

**PARENT - STUDENT HANDBOOK**

**GRADES 6 - 12**

**CENTRAL TEXAS CHRISTIAN SCHOOL**

**TEMPLE, TEXAS**

**2018-2019 SCHOOL YEAR**

## **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**

1. We believe there is one God eternally existent in three persons: the Father, the Son, and the Holy Spirit.
2. 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.
3. We believe the Bible to be the only inspired, infallible authoritative Word of God.
4. We 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)
5. 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.

6. We believe that our salvation is eternally secure. (John 10:28-29)
7. We believe in the spiritual unity of believers in Jesus Christ.
8. 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.
9. 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.

### **LIFESTYLE STATEMENT**

An integral part of Central Texas Christian School’s mission is to foster spiritual development and a biblical world view in the lives of its students. This includes leading students to develop a biblical understanding of morality and to pursue a life that is governed by the biblical moral code. The school works in partnership with families to achieve these desired outcomes, which necessitates that both the school and home come under the authority of God for the benefit of the student. For this reason, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or affirming sexual immorality, homosexual activity, bisexual activity, or transgender lifestyle; promoting such practices; or being unable to support the moral principles of the school.

### **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**

1. 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 everyday living.

**Mission Component: Inspiring academic excellence**

2. 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**

3. 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).
4. 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**

5. 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**

6. 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**

7. 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?
8. 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**

9. 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.

### **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. First, CTCS is committed to the philosophy that education is the product of a fully cooperative relationship between the home and the school. Secondly, 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.

Thirdly, 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. Fourth, 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. Fifth, 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.

Finally, 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.

## **BULLYING & CYBERBULLYING POLICY**

### **MISSION** **INTRODUCTION**

Central Texas Christian School as well as any school exist in a society where incidents of bullying may occur. Preventing and responding to bullying behavior in learning and working environments is a shared responsibility of all staff, students, parents, and the whole school community.

Cyberbullying is hard to address as it most often occurs out of school. CTCS makes every effort to teach students to use the internet in a safe and responsible manner. Parents ensure their child's safe and responsible use of the internet and mobile devices outside of the school.

Bullying is serious. It may be a criminal offense if there is physical violence or threats, made either in person or by digital technology.

### **CHRISTIAN RATIONALE**

God intends for us to live together in a community that acknowledges differences, and accepts others, because the Body of Christ, where every person is valued and has a unique part to play as (*In Christ*) *the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work.* (Ephesians 4:16)

Central Texas Christian School seeks to build a supportive, caring community which aims to protect all people from behavior by others which may cause distress of any kind; and to foster the restoration of relationships of mutual respect.

### **PURPOSE OF THIS DOCUMENT**

The policy applies to all student bullying behavior, including cyberbullying that occurs in the school; and off school premises, and outside of school hours 1) where there is a clear and close relationship between the school and the conduct of the student 2) interferes with a student's educational opportunity 3) substantially disrupts the orderly operation of a classroom, school, or school sponsored or school-related activity.

### **CTCS HARASSMENT POLICY**

Central Texas Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of harassment, including sexual, discrimination, retaliation or bullying. CTCS prohibits sexual harassment, harassment, bullying or cyberbullying of and by employees and/or students.

The school is prepared to take action to prevent and correct any violations this policy. Any employee who violates this policy will be subject to disciplinary action up to and including termination of employment. A student who violates this policy will be subject to disciplinary action up to and including expulsion.

Harassment includes, but is not limited to intimidation exploitation, slurs, jokes, or verbal (oral or written), visual, graphic, or physical conduct related to an individual's race, color, sex, national origin, age, physical or mental disability, or marital or veterans status.

Bullying occurs when an employee, student, or group engages in written or verbal expression, expression through any means, including but not limited to, electronic means, physical or verbal contract that occurs on school property, at school-sponsored or school-related activity, or in a vehicle operated by the school and that :

Has the effect or will have the effect of physically harming an employee or student, damaging an employee or student's property, placing an employee or student in reasonable fear of harm to the person or of damage to property or subjects the person to shame, ridicule or embarrassment; or Is sufficiently severe, persistent, and/or pervasive enough that the action or threat creates an intimidating, threatening, or abusive environment or situation for the recipient.

Materially and substantially disrupts the educational process or the orderly operation of a classroom, school or extracurricular activities.

Includes cyberbullying:

**Bullying**

-means a single significant act or a pattern of acts by one or more employees or students directed at a student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means ,or physical conduct that satisfies the applicability requirements as listed above in section 2.

Cyberbullying-means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

This section applies to:

Bullying or cyberbullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off property.

Bullying or cyberbullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying:

Interferes with a student's educational opportunities at CTCS; or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Any student who believes that he, she or another individual is being harassed or bullied in any manner by any employee, student, or other person should inform Head of School, Academic Advisor, counselor, or teacher. Employees or students who witness such behavior are required to report it to the Head of School or Principal immediately.

Central Texas Christian School is committed to providing an educational environment in which students are valued and feel secure. Central Texas Christian School rejects all forms of bullying.

The school does not tolerate, condone or trivialize bullying or cyberbullying.

All students and staff have the right to feel secure on the school grounds and when traveling to and from school.

All students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment, victimization and discrimination.

No student, employee, parent or community member should experience harassment, bullying or cyberbullying within the learning or working environments of CTCS.

All members of CTCS community contribute to preventing bullying or cyberbullying by modeling and promoting appropriate behavior and respectful relationships.

Each member of the school community has a responsibility to ensure the safety of each other member of the community.

Victims of bullying or cyberbullying, and witnesses to bullying or cyberbullying, are encouraged to report the incident immediately.

All reports of bullying or cyberbullying will be taken seriously and investigated.

Cyberbullying which is engaged in while not at school, which impacts upon the learning of any student, will be addressed by CTCS, in conjunction with parents. The appropriate response will depend on circumstances.

CTCS will have suitable program of education for the prevention of bullying or cyberbullying.

