement agencies if a student infraction constitutes a violation of the law
- Decline to extend an invitation for the student to enroll for the succeeding semester
- Recommend to the CTCS Head of School that a student be expelled from the school for any of those reasons specifically enumerated as expellable offenses listed in the Student Code of Conduct

Rights and Responsibilities of Administrators

Administrators have the responsibility to:

- Actively support the philosophy and mission statement of CTCS
- Oversee implementation of the student-management plan
- Assume instructional leadership in the attainment of effective student conduct
- Ensure effective and timely school communication with parents
- Encourage parent communication with the school, including participation in required parent-teacher conferences
- Promote effective training and discipline, including self-discipline, of all students
- Respond to student-management problems referred to them by teachers
- Serve as appropriate role models in accordance with the standards of their profession and the Christian faith.
- Make decisions that are in the best overall interest of the school
- Cooperation and respect commensurate with the duties and responsibilities of their office

Rights and Responsibilities of Parents

- Actively support the philosophy and mission statement of CTCS
- Make every effort to provide for the physical and medical needs of their child
- Be sure their child attends school regularly
- Promptly report and account for absences and tardies
- Teach their child to pay attention and to obey the rules
- Encourage and lead their child to develop proper study habits at home
- Participate in parent-teacher conferences to discuss their child's school progress and welfare
- Sign and return academic and disciplinary communications from the school
- Attend the parent-training workshop for home reinforcement of study skills and specific curriculum objectives
- Keep informed of school policies and academic requirements of school programs
- Participate in school-related organizations
- Be sure their child is appropriately dressed at school and for school-related activities
- Discuss progress reports, report cards, and school assignments with their child
- Bring to the attention of school personnel any learning problem or condition that may relate to their child's education
- Maintain in the CTCS Office the most recent home, work, and emergency telephone numbers and other pertinent information
- Be sure their child attends tutorial sessions when required or as the need arises
- Be sure their child attends detentions if assigned
- Follow the prescribed chain of command -- teacher, principal, administrator, Head of School, school board -- in pursuing issues or seeking to resolve disputes
- Submit the Parent/Student Handbook form which states that parents understand and concur with the provisions of the Parent/Student Handbook

Rights and Responsibilities of Students

All students at Central Texas Christian School have the right to be treated with fundamental fairness, dignity, compassion, and Christian love. Each student, in turn, is expected to respect the rights and privileges of other students, teachers, and school staff. Each student is obligated to exercise his own rights responsibly and in compliance with rules established for the orderly conduct of the school's mission. The school's rules of conduct and discipline exist to achieve and maintain order in the school. Any student who, by his conduct, deprives another person of his rights or who violates campus or school rules, shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to the responsibilities of Christian citizenship.

Specific student responsibilities for achieving a positive and productive learning environment at CTCS or school-related activities shall include:

- Attending all classes daily and on time
- Being prepared for each class with appropriate materials and assignments
- Being properly attired
- Exhibiting respect toward others and toward school property
- Paying required fees and fines

- Refraining from violations of the Student Code of Conduct
- Adhering to the expectations listed in the Parent/Student Handbook
- Obeying all school rules, including safety rules
- Pursuing desired changes in school rules and regulations in an orderly manner through appropriate channels
- Cooperating with staff in the investigation of disciplinary cases and volunteering information related to serious offenses
- Taking all school-related communications home
- Addressing students and teachers with respect in word, tone, and manner
- Submitting a signed statement stating that they understand and concur with the provisions of the Parent/Student Handbook

Rights and Responsibilities of Teachers

Teachers have the responsibility to:

- Actively support the philosophy and mission statement of the school
- Use discipline-management techniques recognized in the Parent/Student Handbook
- Set the stage for good student discipline by being in regular attendance and on time
- Perform their duties in a manner evidenced by appropriate preparation, resource materials, and assignments
- Comply with campus and school policies, rules, regulations, and directives
- Maintain an orderly classroom atmosphere conducive to learning
- Teach to the standards of performance required by the school
- Establish rapport and an effective working relationship with parents, students, and other staff members
- Dress in a neat and modest manner
- Teach students to strive toward self-discipline
- Encourage good work habits that will lead to the accomplishment of personal goals
- Serve as appropriate role models in accordance with the standards of the Christian faith and of the teaching profession.

Teachers have the right to:

- Teach in a classroom free from disruptions and undue interruption
- The prayerful support of school board members, administrators, parents, students, and fellow teachers
- Respect from students and parents.

VII. DISCIPLINE -- ACADEMIC

Academic Probation

Academic probation is invoked when a student has a serious academic problem. It is intended to give notice to the parent and student so that a mutual effort on the part of both school and home can be made to correct the academic deficiency. Academic probation will be invoked under the following circumstances:

- A student new to the school may be accepted on academic probation at the discretion of the administrator when records from the prior year or entrance testing indicate that the student may have academic difficulty at CTCS.
- If a student receives two semester grades lower than a 70 at the conclusion of a semester at CTCS, his parents will be notified by letter that he has been placed on academic probation. If a student on probation is unable to attain the appropriate grade average in the following semester or fails two subjects for the year, academic records will be evaluated; and the student may not be considered for re-admission.
- Dishonesty in School Work -- Any student found to be dishonest in any phase of schoolwork, including homework, will be penalized by receiving a "0" for the work, a "U" in conduct, and will be subject to disciplinary consequences. The student will also submit a letter to the teacher and the principal the following day explaining the reason for their actions. Dishonesty includes but is not limited to forgery (on report cards, discipline reports, progress reports, etc.), cheating (on tests, homework, reports, projects, etc.), or plagiarizing. Cheating includes providing answers on information to another student, or allowing another student to copy your work, without the teacher's specific consent. Plagiarism means using ideas or statements which another writer has used but not giving credit to him. Plagiarism includes quoting someone else's words without using quotation marks, but it also includes paraphrasing someone's ideas or observations without giving that person credit.
- Truancy -- Students who are truant (i.e., gone from class or campus without proper authorization) will, in addition to other prescribed discipline, receive zeros on all daily assignments and/or tests missed.

VIII. DISCIPLINE -- BEHAVIORAL

The following disciplinary options, as defined, constitute an array of responses available to the administrators and teachers at Central Texas Christian School. If these responses are to be effective tools of discipline, the school and the home must communicate and cooperate effectively. Certain student violations (including but not limited to tardies, trancies, and cheating) carry inevitable academic consequences as well as the disciplinary consequences imposed by school personnel.

- **Discipline Report** -- A discipline report is a written communication by a teacher or administrator to identify the nature of the offense and to serve as official documentation of misconduct. This report will be emailed to parents through RenWeb.

- **Reprimand-** Many infractions of a minor nature can be handled with a gentle reprimand. A redirection that seeks to replace an inappropriate behavior with a positive one will be given. Repeated infractions should be handled at the next level.
- **Warning-** A warning is not only a reprimand but a warning of consequences to follow should the inappropriate behavior continue.
- **Separation in the classroom-** Separation or preferential seating in the classroom is an option to minimize disturbances or distraction in the classroom.
- **Time-Out-** Students occasionally need a temporary removal from factors affecting misbehavior or to cool off.
- **Disciplinary Work Assignment** -- This is an assignment to be completed by the student and signed by the parent. Grounded in scriptural reference and instruction from God's Word, the work assignment is intended both to document and to correct misconduct.
- **Detention** -- Students, because of misconduct, may be required to attend detention. They must report on time to each day's Detention monitor. Unexcused tardiness to detention will NOT be tolerated.