Serious incidents, or threats of violence may be reported to the Temple Police Department as required by law; depending on circumstances.

### **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:

1. The purpose of discipline is two-fold: to teach and to maintain order -- not to punish.
2. Any discipline effort, to be successful, should bring the student close to the goal of self-discipline.
3. Disciplinary measures are much more effective if the school and the home are supportive of each other's efforts.
4. Discipline is not an act of malice or vengeance but of love.
5. The disciplinary response chosen must be the least aggressive response adequate to correcting the undesired behavior.
6. The disciplinary response chosen must be appropriate to the age and maturity level of the student.
7. 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.

## **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.
6. To refrain from inappropriate display of affection or physical contact. Students are not to engage in any form of inappropriate physical contact while on the school grounds or at any school function off campus. Inappropriate display of affection or physical contact includes, but is not limited to, holding hands, kissing, frontal hugs, caressing, and prolonged or suggestive body contact.

### **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:

1. Assess and implement the Student Code of Conduct in accordance with the particulars presented in this Parent/Student Handbook
2. Place a student on disciplinary or academic probation
3. Remove a student to a temporary on-campus educational setting
4. Remove a student from the campus for emergency reasons
5. Suspend a student for a number of days to be determined

6. File charges with law-enforcement agencies if a student infraction constitutes a violation of the law
7. Decline to extend an invitation for the student to enroll for the succeeding semester
8. Recommend to the CTCS superintendent 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:

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

### **Rights and Responsibilities of Parents**

1. Actively support the philosophy and mission statement of CTCS
2. Make every effort to provide for the physical and medical needs of their child
3. Be sure their child attends school regularly
4. Promptly report and account for absences and tardies
5. Teach their child to pay attention and to obey the rules
6. Encourage and lead their child to develop proper study habits at home
7. Participate in parent-teacher conferences to discuss their child's school progress and welfare
8. Sign and return academic and disciplinary communications from the school
9. Attend the parent-training workshop for home reinforcement of study skills and specific curriculum objectives
10. Keep informed of school policies and academic requirements of school programs
11. Participate in school-related organizations
12. Be sure their child is appropriately dressed at school and for school-related activities
13. Discuss progress reports, report cards, and school assignments with their child
14. Bring to the attention of school personnel any learning problem or condition that may relate to their child's education
15. Maintain in the CTCS Office the most recent home, work, and emergency telephone numbers and other pertinent information
16. Be sure their child attends tutorial sessions when required or as the need arises
17. Be sure their child attends detentions if assigned

18. Follow the prescribed chain of command -- teacher, principal, administrator, superintendent, school board -- in pursuing issues or seeking to resolve disputes
19. 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:

1. Attending all classes daily and on time
2. Being prepared for each class with appropriate materials and assignments
3. Being properly attired
4. Exhibiting respect toward others and toward school property
5. Paying required fees and fines
6. Refraining from violations of the Student Code of Conduct
7. Adhering to the expectations listed in the Parent/Student Handbook
8. Obeying all school rules, including safety rules
9. Pursuing desired changes in school rules and regulations in an orderly manner through appropriate channels
10. Cooperating with staff in the investigation of disciplinary cases and volunteering information related to serious offenses
11. Taking all school-related communications home
12. Addressing students and teachers with respect in word, tone, and manner
13. 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:

1. Actively support the philosophy and mission statement of the school
2. Use discipline-management techniques recognized in the Parent/Student Handbook
3. Set the stage for good student discipline by being in regular attendance and on time
4. Perform their duties in a manner evidenced by appropriate preparation, resource materials, and assignments
5. Comply with campus and school policies, rules, regulations, and directives
6. Maintain an orderly classroom atmosphere conducive to learning
7. Teach to the standards of performance required by the school

8. Establish rapport and an effective working relationship with parents, students, and other staff members
9. Dress in a neat and modest manner
10. Teach students to strive toward self-discipline
11. Encourage good work habits that will lead to the accomplishment of personal goals
12. Serve as appropriate role models in accordance with the standards of the Christian faith and of the teaching profession

Teachers have the right to:

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

### **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:

1. 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.
2. 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.
3. 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 assigned one Saturday School. The student will also submit a letter to the teacher and the principal the following day explaining the reason for their actions. A second offense could result in advancement on the Step program.

Athletes will receive additional consequences through the Athletic Department's discipline plan.

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.

4. Truancy -- Students who are truant (i.e., gone from class or campus without proper authorization/not being where they are assigned to be) will, in addition to other prescribed discipline, will receive zeros on all daily assignments and/or tests missed.

### **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, truancies, and cheating) carry inevitable academic consequences as well as the disciplinary consequences imposed by school personnel.

1. **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. A discipline report requires a parent's signature and must be returned by the student to the issuing teacher or administrator.
2. **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.
3. **Before and After-School Detention** -- Students, because of misconduct, may be required to attend before or after-school detention hall. 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 (e.g., 4:00 – 5:00 pm). 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.

4. **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 five 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 7:45. The ISS student will be dismissed by the principal at 3:40.

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 a two-page, 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.

5. **Student-Administrator 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.
6. **Teacher-Parent or Administrator-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.
7. **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. In unusual situations, the principal may choose to extend such an individual classroom removal to no more than five consecutive days. For any removal exceeding one day, CTCS shall make a supervised setting available so that the student can remain current on his classroom assignments.
8. **Disciplinary Probation** -- A student will be placed on disciplinary probation because of serious or repeated infractions of school rules or a move to Step 5 in the Step Program. 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.

9. **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.
10. **Off-Campus Suspension** -- This may be assigned only by an administrator, and the following specific provisions shall apply:
  - A. The parents will be notified to take the student home the day of the occurrence.
  - B. If the parents cannot be notified immediately, the student will be kept in a designated area until the close of the school day.
  - C. The term of the suspension shall not exceed three consecutive school days.
  - D. A parent-principal conference must take place during or before the days of suspension before the student may return to school.
  - E. 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.
  - F. Suspension automatically initiates disciplinary probation.

11. **Saturday School** – This may be assigned only by an administrator. Saturday School will take place from the hours of 8:00 a.m. – 11:00 p.m. on designated Saturdays at a cost of \$35.00 to the parent. Students should report **in school uniform** promptly at or before 8:00. Saturday School may require a Discipline Packet and/or Paper to be completed by the student. The student may be required to complete work projects, clean desks and dry erase boards. Students will also be required to bring schoolwork to be completed after other Saturday School assignments have been accomplished. Examples of misconduct resulting in Saturday School assignment, **but not limited to**, the following:

- a. Truancy (not where they are supposed to be during school day, skipping class, not signing out or leaving campus without administrative approval)
- b. 3<sup>rd</sup> missed detention
- c. Repetitive behavior problems
- d. Excessive tardies
- e. Excessive absences make-up
- f. One or more incidents of serious/major misconduct

Failure to attend an assigned Saturday School will result in 2 days Saturday School, 2 ISS, or a combination of the two as determined by the Administrator.

\*In the case of only one student being assigned a particular Saturday, the parent must accompany their child.

**Saturday School may also be voluntarily utilized to make up excused or unexcused absences.**

**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:

- A. Defiance or direct confrontation with school authorities
- B. A second suspension
- C. Failure to comply with the terms of disciplinary probation
- D. Stealing and other serious moral offenses
- E. Repeated instances of cheating
- F. 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.
- G. Activities outside the school, which call for, police intervention
- H. Any off-campus misconduct seriously detrimental to the reputation and Christian witness of CTCS
- I. Assault of a teacher or other individual
- J. Extortion

- K. Smoking or vaping on campus
- L. Arson and/or using lighters on campus
- M. Intentional destruction of CTCS property
- N. Possessing, delivering, using, or being under the influence of any alcoholic beverage; controlled substance or dangerous drug; abusable 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
- O. 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

## **DISCIPLINE INFRACTION CONSEQUENCES**

An administrator will have the option of assigning appropriate consequences relative to the nature of the offense and the number of infractions. These could include, but are not limited to: student conference, parent conference, detention, denial of privileges, special assignment, community service, ISS, or suspension. Teachers may assign before and after school detentions based on student infractions.

Each teacher will communicate to the students and the parents the behavioral standards for the classroom. Teachers will document student infractions in RenWeb. Disciplinary infractions will be e-mailed to the parent on the day of the infraction to keep parents informed of their student's behavioral patterns in class.

Initial detentions will be served under the classroom teacher's supervision or by assigned staff. The student must report punctually and adhere strictly to the guidelines as presented by the teacher. The student may be required to complete an appropriate discipline packet or work activity while in detention. Students are not allowed to do schoolwork or read while serving his detention (unless the detention is assigned for unfinished schoolwork. If the student is late reporting to an assigned detention, he will have his detention doubled. Detentions are meant to be a deterrent to the student so that he will not repeat inappropriate behavior; therefore, the detention(s) will be assigned (with a minimum 24-hour notice) at the discretion of the classroom teacher and not at the convenience of the student.

Consequences for student infractions per semester/per teacher are as follows:

- **On the 3<sup>rd</sup> infraction**, the student will be assigned a 30 minute detention; before or after school.
- **On the 4<sup>th</sup> infraction**, the student will be assigned a 1 hour detention.
- **On the 5<sup>th</sup> infraction**, the student will be assigned a 1 hour detention. The Principal/Dean of Students will conference with the student and teacher
- **On the 6<sup>th</sup>**, the Principal/Dean of Students will conference with the parent and the student will be assigned 1 Saturday School.
- **On the 7<sup>th</sup> infraction**, the Principal/Dean of Students will assign 2 Saturday Schools, 2 days ISS or a combination of the two at the Administrator's discretion.
- **On the 8<sup>th</sup> infraction** per semester/per teacher, the Principal will conference with the parent. The student will be placed on a disciplinary probation contract. The student will be suspended 1 -2 days at the discretion of the Administrator.

- **On the 9<sup>th</sup> infraction**, the Principal may recommend an expulsion hearing.

A student will be called to the Principal's office at any time the student receives three (3) teacher-assigned detentions for classroom infractions, or at the Principal's discretion for other equally serious incidents of misconduct. The student will be assigned a Saturday School for every 3 teacher-assigned detentions per semester.

Major offenses will result in a student automatically being referred to the office for discipline as deemed by the Head of School or Principal. Expellable major offenses will automatically require conference with Head of School, Principal and parent

## ATTENDANCE INFORMATION

### Absences

**Students must be in attendance to each class a minimum of 90% of each semester. Parents will be notified if absences exceed 8 per class per semester. Absences exceeding 8 per class will be made up at Saturday School or documented tutoring. (\*See below)**

A student is discouraged from absences because they will compromise the students' academic success. CTCS will accept 10 parent excuses per school year. After that, a doctor's note will be required for each absence. If an ill student is absent five or more consecutive days, a doctor's note will be necessary to return to school. Please email notes to twilliamson@ctcsliions.com.

Upon return to school from an absence, a student must present to the school office a written explanation signed by a parent or guardian or email. The note should include:

1. Date student returns
2. Name of student
3. Date(s) and or times of absence(s)
4. Nature of absence (exact reason should be given)
5. Attached doctor's note (required for 5 or more days)
6. Parent's signature

**\* A PHONE CALL DOES NOT REPLACE A NOTE, HOWEVER AN ABSENCE NOTE MAY BE EMAILED TO TRACY WILLIAMSON, twilliamson@ctcsliions.com.**

### Excused Absences

The following are reasons that are permissible under the absence make-up policy:

1. Signed doctor's note
2. Illness
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 or Dean of Students. A **Pre-Approved Absence Form** must be turned into the office to request approval for these

absences. *All pre-assigned work is due when the student walks back into the classroom after being absent.*

### **College Visits**

Juniors and seniors are allowed up to 3 *documented* absences per school year for college visits. Students should have a college visit form turned into the office, receive pre-approval for college visits and provide documentation of visit upon return to school. College visits which are not pre-approved will be counted as an unexcused absence.