Students will be expected to remain in detention for the entire period that is assigned. No one will be allowed to leave early without the express consent of the detention monitor. No one will be allowed to fulfill his detention assignment at a time other than that scheduled before or after school.

The detention assignment will be doubled for each day that a given student fails to appear (i.e., one day missed equals two days reassigned). Flagrant failure to appear for detention may result in in-school suspension (ISS) or expulsion.

- **Saturday School-** This may be assigned only by an administrator. Saturday School is 8:00 a.m. – 12:00 p.m. Students will report in **school uniform** promptly at or before 8:00 a.m. They may be required to complete a Discipline Packet or perform maintenance work around the school. Students are also required to bring any pending school work to be worked on. The cost of Saturday School is \$35.00.
- **In-School Suspension (ISS)** -- ISS may be assigned only by an administrator. The student must report to a designated, supervised area and will remain in this area, apart from regular classes and activities, for no less than one or more than 3 consecutive school days. Teachers will provide assignments relevant to their courses. Students will work on assignments continuously during their time in ISS. ISS students must report to the principal's office at when arriving at school and should not report to the classroom or morning room. The ISS student will need to be picked up from the office at dismissal.

While students are assigned to ISS, they will not be allowed to talk to any other students. Students who are assigned to ISS must have completed all their ISS assignments before they will be allowed to return to the regular classroom. Any ISS assignments which are not

completed during a student's attendance in ISS must be taken home and finished as homework. ISS assignments are due when the student walks back into the regular classroom. If the student does not have all his ISS work completed, he will be assigned another day of ISS. The classroom teacher will decide whether teacher-administered assignments are to be completed by the student in ISS or at tutorials within the make-up policy deadlines. Students are responsible to check with each teacher about work missed.

An ISS student may be required to write an age appropriate single-spaced paper about the offense(s) committed and will cite Biblical references which apply to the incident(s). The assignment is due before the student will be allowed back into the regular classroom and will be turned in to an administrator.

- **Student-Principal Conference** -- Students may be referred to the principal's office directly for especially serious offenses or when teacher-directed disciplinary responses prove inadequate to handle the discipline problems a student is having. The principal, in turn, has an array of measures at his disposal ranging from conferencing to the imposition of specific consequences as outlined in the Parent/Student Handbook. Teacher referrals to the principal shall specify the offense of which the student is accused and shall indicate those corrective measures the teacher has already tried. Frequently, though not in every case, the principal may choose to involve the student's parent(s) in the conference.
- **Teacher-Parent or Principal-Parent Conference** -- Such a conference may be requested by the school or by the parent and is again a reflection of the premise of home and school cooperation on which the education program at CTCS is built. The purpose of such a conference is to provide an opportunity to correct what has become a serious discipline problem so that further discipline processes are not required.
- **Removal from Class** -- Immediate removal from the classroom for the duration of the class period is a response available to teachers to discourage improper classroom behavior.
- **Disciplinary Probation** -- A student will be placed on disciplinary probation because of serious or repeated infractions of school rules. A student will also be placed on disciplinary probation if at registration the student has questionable conduct reports from the previous school(s). The student's conduct will be closely monitored over the probationary period. The probationary period can be from nine (9) full weeks to a full school year.

When considering a student's continued enrollment at CTCS, the student's history of probationary standing and resulting changes (hopefully improvements) or lack thereof, in both academics and behavior, will be important factors.

A student placed on disciplinary probation during the school year is in imminent danger of losing the right to remain at CTCS. Moreover, a student's behavior, which is so unsatisfactory as to cause him to be placed on probation, will forfeit any class office or official position held in any school-related organizations. A student placed on disciplinary probation will neither represent the school in any contest or public program nor be eligible to receive any honors or be granted any privileges (e.g., field trips, etc.). When a student is placed on probation, the principal will notify the parents immediately.

A student new to the school may be accepted on discipline probation at the discretion of the administration when records from the prior year indicate behavioral issues. This student will not be excluded from representing the school in any contest or public program or attending field trips, however, they will forfeit any class office or official position held in any school-related organizations. Students with a record of excessive behavior incidences or expulsion will not be accepted for admittance to CTCS.

The probationary status of a student will be reviewed at the end of the semester by the campus Administrative Team. If sufficient correction of behavior is evidenced through documentation and teacher conferences, the student could be removed from probationary status. If not, a determination will be made regarding the student's being allowed to continue to attend CTCS or to return for the following school year. The campus Administrative Team has the authority to convene an Administrative Review Committee, which could consist of the campus principal and the student's current teachers, to review confidentially the student's behavioral records and assist in the decision process. Administrative Review Committee decisions will be made on a unanimous minus one vote.

Further disciplinary actions, which place a student on probation for the second time within a school year, eliminate an offer of re-enrollment for the next school year or continued enrollment for the following semester.

- **Restitution and Work Detail** -- Restitution must be made for theft, vandalism, or willful damage to school or individual property. Students may be assigned to a school-supervised work detail to "earn" money to pay off damages.
- **Off-Campus Suspension** -- This may be assigned only by an administrator, and the following specific provisions shall apply:
 - The parents will be notified to take the student home the day of the occurrence.
 - If the parents cannot be notified immediately, the student will be kept in a designated area until the close of the school day.
 - The term of the suspension shall not exceed three consecutive school days.
 - A parent-principal conference must take place during or before the days of suspension before the student may return to school.
 - Days of suspension are considered unexcused absences from school and are marked by loss of academic credit for the period of the suspension. "0"s will be given for any missed work.
 - Suspension automatically initiates disciplinary probation.
- **Expulsion** -- If extensive documented attempts to correct a student's misbehavior have failed, if the misbehavior persists, or if the offense is so serious as to warrant the school's most drastic sanction, then the principal may recommend to the CTCS School Board that the student be expelled. The administrator will determine the action to be taken.

The following serious offenses are potential grounds for expulsion:

 - Defiance or direct confrontation with school authorities
 - A second suspension
 - Failure to comply with the terms of disciplinary probation

- Stealing and other serious moral offenses
 - Repeated instances of cheating
 - Chronic violations of CTCS rules and regulations not corrected by lesser measures; including continuing conduct or attitude that is determined by the administration to (1) interfere substantially with the learning environment of the school; (2) be unsettling or disruptive to the school's safe and orderly environment, or (3) be incompatible with or detrimental to the general expectations and/or stated goals and mission of the school.
 - Activities outside the school, which call for police intervention
 - Any off-campus misconduct seriously detrimental to the reputation and Christ witness of CTCS
 - Assault of a teacher or other individual
 - Extortion
 - Arson
 - Intentional destruction of CTCS property
 - Possessing, delivering, using, or being under the influence of any alcoholic beverage; controlled substance or dangerous drug; glue, paint, or other chemical substance; any mood-changing, mind-altering, or behavior-altering drugs, while on school premises or while in attendance at any school-related activity or event
 - Possessing, delivering, or using any type of gun or knife: paintball guns, firearm, explosive, knife, or other weapon while on school premises or while in attendance at any school-related activity or event
- **Physical Restraint-** A CTCS employee may use and apply physical restraint to a student if the employee believes it is necessary in order to:
 - Protect the child from injuring himself
 - Protect another person from physical injury

IX. ATTENDANCE INFORMATION

Absences

Students must be in attendance to each class a minimum of 90% of each semester. Absences exceeding 8 days per semester will require an Attendance Hearing.