### **Mission Trips**

Mission Trips must be pre-approved by the Principal or Dean of Students. Student absences and grades will be taken into account when granting pre-approval for trip's excused absences. Excessive absences and/or low grades may prevent approval for Mission Trips.

**Assignments should be obtained before leaving on any pre-approved absence – work is DUE immediately upon return.**

6. If a student is more than twenty (20) minutes late to class even if he has an excused absence, he will be recorded as absent for that class period.

### **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

\*CTCS policy requires students to be in attendance to each class 90% of each semester. Attendance and tardy records are kept every period of the day. The importance and value of school attendance cannot be overstated. The CTCS absence policies also conform to the state law that regulates the obtaining of a Texas drivers' permit, license, and renewal.

A student who attends fewer than 90% of a class per semester may not receive credit for the class without an attendance-review hearing. Attendance records, appropriate documents, and an oral presentation will be used to determine if absences are the result of extenuating circumstances. CTCS provides the following alternative to make-up work and make-up class hours:

- Documented tutorials with an academic teacher
- Saturday School

If there are no extenuating circumstances for the absences or if the student does not meet the conditions to regain credit, the student will not receive credit for the class. If a petition for credit is

denied, the parent may appeal the decision to the superintendent by completing a written request to the administrator.

### **Absences: Due to School Activity**

If a student is absent from class due to involvement in a school activity such as athletics, Association of Christian Schools International (ACSI) competition, etc., a teacher will record the absence(s) in his classroom register. These absences are not counted as a regular absence; however, the student is responsible to complete all class/homework as assigned and assignments are due on regular class schedule and/or when student returns to class.

### **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. Non-participation in P. E. results in a daily grade reduction.

### **Absences: Athletic practice and games**

A student must be in attendance for a minimum of 4 classes in order to attend afterschool practices and/or participate in athletic games. A student may not attend practice or play in a game if they have not been in attendance at school that same day.

### **Absences: 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. If a student's appointment is during school hours, a note should be brought to the school office in the morning. The office will call the student to the office at the appropriate time to be signed out. Students will not be dismissed for appointments without being contacted by the parent.

### **Calendar**

Student attendance days will be determined each year by the administrator and will be approved by the CTCS School Board with input from parents. 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 television Channel 6 and radio station KTEM -- 1400 AM. 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 announce its early dismissal decision through local media and/or will contact and inform parents as soon as possible.

### **Hours/Drop-Off and Pick-Up -- Grade 6 through High School**

Regular School Hours: 8:00 A. M. -- 3:45 P. M.

A. Drop-Off -- Students should be dropped off between 7:30 and 8:00 A. M.

B. Pick-Up -- Students should be picked up between 3:45 and 4:00 P. M.

1. **Early Pick-Up** – Students picked up any time prior to the 3:45 pm dismissal must be picked up in the CTCS office. 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.
2. **Pick-Up Location** – Students are expected to be picked up by 4:00 pm. After 4:00 pm, students will return inside and remain in the school by the flag pole entrance. Students will not be allowed to wait outside after 4:00 pm for safety reasons and will not be allowed in classrooms or hallways.
3. **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.

## **GRADING**

### **Class Ranking**

Only the top 10% of graduating seniors will be ranked within their graduating class upon the basis of core class grade point averages for the four-year program of courses receiving high school credit (excluding the last nine weeks of their senior year). This includes courses taken in Grade 8 for high-school credit (e.g., Algebra I). These courses include:

English -- I, II, III, IV, AP III, AP IV

Math -- Algebra I, Algebra II, Geometry, Pre-Calculus, College Algebra, AP Calculus, Personal Finance

Science-- IPC, Biology, Biology II, Chemistry, AP Chemistry II, Physics, AP Physics, Anatomy & Physiology, Space and Earth Science

Social Studies -- World Geography, World History, AP U.S. History, U.S. History  
AP Government, Government, Honors Economics, Economics

Spanish -- I, II, III, Honors IV

Grades on the student's transcript, including failing grades and repeated courses will be included in determining the student's grade-point average and rank in the class. Grades from independent study courses, correspondence courses, credit by exam (CLEP) and dual-credit courses not offered at CTCS or college classes will not be computed in determining the four-year average. Transfer credits from an accredited school will be utilized in the computation; however, grades will not be weighted unless CTCS offers a comparable course (i.e., Advanced Placement and/or International Baccalaureate courses). CTCS Dual Credit and Advance Placement courses will be weighted with

an additional ten points per semester. Transfer credits from a non-accredited school will be evaluated by the administration to determine if the grades will be included in the computation of grade-point average and class rank.

If the transfer credit does not include a numerical grade, a conversion score will be made based on the following scale:

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

Home school credits\* will not be calculated in computing grade-point averages and class ranking unless a CTCS proficiency test is taken. (\*See Home School and Non Accredited School High School Credits)

### **College Credit Programs**

#### **Advanced Placement (AP) and Pre-AP (PAP) Program**

The Advanced Placement (AP) and Pre-AP (PAP) program, which is sponsored by the College Board, enables student to complete college-level studies while they are in high school and obtain college placement and/or credit on the basis of their performance on the AP examinations. Pre-AP courses prepare student for the AP courses. Classes which are designated “AP” and “PAP “ on student transcripts follow specific curricula developed by CTCS teachers with the College Board criteria. Students taking AP and PAP courses in high school have proven to perform better at the college level. Because of the advanced nature of the AP courses, the grade point average (GPA) will be weighted with an additional one point; PAP courses GPA will be weighted with an additional .5 point. In order to receive the weighted GPA, students must take the AP exam at the end of the course and will be required to pay a fee to the College Board to cover examination costs. AP English, AP Government, AP U.S. History, AP Chemistry, AP Physics and AP Calculus are currently being offered to junior and senior students. PAP English I and II, PAP Geometry, PAP Algebra II are also offered. Students must meet grade requirements and consider their own work ethic, performance, and standardized test scores when enrolling in AP and PAP courses.