A student is discouraged from absences because they will compromise the students' academic success. Any student who has accumulated 10 or more absences will be required to provide a doctor's excuse for each subsequent absence. If a student is absent due to illness for three or more consecutive days, a doctor's note will be necessary to return to school.

When a student is going to be absent from school, a parent should send an email to the student's teacher (cc: mbrooks@ctcsions.com.) The email should include the following information:

1. Name of student
2. Date(s) and or times of absence(s)
3. Nature of absence (exact reason should be given)
4. Attached doctor's note (required for 3 or more days)

Absences without an accompanying email excuse will be documented as unexcused.

*** A PHONE CALL DOES NOT REPLACE THE REQUIRED EMAIL.**

Excused Absences

An absence is considered excused and thus eligible for our make-up policy with one or more of the following:

1. Illness (Doctor's note required if out three or more consecutive days)
2. Signed doctor's note
3. Family emergency or death in the family
4. Weather conditions that make travel hazardous (e.g., ice on roads)
5. **Pre-approved absences** – Absences other than for illness and emergencies will be excused only if arrangements are made, when possible, one week in advance with the administrator and the student's teachers. The decision to excuse the absence will be made by the Principal. All pre-assigned work is due when the student walks back into the classroom after being absent. **Assignments should be obtained before leaving on a pre-approved absence – work is DUE immediately upon return.**

Unexcused Absences

Students who are absent for the following reasons will not be given an excused absence and will receive "0's" in all classes. No make-up work or tests will be allowed.

1. Aptitude and achievement testing by an outside agency without prior approval by the administration of CTCS.
2. Non-school instruction
3. Truancy
4. Non-school clubs, youth, or other organizations' activities without prior approval by the administration of CTCS.
5. Suspensions
6. Students (other than eligible team members) attending athletic games and events during school hours.
7. Parent Request/Personal Reasons which are not approved by the administrator and the student's teachers

Tardies

The school day begins at 8:00 a.m. A student is considered tardy if they are not in their classroom by 8:05 a.m., and should go to the Front Desk to get a tardy slip. Punctuality to school and to class is extremely important. Tardiness causes a disruption to class, creates an interruption in the learning process, and steals instructional time from every student in the class as well as the tardy student. Three unexcused tardies per quarter will equal one absence.

Absences: Physical Education Attendance

If a student is to be excused from participation in physical education class for a day, he is to bring a note from a parent requesting this and stating the reason. A note from a medical doctor will be needed to excuse a student from P. E. for more than three (3) days.

Appointments

Doctor, dental, music lessons, and other appointments should be scheduled after school when possible. All work will be expected to be made up according to the deadlines of the make-up work policy. Please remit a doctor's note for any appointment attended during school hours.

Calendar

Student attendance days will be determined each year by the administrator and will be approved by the CTCS School Board. The CTCS calendar coincides as closely as possible with the area schools.

Cancellation due to Weather

Occasionally during the winter months, school may have to be canceled due to inclement weather. The CTCS Administration will decide when conditions warrant cancellation. Information regarding cancellation of classes will be announced on local television and radio stations. To assist parents, whenever Temple ISD cancels classes because of weather conditions, CTCS will close also.

Early Dismissal

Once the students have begun their day, the school will do everything possible to complete that day's regular schedule. If the administration determines that early dismissal is necessary, CTCS will alert parents of its decision through emails, postings on RenWeb, and text blasts.

Hours/Drop-Off and Pick-Up -- Grade K through 5

Regular School Hours: 8:00 a.m. -- 3:25 p.m.

- Drop-Off -- Students should be dropped off between 7:30 and 7:55 a.m.
- Pick-Up -- Students should be picked up between 3:25 and 3:40 p.m.
 - **Early Pick-Up** -- Students picked up any time prior to the 3:25 p.m. dismissal must be signed out at the CTCS Front Desk. No student will be allowed to wait outside for pick-up. Parents are not to go directly to the classroom to pick up a student.
 - **Pick-Up Location** -- Students are expected to be picked up at their grade's designated location by 3:40 p.m. After 3:40 p.m., students will be sent to the Front Desk area. For safety reasons, students will not be allowed to wait outside after 3:40 p.m.
 - **Who can pick-up a student?** -- Persons whose names are listed on the information card as having permission from the parent or legal guardian and members of car pools may pick up a student. If a parent desires someone else to pick up the student, special arrangements must be made in writing or by calling the CTCS Office, and those picking up will be required to show photo ID.

X. ACADEMIC INFORMATION

Grading

CTCS reports academic progress every nine weeks. A student's progress is reported using number or equivalent grades as follows:

A+	98	B+	88	C+	78	F	69 or below
A	94	B	84	C	74		
A-	90	B-	80	C-	70		

Conduct and elective grades are reported as follows:

E=Excellent S=Superior N=Needs Improvement U=Unsatisfactory

Homework

Homework is designed to aid in the instructional process for the student. Homework assignments should have a definite, specific instructional focus, addressing a student's learning needs. Teachers will be diligent in evaluating homework assignments. Homework assignments will be appropriate to grade with length of assignments corresponding to a student's age. Students should be diligent in budgeting their time and in establishing their priorities to complete successfully and on time their assigned homework. The parents should provide a learning atmosphere at home which enables the student to complete his assigned homework successfully. This homework philosophy coordinates with the CTCS Mission Statement which includes the achievement of academic excellence for all students.

Honor Roll

1st grade through 5th grade CTCS students will be eligible for the All A Honor or the A/B Honor Roll based on their grades in Math, Science, Social Studies, Bible and ELA/Reading.

Late Assignments

One of the responsibilities of the educators at CTCS is to prepare students to be personally responsible. With that in mind, a 10 point deduction will be taken for each day an assignment is late, up to three days. After the third day, the student will receive a zero. The student will still be required to complete and turn in the assignment.

Assignments missed due to excused absences may be requested by emailing the elementary office and will be available for pickup at the end of the day. The student will be expected to make up the missed work within the number of days absent plus two days. If the student is absent on the day that a major assignment (assigned one or more weeks before the due date) is due, the assignment must be brought to the teacher that day. In the case of an extended absence (deemed an extenuating circumstance), the parent must contact the principal prior to the due date of the assignment. The principal and teacher will determine if an extension is granted.

Progress Reports to Parents

Parents may access RenWeb at any time to check grades and review student progress. The office will e-mail a progress report midway through the nine-week reporting period.