#### **Requirements for Enrollment in AP/PAP Classes**

<b>PAP English I</b>	80% average in English 8 85% recommended
<b>PAP English II –</b>	90 % average in English I OR 85% in PAP English I
<b>AP English III</b>	85% average in AP English II OR 90% average in English II
<b>AP US History</b>	90% or higher average in World History
<b>AP English IV</b>	85% or higher in AP English III OR 90% average in English III

<b>AP Physics</b>	90% or higher in Algebra II AND Chemistry I
<b>AP Chemistry II</b>	85% or higher in Biology I and Chemistry I
<b>AP Government</b>	85% or higher in AP US History OR 90% or higher average in US History
<b>PAP Algebra I</b>	90% or higher in Pre-Algebra 85% or higher on Algebra Readiness test
<b>PAP Geometry</b>	85 % or higher average in PAP Algebra I
<b>PAP Algebra II</b>	85% average in PAP Algebra I and PAP Geometry OR 90% in Algebra I and Geometry
<b>AP Calculus</b>	85% or higher in PAP Pre-Calculus OR 90 % or higher in Pre-Calculus

### **Dual-Credit Courses – Juniors and Seniors only**

Dual credit is a term used to describe courses which count simultaneously for both high school and college credit. Dual credit in a course at Temple College, Texas Bio Science Institute, or other approved colleges, provides the opportunity for students to accumulate college semester hours while completing credits for high-school graduation. Courses may be taken on the Temple College campus, Central Texas College, Bio Science Institute or other approved college if it coordinates with the CTCS class schedule and with the approval of the Principal and/or Dean of Students.

Distance-learning courses may be completed at the CTCS campus computer lab; however, students are not allowed to be in the CTCS computer lab unless a supervising teacher is present. Students may enroll in a maximum of two dual credit courses per semester.

\* Principal and/or Dean of Students approval is necessary prior to enrollment in college dual-credit courses.

**Parents need to understand that upon enrollment and attendance in a dual-credit college course, CTCS has no control over the curriculum and subject matter being taught.** High School students who enroll in dual credit classes must take an assessment test and meet criteria prior to enrolling in any college-level course. Students must meet the requirements for the section(s) related to the course(s) in which they intend to enroll. Testing is provided at the Temple College Testing Center for a fee. Criteria for high school students to enroll in dual credit:

THEA test	minimum score of 230 on the reading section, 230 on the math and/or 220 on the writing section
Accuplacer	minimum score of 78 on reading comprehension, 63 on algebra – entry level math course, 95 on algebra upper level math course, 80 on sentence skills, and 6 on written essay

Students must also enroll at Temple College and pay TC tuition.

### **Correspondence Courses/Distant Learning**

Students may request an application for approval to enroll in correspondence/distant learning courses. Courses may be approved for individual student needs which cannot be met due to scheduling problems, unavailable courses, or by administrative recommendation.

Credits earned from correspondence courses may be accepted as a part of the high-school graduation requirements, provided the courses are taken from an approved provider that offers secondary-level correspondence courses. **CTCS will offer Alpha Omega Ignitia** to meet scheduling problems or special needs as assessed by the Principal and/or Dean of Students. Several other approved providers for CTCS are the Extension Division of Texas Tech University, Temple College, University of Texas Distance Education, and American Preparatory Institute at Central Texas College.

The student must fill out a request application and receive prior written approval by the Dean of Students or Principal to enroll in a correspondence course for credit. Grade points are not awarded for correspondence-course work. Grades from correspondence courses must be on file in the high-school office at least two weeks prior to graduation for a student to receive credit to meet graduation requirements. Grades from correspondence courses must be on file in the high-school office at least one week before the start of a new semester. Students will not be allowed to enroll in a subsequent course until official notification of course completion is received by CTCS.

### **Course Requirements**

Students who are enrolled as full time students and on the CTCS graduation plan will be required to take courses through CTCS. (\*See additional note under Home School p. 26)

All seniors are required to take at least six (6) academic courses per semester in order to qualify as a full-time CTCS student, meet graduation requirements for a CTCS diploma or honors. To be eligible to participate in TAPPS-sponsored events, students must be enrolled in 4 academic classes in addition to Athletics class. Seniors must be enrolled in a minimum of four (4) core academic classes at CTCS. Dual-credit and college classes may be counted toward required enrollment courses. Part-time jobs (of at least 5 hours per week) **during school hours** may be counted as one course requirement with parental permission. Work verification forms must be submitted each 9 weeks. Seniors are encouraged to enroll in courses for a full class load to prepare for post high school education. Biblical Worldview Philosophy class will be a required elective for graduation.

Seniors are required to take a math course their senior year. (An exemption may be requested if a senior is taking a full course load: Bible, 3 core classes, Spanish IV, elective, Athletics AND has completed PreCalculus required for the college of their choice.)

### **Dropping of Courses**

Students will not be allowed to drop a course after the first full week of class. After that time, the situation may be considered for dropping a course only after a Parent Conference and with approval from Principal and/or Dean of Students and parent. Seniors may drop a class that is not needed for graduation credit provided that the student is still enrolled in the required number of classes, with approval from and parent. An official Add/Drop form must be signed by the Principal and/or Dean of Students, parent, and student and submitted to the office before a course may be dropped.

AP courses may be dropped at the end of a 3 week grading period or at semester, however, grades will be transferred to the next class.

**Finals**

In order to prepare students for higher education after high school, all high school core classes: English, Math, History, Science, and Spanish will require a final exam first semester. For the Spring Semester, 10<sup>th</sup> – 11<sup>th</sup> grade students may have 1 exemption provided that the yearly average in the class is a 90 or above, 3 or less tardies, and attendance requirements are met.