XI. DRESS-CODE REQUIREMENTS

Central Texas Christian School is an institution which provides rules for social apparel conducive to the total needs of its environment. It is, therefore, the school's responsibility to establish reasonable standards of dress which enhance the smooth and orderly administration, operation, and discipline of the school. Uniforms shall be worn by all Central Texas Christian School students in K through Grade 12. All applicable uniform guidelines are found in this Parent/Student Handbook. The guidelines for uniforms have been established by the CTCS School Board. Students are to follow the school board guidelines as implemented and enforced by the administrators.

Girls will be required to observe closely the regulation governing skirt lengths. Measure jumper, skirt, and shorts length by kneeling on the floor. Skirt or jumper should be 4 inches or less from the floor. Shorts should be six inches or less from the floor. CTCS reserves the right to send a student home if this length is violated.

All students are to wear uniforms which have been laundered and pressed, presenting a neat appearance at all times. Personal grooming is an important aspect of school life and indicates a student's commitment to the Biblical principles of cleanliness and orderliness.

Students not within the dress code will be required to have the proper uniforms brought to the school to bring them in to compliance.

General Guidelines

Girls must maintain a neat appearance at all times. Clothing must be properly fitted. Belts are required with clothing that has belt loops. No extreme make-up or hairstyles are permitted. Make-up may not be worn prior to 6th grade. Hair must be neat and clean. Unnatural hair colors are NOT allowed. The administrators shall have final authority on appropriate grooming.

Boys are required to maintain a neat appearance at all times. Clothing must be properly fitted. **Shirts must be tucked in on Chapel day ONLY.** Belts should be worn with clothing having belt loops. Hair must be neatly cut above the eyebrows and shirt collar, and not below the bottom of the earlobes. No extreme hairstyles are permitted. Unnatural hair colors are NOT allowed. Facial hair, earrings, headbands, caps, hats, or hoods are not permitted. Boys may wear one (1) necklace only. The administrators shall have final authority on appropriate grooming.

Non-Uniform Guidelines

On specified days when uniforms are not required, the following guidelines must be adhered to:

Acceptable: Properly fitted bottoms (shorts may not be shorter than 6" above the knee when kneeling, skirts or dresses may not be shorter than 4" above the knee), shirt or blouses must cover the midriff when arms are raised above the head. If wearing tank tops, strap must be 2" or wider.

Unacceptable: Halter or tube tops, spaghetti straps, bare midriffs, tight-fitting t-shirts, low necklines, too short shorts or skirts/dresses, too tight jeans/pants, oversized, baggy (sagging) jeans/pants. Frayed or "holey" jeans.

Students that do not abide by these guidelines may lose the privilege of participating in special dress days.

Indoor Wraps

Only the red sweater, CTCS sweatshirt, CTCS zipper hoodie jacket, or red or black polar fleece jacket may be worn for added warmth over uniforms while the student is in the building or while he is indoors on field trips. Personal coats and jackets may be worn to and from school.

Field Trips

Students will be required to wear jeans or uniform bottoms with a red CTCS t-shirt or polo. Beginning with the 2016/2017 school year, a Field Trip specific t-shirt will be required.

Required Uniforms

All uniforms must be purchased from Ivy School Uniforms unless otherwise specified. Used uniforms are available for purchase through the Second Hand Lions Store, as well as during advertised Used Uniform sales.

XII. GENERAL SCHOOL REGULATIONS

Abuse Policy

CTCS is required to report any allegation of child abuse to the proper governmental authority of the state of Texas if CTCS has cause to believe that a student's physical or mental health or welfare has been or may be further adversely affected by abuse or neglect. CTCS is expected by its families to communicate with them regarding the well-being of the children.

Abuse-Policy Procedure

If a staff member hears allegations or suspects possible child abuse, the staff member has the responsibility to report his suspicions to the campus principal. It is also the responsibility, by law, that the staff member reports the allegations and/or suspicions to the proper authorities. A written, narrative report of allegations or reason for suspicion will be completed and submitted to the campus principal. The staff member is to report the incident to the Child Protective Services Hotline at 1-800-252-5400. Upon reporting the incident, the staff member must inform the campus principal.

Change of Address

Change of address and/or telephone number should be reported to the CTCS office at 254-939-5700 as soon as the change is made. **It is important that the office records contain the current, correct information at all times.**

Classroom Observation

CTCS encourages parents to visit the classrooms so that the parents can observe the responses and interactions of their child. Younger siblings are not allowed in the classroom when observing or when a parent is assisting the teacher in any activity. Parents should call and make all appointments through the office for classroom observations.

Closed Campus

CTCS is a closed campus. Students are not to leave the school property once they arrive or during the school day except in cases of early dismissal, school-sponsored field trips, or after proper procedures are followed for checking out of school.

Disabled Students

Because of fiscal constraints, CTCS does not provide teachers' aides or assistants to help disabled students.

Electronic Devices:

Students are not permitted to possess or use electronic devices (personal gaming systems, cell phones, personal music devices, etc.) on campus during school hours or while attending school-related events or field trips. Such devices will be confiscated and the student will be disciplined. The confiscated item will be returned to the parent on request. Exceptions for specific field trips may be made with prior approval from the principal.

Fund Raising and Gifts

All proposed fund-raising activities by student organizations or parent-support organizations must be submitted to the CTCS Head of School in writing for approval **before implementation**. The school's fund-raising policy has been established by the CTCS School Board and is administered by the administrator and the CTCS Head of School. Gifts to the school are welcome and are tax deductible. The Head of School and campus principals can provide a suggested list of needed items.

Lunch Time

Each student will remain in the lunch area during the lunch period. An administrator, teacher(s), or lunchroom supervisor will be on duty each day to oversee lunch. Each student is responsible for cleaning up the area in which he has been eating. Anyone failing to clean up his respective area will be subject to disciplinary action if the problem continues.

Off-campus lunches with parents are discouraged except for special occasions such as birthdays. Tardies to class due to being off-campus at lunch with a parent require a signed parent note and are recorded as tardies. Three of these to the same class constitute an absence which cannot be made up.

Parent Conferences

Parents are urged to have conferences with their child's teacher whenever the need arises. Parents who desire such a conference may make an appointment by sending a note to the teacher.

Generally, conferences can be scheduled after school or during the teacher's conference period, provided the teacher has a scheduled conference period. Do not initiate a conference during class time, during lunch, or during drop-off and pick-up. Our teachers are not allowed to hold conferences during these times.

The child is not to attend parent-teacher conferences unless requested by the teacher and/or administrator.

Conferences concerning student progress or performance should be held first with the student's teacher. If the problem persists and if another parent-conference is necessary, it may be held with the parent, the teacher, and/or an administrator.

Parent-Teacher Fellowship (PTF)

Parents are encouraged to become active partners in their child's education. Volunteer help in the classroom, school, office, music room, library, and playground is important. The Parent-Teacher Fellowship (PTF) invites parents to become active members, and PTF's yearly membership drive begins in August. Through participation in PTF projects, funds are provided for school-enrichment programs. Of greater value and satisfaction are the friendships fostered through PTF participation in school endeavors. It means a great deal for a child to see his parents support his school and its activities.

Pledges to be Recited Daily

Pledge to the American Flag

I pledge allegiance to the flag of the United States of America and to the republic for which it stands; one nation, under God, indivisible. With liberty and justice for all.

Pledge to the Bible

I pledge allegiance to the Bible, God's Holy Word, and will make it a lamp unto my feet, a light unto my path, and hide its words in my heart that I might not sin against God.

Pledge to the Christian Flag

I pledge allegiance to the Christian Flag, and to the Savior for whose Kingdom it stands; one Savior crucified, risen, and coming again with life and liberty to all who believe.

Achievement Test Assessment

Achievement Tests will be given at CTCS in the spring of each year as an assessment of the student's mastery of academic skills presented through grade-level curriculum. Test scores are primarily used for evaluative purposes. However, test scores can be one of several factors when evaluating a student's progress and promotion.

School Property

A student should take pride in the care of school property, realizing that the appearance of the building and campus is a credit or discredit to him, as well as to the student body in general. Any student who is found to have intentionally, knowingly, or recklessly damaged or destroyed school property shall be required to compensate the school for the full extent of the damages, shall be subject to disciplinary measures, and may be refused admittance to school activities or school-sponsored functions until full restitution has been made for the damages. Please remember the buildings, grounds, and equipment that we are privileged to use belong to the Lord. We have a special responsibility to keep them in good order and respect their use.

Any student on school property is under the supervision of the school, making all school regulations applicable. The student represents the school through his actions and by his attitude. Students are encouraged to assist in keeping the building and property as clean as possible. Students should not litter the grounds or buildings; students are expected to assist CTCS staff members to keep clean the classrooms, lunch rooms, halls, restrooms, gymnasium, etc.

Students are only to be in the areas designated for student activities. All buildings are "off limits" unless specific permission is given. CTCS students are not to be in any school area without direct supervision. Students who violate this rule will be disciplined.

Telephones and School Equipment

Students are not permitted to use school telephones, unless supervised by a staff member. The school office staff will contact parents if necessary. The telephones in the school offices are for school business and are not for student use.

Note: Parents should not call their child at school except for emergencies or matters of extreme importance. Parents should not ask to have a student called out of class to answer the telephone.

Students are not to use official school equipment (e.g., Xerox copiers, televisions, smartboards, computers, etc.) **unless they receive specific permission.** Any student who desires to make copies for personal use must (a) be supervised by school personnel, and (b) pay ten cents per page.

Students are not to access the internet without the specific permission and immediate supervision of a teacher or staff member. (See **Acceptable Use Policy Addendum**)

Temporary Guardian

When parents are out-of-town and CTCS children are left in the care of another adult, the school should be notified in writing. Information should include: (a) name and phone number of guardian who is authorized to pick up the child, and (b) a medical release form which authorizes guardians to provide emergency medical care.

Textbooks, Library Books, and Curriculum Materials

Students will be held responsible for textbooks, library books, and curriculum materials issued to them. Students should make the teachers issuing the textbooks aware of any damages to the books at the time they are issued. Fees will be charged for any damages which students inflict on the textbooks, library books, or curriculum materials. Report cards and transcripts will not be released until the student has cleared his record for textbooks, library books, and curriculum materials. Students must pay a replacement fee for any lost books or curriculum materials.

Valuables and Personal Items

Students are strongly cautioned against bringing large amounts of money or valuables to school. Students should never leave purses or valuables in a cubby/locker, in the hallways, or in the restrooms. If a student has valuables on campus, he should keep them in his possession at all times. If items such as watches, calculators, or camera are brought, they should be clearly labeled with the name of the owner.

Visitors

All visitors are required to sign in at the main office and be issued a Visitor's Badge before proceeding into the instructional area of the building.

CTCS alumni may visit during lunch with prior office approval. Parents should get prior approval from the school office before entering a classroom or taking a student from class for any reason. A

sign-out sheet must be signed in the school office before a student is permitted to leave the school. Parents may come for pre-arranged classroom observations. Parents are welcome to eat lunch with their children at the school; but they should notify the office whenever they come on campus. Parents should pick students up from the designated areas rather than entering the building. Parents and other visitors **must report to the office**, not the child's classroom. Forgotten lunch boxes, money, books, homework, etc. must be taken to the office, not the classroom. This will eliminate interruptions during the school day.

XIII. STUDENT ACTIVITIES

Chapel

The purpose of CTCS Chapel is to glorify God through the proclamation of His Word. Chapel is a time to worship the one true and living God through music, prayer, Biblical instruction, and testimony. Chapel instruction challenges believers and calls unbelievers to respond to the gospel. Each Wednesday is designated as Chapel Day, but other chapel assemblies may be scheduled throughout the school year. Students are required to attend all chapel assemblies. Students are also strongly encouraged to participate -- wholeheartedly.

Chapel assemblies may include (but are not limited to) singing songs of praise, reading from the Bible or from other inspirational works, praying, performing dramatic interpretations or applications of Christian principles, and presenting short devotional messages. In keeping with their desire, abilities, and spiritual maturity, students will be afforded opportunities to lead in the various aspects of the worship program.

Guest speakers and performers will be invited to come and share their messages with CTCS students.

Prayer is a vital ingredient in our program of Christian discipleship. Students at CTCS are trained in the importance of establishing a consistent daily prayer life. Teachers lead the students to understand how God is central to all of life and that continual communication with Him is essential to consistent Christian living.

Students are trained in the habit of prayer throughout the school day. Prayers will be given at various times throughout the school day and before eating. Students are also taught to make their special needs known before God and to share needs with others as they share their requests with Him.

Class Parties

Class parties may be held at Thanksgiving, Valentine's Day, Easter, and the end of the school year. Teachers will send out correspondence regarding the party. Students who are celebrating birthdays may treat their classmates during the school day. Teachers must be consulted at least one week in advance so as to avoid scheduling conflicts. It may be necessary for the teacher to request that celebrations be delayed or advanced. Parents are also asked not to send birthday party invitations to school unless the whole class is invited (or all boys/girls for gender specific parties).

Field Trips

All classes will have field trips throughout the school year. Field trips are scheduled through an administrative procedure by the grade-level or subject teacher to coordinate with curriculum studies and according to facility availability. Parents and students will be notified in advance of all field trips. Permission forms must be completed and returned in order for students to participate.

While on a field trip, students will conduct themselves in an appropriate manner. Violation of behavior standards may result in the student being returned to school by the teacher or administrator and the parents will be notified. *Field trip privileges may be withheld for students who are in violation of school-discipline policies and/or if assignments are not up-to-date.*

Students will wear clothing deemed appropriate for the field trip by the administrator and the grade-level teacher. All clothing must follow the guidelines as stated in the CTCS Dress Code Requirements (mentioned previously).

Parents are encouraged to attend at least one field trip or party during the year. However, no pre-school children are allowed to attend.

A student will abide by the following rules while on a field trip:

- Students are to remain seated, facing forward, until they are given permission to leave the vehicle.
- Heads, hands, and arms are to be kept inside the vehicle.
- Students are not to throw any objects.
- Excessive noise will not be permitted, only ordinary conversation.
- Lack of respect, abusive or improper language, or talking to the driver while he is driving will not be tolerated.