Seniors will be allowed exemptions in the spring semester provided the yearly average in the class is an 80 or higher, 3 or less tardies, and attendance requirements are met to receive credit for the course. Freshmen will take fall and spring final exams, no exemptions. Middle School students will be given finals in English, Math, and History in the fall semester, and English, Math, History, & Science in the spring semester. Other core classes may give a unit test during finals week. A finals schedule will be followed the last days of each semester. If a student is absent during the final exam days and is unable to take the test on the designated make-up day, they will be required to return to school after finals have been administered to take their exams. Parents should not plan early vacation time prior to end of the semester finals.

**High School – Grades 9 – 12**

Grade placement will be determined at the beginning of the school year, and the student will be carried at that same grade placement for the entire school year. The following guidelines will be used to determine a student's grade placement:

0 to 6 credits	Freshmen
6.5 - 12.5 credits	Sophomore
13 - 19.5 credits	Junior
20 or more credits	Senior

**GPA**

High school student's grade point average is listed on the student transcript and includes all core courses and electives. PAP and AP classes have a weighted GPA.

**Grading System**

A	90 - 100	Excellent achievement
B	80 - 89	Above average achievement
C	70 - 79	Average achievement
F	69 or below	Failing

**Grade Weighting System**

Grades will be weighted as follows, with a minimum of 3 grades per category per grading period:

50%	Test category (tests, major projects, etc.)
30%	Quiz category (quizzes, minor papers/projects, Bible memory verses, etc.)
20%	Daily Work (homework, daily class work, participation, pop quiz, etc.)

**Citizenship Grade**

E	Excellent	Superior participation and/or very positive attitude in every effort.
S	Satisfactory	Good participation and a positive attitude most of the time

N	Needs Improvement	Improvement needed in behavior and attitude
U	Unsatisfactory	Unacceptable behavior or attitude

### **Home School and Non-Accredited School High School Credits**

Home school and non-accredited school courses and curriculum, in addition to standardized test scores, will be reviewed and evaluated by the administration. CTCS exit and proficiency exams may be required to award high school credit for some courses and will be required for computing grade-point averages.

Home school grades will not be calculated in computing grade-point averages and class ranking unless proficiency exams are taken upon admittance to CTCS.

\*Students who are full time students and on the CTCS graduation plan will be required to take courses through CTCS. In rare circumstances, students must take courses not offered by CTCS. These students must fill out a waiver form that will be reviewed by an administrative panel of hand chosen staff and faculty. This panel will be selected by administration based on the academic needs of the student and their individual situation.

### **Homework**

Believing that homework can be an integral part of the school program, each teacher may give homework to students as the teacher deems necessary to achieve the goals of the curriculum. 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. 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 Rolls**

Middle School and High School students who earn an A average will be placed on the CTCS Honor Roll.

### **Late Assignments**

One of the responsibilities of the educators at CTCS is to prepare students to be personally responsible. With that in mind, the following guidelines will be used for late assignments:

For all assignments for Middle school and High School Students, including daily assignments, homework, research papers, exams, projects, etc. the following “points off” system will be used by all teachers.

- Day one = 20 points off
- Day two = grade of 0

### **Progress Reports to Parents**

Parents may access RenWeb at any time to check grades and review student progress.

Teachers will e-mail a progress report every three-weeks of the nine-week reporting period if student's grade is 75 or below.

### **Promotion and Retention of Students**

**Middle School -- Grades 6 - 8** -- To be promoted from one grade level to the next, a student must attain an overall average of 70 or above for that year in all courses taken.

In addition, a student must attain an average of 70 or above in three of the following subjects: language arts, mathematics, social studies, and science.

Eighth grade students completing Algebra I with an average of 80% or higher will receive High School credit for the class. Students with an average below 80% will need to retake the course their freshman year; the grade earned in 8<sup>th</sup> grade will not be included in the High School GPA.

**High School -- Grades 9 - 12** -- The student must score an annual average of 70 or above and a grade of 68 or higher the second semester, in high-school level courses to receive high-school credit for the course. For semester courses, the student must have a semester average of 70 or above to receive .5 credit for the course.

### Graduation Requirements

<u>Courses</u>	<u>CTCS Recommended</u>	<u>CTCS Distinguished Advance Measures Required*</u>
English	4 credits	4 credits
Math	<u>4 credits</u> Alg. I & II, Geometry Pre-Calculus, Personal Finance	<u>4 credits</u> Alg. I & II, Geometry, Pre-Calculus required for Dist. AP Calculus
Science	<u>4 credits</u> IPC, Bio, Chem., Physics, Bio II AP Chem Earth & Space	<u>4 credits</u> Biology, Chem., Physics, Bio II AP Chem. Earth & Space
Social Studies	<u>4 credits</u> – W. Geog., W. Hist., U. S. Hist., Govt., and Econ.	
P.E./Athletics	1 credit	1 credit
Fine Arts	1 credit	1 credit
Spanish	2 credits	3 credits
Speech	.5 credit	.5 credit
Philosophy	1 credit	1 credit
Electives	5.5 credits	4.5 credits
<b>TOTAL</b> (not including Bible)	<b>26 credits</b>	<b>26 credits</b>
Bible	1 credit for each year attending CTCS	
<u>Ministry/Community Service</u> credit hours	Freshmen - 20	Sophomore - 30
for each year attending CTCS	Junior – 30	Senior – 30

#### **4 Advance Measures Required for Distinguished Diploma**

- 1. AP and/or Honor courses (1 for each full year course)**
- 2. A score on the PSAT that qualifies a student for recognition as a Commended Scholar or higher by the National Merit Scholarship Corporation (1)**
- 3. An original research project required for Distinguished Diploma (2)**

#### **Graduation Requirements**

- Math credit is required for the Senior year  
An exemption may be requested if a senior is taking a full course load: Bible, 3 core classes, Spanish IV, Elective, Athletics AND has completed PreCalculus required for the college of their choice.
- 5.5 Electives required for the Recommended Diploma
- 4.5 Electives required for the Distinguished Diploma
- Electives may be chosen from: Health, Computer, additional Fine Arts, additional P.E./Athletics, and/or other electives offered during the high school career.