Failure to comply with these rules will result in disciplinary actions.

XV. HEALTH CARE

CTCS subscribes to the idea that the body is God's temple; therefore, we emphasize wellness and health maintenance. First-aid treatment is administered to stop bleeding, restore breathing, or prevent shock or infection.

Communicable Diseases

Students should not be sent to school with a communicable disease. If students display symptoms of a communicable disease, including vomiting, while at school, a staff member will make a preliminary diagnosis and notify the parent to take the child home or to a doctor for confirmation.

Emergency Clinic Services

Minor first aid will be administered by the school staff. Serious injuries will receive immediate attention. The Emergency Medical Services of the Temple Fire Department will be called if injury is more severe. Parents are required to submit a signed Authorization for Emergency Care form which provides phone numbers for the physician and hospital preferred in the event parents cannot be reached. This authorization must be kept current. If any changes occur during the school year, notification must be given to the school office immediately.

Illness

No student with fever (above 100 degrees) or vomiting will be allowed to remain in class. When sent home with fever (over 100 degrees) or vomiting, the student may not return to school until he has been fever-free for at least 24 hours or there has been no more vomiting for at least 24 hours. Even though a fever may be reduced with medicine, the student may still be contagious. If the student is not feeling well, he may receive over-the-counter medication at school if the parents have submitted a permission form. The CTCS staff member will make the determination of whether or not the parent needs to pick up the student from school.

Immunizations

Students in PK - 12 must show verification of all immunizations as specified in the current Texas Department of Health, Education, and Welfare laws. This includes immunizations for diphtheria, whooping cough, tetanus, polio, measles, mumps, and rubella with the required boosters being current. Immunization records will be checked twice yearly, and notices will be mailed for necessary updates as needed. New students will be provisionally enrolled with 30 days allowed for records to be received from their previous school. Students failing to acquire the needed immunizations will be removed from the classroom until verification is obtained by the CTCS office.

Lice Policy**Live Lice**

- All students identified with **live lice** will be sent home.
- Parents/Guardians will be notified and advised to treat their child for live lice. The name of the treatment product must be provided by the parent/guardian on the treatment letter. Educational materials will be shared with the parent/guardians. After treatment has been completed, the student can return to school.
- Alert letters will be sent home in the event of a high percentage of students infested in a classroom, as recommended by the American Academy of Pediatrics and Center of Disease Control.

Nits

- Students identified with **nits only** will have their parent/guardian contacted to see if treatment has taken place within the last seven days. The name of the treatment product must be provided by the parent/guardian on the treatment letter (in handbook)
- If treatment has occurred within the last week, the student may stay in school. Educational material about nit removal and prevention of lice will be available to parent/guardian
- If treatment has not occurred in the past seven days, the student should be sent home at the end of the day for treatment and removal of lice (as recommended by AAP). Once treatment has been completed, the student can return to school.

Requirements for Readmission to School

- Student must bring proof of treatment or a statement treatment signed by parent/guardian
- If the student has been treated and provides proof of treatment the student may be readmitted to school.

Classroom Control Measures

- School will provide Checklist for Classroom Lice Control
- Teachers and staff are expected to follow the guidelines to prevent the spread of lice.
- At all times, CTCS is encouraged to discontinue fabric-covered items, i.e. pillows, blankets used by more than one child. Staff should not allow piling of coats.

Medications

If an illness necessitates over-the-counter drugs or a prescription drug, including inhalers, a note signed by the parent with the following information will be required:

- name of child
- name of medication
- dosage
- frequency and duration

All medications are to be kept in the school office, and not with the student (excluding inhalers with signed CTCS permission form). A prescription medication must be sent in the original container, and the parent must notify the school in writing regarding administering or any changes in administering the medication. Only topical and oral medications will be dispensed. The CTCS staff member will not administer injections. Students are responsible for coming at the proper time to the office for medicine. The school cannot be responsible for notifying a student who fails to report to the office at a required time to take prescribed medication. If possible, please assist the school by asking your doctor for medications which do not have to be administered during the school day.

Rashes or Eye Infections

A student may have to be sent home with a rash or eye infection if there is a question of contagion. The student may return to school when a physician states the student is no longer contagious or when symptoms disappear. If the rash is chicken pox, the student may return to school when he has been fever-free for at least 24 hours and all scabs are dry.

Scoliosis Screening

Routine screening for scoliosis will be done yearly in Grades 6 and 9.

Vision and Hearing Screening

CTCS conducts vision and hearing screenings in Grades K, 1, 3, 5, and 7 to detect any problems. If problems are detected, a letter is sent to the parents advising them that a more detailed evaluation should be conducted.

XVI. MISCELLANEOUS BEHAVIORAL PROVISIONS

In the event a student offense involves a violation of the law, school officials will not only institute an appropriate disciplinary response but will normally refer the offense to law-enforcement officials as well. Any decision to refer a matter to civil authorities will be made immediately known to the student's parents.

For the purpose of this Parent/Student Handbook, the definition of school "administrator" includes staff members designated as administration. This would include campus principals and/or the school administrator.

Arresting a Student

If a CTCS student while at school is subject to arrest or apprehension by a law-enforcement officer, the administrator shall first request to see the summons or warrant before delivering the student into the officer's custody. The administrator shall make reasonable and immediate effort to contact the student's parent. Either the administrator or the administrator's designee shall accompany the student to the police station and shall remain with the student until the parent has had a chance to arrive.

Interrogations and Searches

School officials may search a student or student's property with reasonable cause or with the student's free and voluntary consent. Moreover, vehicles which students have driven to school or to school-sponsored activities are also subject to search.

Areas such as lockers/cubbies, which are owned and jointly controlled by CTCS, may be searched if reasonable cause exists to believe that contraband is inside the locker/cubby. Students shall not place or maintain any item in school-owned cubbies/lockers that is forbidden in this Parent/Student Handbook, nor shall they place or maintain any item that would lead school officials reasonably to believe that it would cause a substantial disruption on school property or at a school-sponsored function. Searches of a student's outer clothing and pockets may be conducted if reasonable cause exists. More intrusive invasions of a student's privacy, such as searches of the student's person, may be conducted only if probable cause exists to believe the student possesses contraband dangerous to himself or others.

Law-Enforcement Officials

A reasonable cooperative effort will be maintained between the school administration and law-enforcement agencies. Law-enforcement officials may be summoned to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain the educational environment. Administrators have the responsibility and the authority to determine when the assistance of law-enforcement officers is necessary.

School officials will not voluntarily allow students to be interviewed at school regarding crimes unrelated to the school, and law-enforcement officers will be discouraged from making arrests at school.

Where a suspected violation of criminal law involving the operation of the school has occurred on the school grounds or during a school-sponsored activity, law enforcement officials may be notified and their presence requested for the questioning of suspected students. Reasonable attempts will be

made to contact a student's parent who, unless an emergency exists, shall be given the opportunity to confer with the student and to be present with the student during such questioning.

Physical Restraint

Within the scope of a CTCS employee's duties, any employee may use and apply physical restraint to a student if the employee believes it is necessary in order to:

- Protect the student from injuring himself.
- Protect another person, including the person applying physical restraint, from physical injury.
- Obtain possession of a weapon or other dangerous items.
- Protect property from serious damage.
- Remove from a specific location a student refusing a reasonable command of a school employee, including from a classroom or other CTCS property, in order to restore order or to impose disciplinary measures.
- Control and subdue an irrational student.

Police Questioning of Students

For police questioning of a student in school, the following guidelines shall apply:

- Before the administrator permits the questioning of a student by law-enforcement officers, the officer must show his official identification papers; and he must state the necessity of questioning the student at school. The questioning officer's name and title shall be obtained and recorded by school officials.
- The administrator shall make reasonable and immediate efforts to contact the student's parent.
- A student shall not be questioned by law-enforcement officers unless a principal or an administrator is present.
- Any police questioning of a CTCS student must be conducted out of the sight and hearing of other students.

Search and Seizure

School officials have the right to search students or conduct a random search when there are reasonable grounds for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Searches may be conducted of student property when at school or at school-related functions. Inappropriate, illegal, or harmful items will be confiscated when found.

Bullying and Cyber Bullying Policy

Definition: Bullying is intentional harmful behavior initiated by one or more students and directed toward another student. For our purposes, it takes place in the school, on school property, or on school field trips. Examples of bullying are as follows: · Verbal: name calling, put downs, racist remarks, repeatedly teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium(magazine, over a cell phone or internet, etc.) · Physical: pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim’s property, locking a person in a room, making mean faces or rude gestures, initiating or forcing inappropriate touching, etc. · Social: ostracism or exclusion, ignoring, being blatantly unfriendly, alienating, etc. · Psychological: acts that instill a sense of fear or anxiety, etc. · Any act that insults or demeans an individual in such a way as to cause distress, fear, and reluctance to attend school, a decline in work standards or problem behaviors.

Awareness: · Annually, as part of the required in-service training for all school staff, the Head of School or designee shall arrange for Bullying Awareness and Response Training. Because adults must take the initiative in combating bullying, they must be watchful for bullying warning signs, closely supervising children on the playground, in the classrooms, hallways, rest rooms, gym, etc. · Teachers will, as needed, conduct class discussions, role-playing, and activities to educate the students in seeking help from an adult, reporting incidents, speaking up and supporting the victim, expressing disapproval of bullying behavior, responding assertively to the bully, walking away from bullying behavior, etc. This information may be presented in Bible, Health, Social Studies, and/or other classes. Late enrolling students will be educated by the teacher as part of their first week orientation. · At the beginning of the school year during the Back to School Assembly, and as needed, the Head of School or designee shall ensure that the student body is familiar with the No Bullying Policy. School and class policies, rules and consequences will be posted in the classrooms and school office. School policies will be posted on the website. Bullying Incident Reports will be available in each classroom, school office, and on the website. A “Bully Box” is available by the school office for students to report suspected bullying incidents, if desired. Students may also turn the reports into their teachers, the front office or the Guidance Counselor. The Guidance Counselor will check the “Bully Box” every 2-3 days.

The principal or designee shall notify the parents/guardians that our Bullying Awareness and Procedures are listed in the Student Handbook and on the website. The Head of School or designee shall also encourage parents/guardians to sign the school’s “No Bullying” Pledge acknowledging that they support the school’s efforts to implement a “No Bullying” Program. Refer to the attached “No Bullying” Pledge.

Reporting: · Students and staff are prohibited from knowingly falsely accusing another of bullying. Disciplinary action, up to, and including expulsion/suspension for students and termination for staff, shall be taken if they knowingly make false reports. · Any member of the school staff receiving a suspected bullying report (verbal or written) shall address the matter as soon as possible, prior to the end of the school day. The staff member shall assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved within the classroom. (Not all conflict constitutes bullying.) · If the behavior meets the criteria for bullying, the staff member must report this to the Head of School or designee immediately in order to protect the alleged victim. The staff member is to immediately forward a Bullying Incident Report to the Head

of School for investigation. The staff member shall remind the victim/witness that “No one deserves to be bullied and we are going to do everything we can to stop it.” The staff member is to commend the victim/witness for bringing the matter to the attention of school staff, and they are to begin intervention strategies for the victim. • The Head of School (HOS) or designee will promptly and thoroughly address suspected reports of bullying. The HOS will individually meet with the victim/witness and bully privately. If the HOS determines that bullying has occurred, they will act appropriately within the discipline codes and will take reasonable action to end the bullying. The message for the child who bullies will be, “Your behavior is unacceptable, and hurtful, and must be stopped.” If necessary, they will inform the student that he/she will be closely monitored, and the student’s movements outside the classroom will require adult supervision at all times until trust has been built and all bullying behaviors cease. The HOS will also ensure the careful monitoring of the victim during this time, by enlisting the help of a class buddy. Prior to the end of the school day, notification of the incident will be given to the parents/guardians of both the victim and the offender, and that steps have been initiated to address and resolve the issue. An intervention plan will be developed in cooperation with the parents of the bully. Parental notification and the intervention plan shall be documented on the Bullying Incident Report. If necessary and appropriate, the police will be contacted. Copies of the Bullying Incident Report shall be given to the teachers of both victim and offender and will be placed in the victim’s and offender’s files in the school office, as well as be sent home to their parents. The report will serve as a reference for the school staff in determining whether or not a pattern of bullying behavior or abuse exists in regards to the offender or the victim.

CYBER BULLYING POLICY STATEMENT

Central Texas Christian School (CTCS) encourages the use of technology for educational purposes. However, the misuse of such technology can cause direct or indirect psychological or physical harm to others. Such misuse is viewed as cyber-bullying. It shows a direct lack of respect for others. We expect staff, students and parents to give and receive respect within a secure, supportive and caring environment. CTCS is an Anti-Bullying school.

WHAT IS CYBER-BULLYING? Cyber-Bullying is the term used for bullying using electronic communication. It involves bullying which is carried out through an internet service such as email, chat room, discussion group, social media, instant messaging or through mobile phone technologies. It includes, but is not limited to:

- Using technology such as mobile phones to record conversations for the purpose of slandering an individual by altering the context of the conversation and playing it back in a public, private, or semi-private setting or placing the recording on the internet for global access.
- Using any technology such as mobile phones to photograph individuals, especially in what are considered private settings such as change rooms, and using the photographic material to slander, vilify, promote in an irresponsible way, or present in such a way as causes embarrassment to the individual. This would include placing the photographic material on a computer which others may view, or on any intranet, or on the internet for global access, or by producing hard copy(s) of the photos without the knowledge of the person concerned, or by distributing photos in any form to any other individual.
- Obtaining physical photos of a person and translating them into electronic form and then placing those images on any computer without the permission of the person concerned or for any use other than identification of students within the school community by CTCS staff.