#### **Foreign Language Credit – Spanish**

High school students transferring from another school that have received credits for Spanish must be tested for placement in Spanish I, Spanish II, or Spanish III. Students not passing the placement test will be placed the Spanish class required as a prerequisite for the upper level class. If a Spanish level must be repeated, an elective credit is received for a Spanish class taken at another school.

#### **Research Papers**

At CTCS, we are committed to preparing each student for future challenges. We believe very strongly that it is of vital importance that each student who graduates from CTCS should have demonstrated the effective and proper way of researching and writing research papers utilizing the *MLA Handbook for Writers of Research Papers*. CTCS believes it is the responsibility of the school to confirm that each graduate of CTCS has successfully experienced the MLA research and writing process.

#### **Speech Credit**

High School Speech credit may be earned through the semester Speech class, by attending Speech meets and presenting at least 6 times, OR 2 credits in Theater Arts class with 6 presentations in School programs or Productions.

#### **Summer School/Credit Recovery**

CTCS will be the only accepted provider for summer school courses and credit recovery classes excluding pre-approved correspondences courses and/or dual credit courses.

Credit Recovery for failed classes must be taken the summer following the school year in which the course was taken and failed. Students receive credit for the failed class; however, credit recovery grades are not calculated in the student's GPA. Speech is offered only to incoming Seniors during Summer School if the class cannot be accommodated in the Senior schedule. Summer school information, tuition and schedule will be posted in late spring for each upcoming summer session. CTCS uses Ignitia computer program for individualized instruction.

### **Ministry/Community Service**

In keeping with the CTCS core value of Christ-like servant hood, high school students will be required to complete ministry/community service during the summer and/or school year. Some opportunities will be provided at school and through coordinated class projects. Students' volunteer activities served at CTCS or at their own home church (excluding mission trips, VBS, or "backyard" Bible studies) may not exceed one-half the required ministry/community service in order to encourage students to reach out to other parts of the surrounding community. Documentation must be presented and approved to apply service credits to student records. The Dean of Students will assist students in locating areas of acceptable service. (Service hours may not be earned at student's home or place of employment)

Students are highly encouraged to work toward completing service hours in the summer **before** the next school year. *Students who have not completed required service hours by the end of the school year will be assigned CTCS Summer School/work projects in order to complete the required hours.* Final report cards will not be sent out until all required service hours have been turned in for the year. Seniors should have **all high school** service hours completed and documentation turned in by May 1 of their graduation year. Seniors who do not go on the Senior Retreat will be required to attend school, complete a project on an assigned topic due on the returned date of retreat, and complete an additional 10 hours of community service (A total of 40 service hours). CTCS will provide an opportunity to complete these hours during the school day of the Senior retreat. However, if the student does not take advantage of this opportunity, then the student will be responsible for accumulating these hours outside of the CTCS school day.

### **Transcripts**

CTCS will send transcripts to universities and colleges for no fee provided a request is turned into the office at least one week prior to the need. Same day/emergency request may be charged a fee.

### **Transfer Students**

Transfer students will receive a combination of the sending school's grade, if available, and the grade based upon classroom performance at CTCS. Transfer students will take CTCS final exams and will be held accountable for all material which has been taught to them while at CTCS and for all other foundational material which teachers deem transfer students should know in order to be on grade level. With administrative approval, classroom teachers may make accommodations for unique situations.

### **Valedictorian and Salutatorian & Senior Honors**

The Valedictorian of the graduating class will be the student with the highest grade point average (utilizing the formula as stated for determining class rank) and must have completed the requirements for a Distinguished Diploma. All core classes must be eligible for inclusion in grade point average. (See **Class Ranking**)

The Salutatorian of the graduating class will be the student with the second highest grade point average (utilizing the formulas stated for determining class rank) and must have completed the requirements for a Distinguished Diploma. All core classes must be eligible for inclusion in grade point average. (See **Class Ranking**)

To be eligible for Valedictorian or Salutatorian awards, students must be enrolled at CTCS with the required class load for a minimum of their last four semesters of high school. Students must be enrolled before the 10<sup>th</sup> day of the first semester. International nor foreign exchange students will

qualify for Valedictorian or Salutatorian awards unless they have attended CTCS for all four years of high school.

For Valedictory or Salutatory awards, averages will be carried out past the 100th decimal place if necessary. In case of a tie, both or all students will receive the honor of being designated Valedictorians and/or Salutatorians.

### **Senior Honors**

To be eligible for Senior Honors, students must have a grade point average of 3.6 or higher. These seniors will be designated as graduating “With Honors” and wear gold cords at graduation.

### **DRESS-CODE REQUIREMENTS**

Central Texas Christian School is an institution which must provide 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 skirt length by kneeling on the floor; skirt should be 4 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.

Other types of school uniforms worn by groups who represent CTCS (musical groups, athletic teams, cheerleaders, etc.) must have their uniform selections approved by the administration prior to being adopted as the official uniform of that organization and may be worn on **Fridays only or on Administrative approved event days (excluding the Senior class t-shirts).**

Students will be expected to maintain proper dress at any school function since they are representing Christ and CTCS. These functions would include athletic events and games, field trips not requiring school uniforms, after-school meetings, banquets, and formals.

(A letter concerning the proper attire to be worn to the CTCS Spring Formal will be sent prior to the prom.) Clothing should be modest and properly fitted. Students in unacceptable clothing may be asked to leave a school-sponsored event. The administration will have the final authority on determining what constitutes appropriate attire.