- Creating or using any website to place information which may cause damage or psychological harm to any student, or to place them in potential danger from another person. For example placing home and address details of anyone on a website, or placing name(s) on a website with comments about the person(s) named, or placing any identifiable details on a website of another person without that person's express permission.
- Sending an electronic message(s) to a person which is threatening, degrading, or slanderous, or sending the message(s) to others.

WHY IS CYBER BULLYING NOT ACCEPTABLE?

Bullying displays disrespect towards others. It has a negative effect on personal relationships. At CTCS, we have an expectation of respect for all others. We expect every member of the school community both to give and receive respect within a secure, supportive and caring environment. Cyber Bullying is a form of bullying which is treated seriously due to the fact that the victim is often defenseless and unaware of the personal attack until such attack is released into the public domain. Also, the content of Cyber Bullying can sometimes be of a highly vilifying and degrading nature.

ACCEPTABLE USE POLICY Computer and Internet

Central Texas Christian School

We are very pleased to bring computer technology to CTCS and believe it offers vast, diverse, and unique resources to both teachers and students. Our goal in providing this service to teachers and students is to promote educational excellence in school by facilitating research, resource sharing, innovation, creativity, and media communication.

All computers at CTCS can only be accessed through a login system. Teachers and students are given access accounts at the beginning of the school year. Through this network access, teachers and students have the opportunity to an array of software as well as the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. By way of the Internet students and teachers have:

1. Access to many University Library Catalogs, the Library of Congress, and ERIC, a large collection of relevant information to educators and students and much more.
2. Unlimited research abilities both in written from and graphics.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. CTCS has taken precautions to restrict access to controversial materials by both employees and students through the use of a software program that prevents access to designated inappropriate sources.

However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. CTCS firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct

of the end users who adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a CTCS user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

Terms and Conditions of Use

1. Acceptable Use - The purpose of the school computers are to provide software use and Internet access to support research and education in and among academic institutions. The use of a school login account is for support of education and research and should be consistent with the educational objectives of CTCS. This would also equate to NO personal usage such as personal email, IM, personal website usage, etc. Illegal activities are strictly forbidden. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Users should be aware that it is a violation of the Texas Penal Code for anyone under the age of 18 to view adult-oriented web sites and materials. Some specific guidelines regarding computer usage are:
 - (α) School computers have multiple users therefore do not make any changes to desktops and other settings.
 - (β) DO NOT share your login password with anyone
 - (χ) DO NOT attempt to login as anyone but yourself
 - (δ) Each user will have a personal, secure folder on the server in which to save any documents, etc.
 - (ε) You will not have the ability to install any software so don't download any.
2. Privileges - The use of the school computers is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges and in the imposition of punishment as per the Student Code of Conduct. (Each student or teacher who receives an account will receive instruction from the system administrator pertaining to the proper use of the network.) The system administrators will deem what is appropriate use and their decision is final. Also, the system administrators may close an account at any time if needed. **The administration of CTCS may request the system administrator to deny, revoke, or suspend specific user accounts.**
3. Internet Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - a) Be polite. Do not get abusive in your messages to others. Use appropriate language.
 - b) Do not reveal any of the following:
 - Personal address or phone number of yourself, colleagues or students.
 - Pictures of yourself, colleagues or students.
 - The last name of yourself, colleagues or students.
 - c) Do not use the Internet in such a way that you would disrupt the use of the network by other users.

- e) All communications and information accessible via the Internet should be assumed to be private property of the writer or author.
4. Warranty - CTCS makes no warranties of any kind, whether expressed or implied, for the service it is providing. CTCS will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by your errors or omissions. Use of any information obtained via the Internet is at your own risk. CTCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
 5. Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the school's network, you must notify the system administrator. Do not demonstrate the problem to other users. **Do not use another individual's account.** Attempts to log on to a computer as a system administrator may result in cancellation of user privileges. **Any user identified as a security risk or having a history of problems with other computer systems may be denied access to CTCS Network**
 6. Vandalism - Vandalism, whether intentional or not, may result in cancellation of privileges. Vandalism occurs when one user harms or attempts to harm hardware, software, or data of another user, or of any of the above listed agencies or other computers on the school network. Vandalism includes, but is not limited to:
 - a) the uploading or creation of computer viruses.
 - b) any manipulation of the installed software on the computers
 - c) the downloading of software

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully, will comply with said terms and conditions, and understand(s) their significance.

K-5 Elementary Boys	Daily Uniform (Mon, Tues, Thurs, Fri)		Chapel Uniform (Every Wednesday)	Friday Only (Daily Uniform or options below)
SHIRTS (long or short sleeve)	Monogrammed red, black, or gray polo		Monogrammed red polo (Required)	CTCS t-shirt CTCS sweatshirt CTCS zipper pull-over
BOTTOMS	Slacks	Shorts	Black shorts or slacks (Required) Elastic waist (K-2 nd)	Blue or Black jeans
	Black Khaki	Black Khaki		
	Elastic waist (K-2 nd)			
OUTER WEAR (can be worn to class)	CTCS hooded jacket CTCS sweatshirt or zipper pull-over Red/black polar fleece jacket Red sweater			
BELT	Black braided or plain			-----
SOCKS	Coordinating solid color: red, black, tan, white			-----
SHOES	Must have rubber soles, no crocs or sandals, no open toes or heels			-----
COMMENTS	Belt –must be worn on Wednesdays – may be purchased anywhere Black jeans – plain, traditional fit only (no holes or fraying) – may be purchased anywhere CTCS sweatshirt – may be worn over collared shirt or alone *CTCS red t-shirt required for Field Trips			

K-5th Elementary Girls

	Daily Uniform (Mon, Tues, Thurs, Fri)						Chapel Uniform (Every Wednesday)		Friday Only (Daily Uniform or options below)
SHIRTS (long or short sleeve)	Monogrammed red, black, or gray polo Puffy sleeve blouse (K-2 nd grade only)						Puffy sleeve blouse (Required for K-2nd grade) Red Polo (Required for 3rd-5th grade)		CTCS t-shirt CTCS sweatshirt CTCS zipper pull-over
BOTTOMS	Slacks	Shorts	Jumper	Skirt	Culottes	Skort	Jumper	Skirt	Blue or Black jeans
	Black Khaki	Black Khaki Plaid	Plaid (K-2 nd)	Plaid (3 rd -5 th)	Plaid Khaki	Khaki Black	Plaid K-2 nd (Required)	Plaid 3 rd -5 th (Required)	
OUTER WEAR (can be worn to class)	CTCS hooded jacket CTCS sweatshirt or zipper pull-over Red/black polar fleece jacket Red sweater								
BELT	Black braided or plain						-----		-----
SOCKS	Coordinating solid color, black, white, red, tan or full length black leggings						White socks, white knee socks, black tights, or full length black leggings		-----
SHOES	Must have rubber soles, no crocs or sandals, no open toes or heels						Rubber-soled dress shoes or athletic shoes, NO boots		-----
COMMENTS	Belt – may be worn with clothing that has belt loops – may be purchased anywhere Jeans – plain, traditional fit only (no holes or fraying) – may be purchased anywhere CTCS sweatshirt – may be worn over collared shirt or alone *CTCS red t-shirt required for Field Trips								