Acceptable:	T-shirts or shirts that touch pants with arms raised, properly fitted blue jeans or pants or shorts which measure 10 inches or less from the floor when kneeling *usually similar to length of shorts at extended fingertips with arms resting at the side or 4 inches measured below the rear)
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Unacceptable: Halter or tube tops; spaghetti straps; shirts worn off the shoulder, midriffs; tight or short T-shirts, low necklines; short-shorts; or tight or oversized, baggy jeans. Frayed patches or jeans with holes are not allowed at school.

### **Dollar Days/Special Dress Days**

On designated dollar days, students pay \$1 to wear appropriate non-uniform clothing. On special dress themed days, students must wear clothing designated to a particular theme. The same dress code standards (as noted above) apply to these special dress/dollar days. Students that do not abide by these guidelines may lose the privilege of participating in special dress/dollar days.

### **Dress-Code Violations**

Students who violate the dress code will receive infractions and consequences. Parents will be informed of violation and will be asked to bring proper clothing to the student. Infractions will be documented in RenWeb. Personal coats and jackets may be worn to and from school and then placed in the locker during school hours. Non-school jackets worn indoors will be taken up and a dress code violation will be given. Jacket may be picked up after school. The Administrators will have final authority on appropriate grooming.

## **SCHOOL-UNIFORM REQUIREMENTS**

### **6TH - 8TH GIRLS**

#### **Required Dress Uniforms**

Must be purchased from Ivy School Uniforms (to be worn for Chapel Day, special programs, non-casual field trips, and regular school days). Ivy uniforms may be ordered on-line at [www.ivyschooluniforms.com](http://www.ivyschooluniforms.com) or call 1-817-228-3886.

#### **6<sup>th</sup>- 8<sup>th</sup> Chapel Uniform – Purchased from Ivy Uniform ONLY**

Red polo

Plaid skirt

White knee socks, black tights, black hose, or black leggings: no neutral hose or tube socks

Black, close-toed flats OR Athletic shoes

#### **Optional Coordinating Uniforms-Purchased from Ivy Uniform Only**

May be worn any regular school day except noted above under "Required Dress Uniforms"

Red, black or gray polo shirt: long or short sleeve

**\*Only short sleeve white t-shirts may be worn under polos\***

Shorts: plaid, black, khaki

Slacks: khaki or black –pleated, flat front or flat front mid-rise

Skort: khaki or black

Red sweater: cardigan or pullover

Red or Black polar fleece jacket: purchased from Ivy only

#### **May be purchased anywhere**

Socks: coordinating solid colors or black legging under skirts

Shoes: coordinating color: red, black, white, tan, comfortable and appropriate for school activities (sandals or related styles with open toes or heels **not** permitted)

Belt: plain or braided black leather

CTCS sweatshirt: purchased from CTCS

**MAY BE WORN ON FRIDAYS ONLY:**

CTCS T-shirt: Any CTCS T-shirt may be worn on Fridays -- purchased from CTCS

blue or black jeans: plain traditional-fit only, no holes, fraying or bleached out.

**General Guidelines**

Girls must maintain a neat appearance at all times. Clothing must be properly fitted. No extreme make-up or hairstyles are permitted. Hair must be neat and clean.

Cap hats and hoods may not be worn in the building or classrooms. The administrators shall have final authority on appropriate grooming.

**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 and then placed in the locker during school hours.

**Alterations**

Please do not be alarmed at the long length of the jumpers and skirts when first purchased. Measure skirts/jumpers by kneeling on the floor. **Skirt/culottes should be 4 inches or less** above the floor when kneeling. Please leave plenty of room to let down the hem as your child grows during the year. Shorts/skort may be hemmed to three (3) inches above the knee (6 inches or less above the floor when kneeling). \*Please allow plenty of room to let down the hem as your child grows during the year.

**SCHOOL-UNIFORM REQUIREMENTS**  
**6TH - 8TH BOYS**

**Required Dress Uniform**

Uniforms must be purchased from Ivy School Uniforms (to be worn for Chapel Day, special programs, non-casual field trips, and regular school days). Ivy uniforms may be ordered on-line at [www.ivyschooluniforms.com](http://www.ivyschooluniforms.com) or call 1-817-228-3886.

**6<sup>th</sup>- 8<sup>th</sup> Chapel Uniform - Must be purchased from Ivy Uniforms**

Red polo shirt: long or short sleeves

Black shorts or pants: with white socks

Belt: plain or braided black leather (may be purchased anywhere)

Shoes: black or brown dress shoes OR Athletic shoes

**Optional Coordinating Uniforms-Purchased from Ivy Uniforms**

May be worn any regular school day except noted above under "Required Dress Uniforms"

Shorts: khaki or black

Black or gray polo shirt: long or short sleeve

\*Only short sleeve white t-shirts may be worn under polos\*

Red sweater: cardigan or pullover

Red or Black polar fleece jacket: available from Ivy Uniforms only

**May be purchased anywhere:**

Socks: coordinating solid color: red, black, white, or tan

Shoes: coordinating color: red, black, white, tan, comfortable and appropriate for school activities  
(sandals or related styles with open toes or heels **not** permitted)

Belts: plain or braided, black leather

CTCS sweatshirt: purchased from CTCS

**MAY BE WORN ON FRIDAYS ONLY:**

CTCS T-shirt: Any CTCS t-shirt may be worn on Fridays –purchased from CTCS

Blue or Black jeans: plain traditional-fit only, no holes, fraying, or bleached out

**General Guidelines**

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, so that belts are visible. Shirts and/or pants may not be torn or split. Hair must be neatly cut above the eyebrows and shirt collar. Hair and sideburns may not be below the earlobes. No extreme hairstyles are permitted. 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.

**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 and then place in the locker during school hours.

**SCHOOL-UNIFORM REQUIREMENTS**  
**HIGH-SCHOOL GIRLS**

**Required Dress Uniform**

Uniforms must be purchased from Ivy School Uniforms (to be worn for Chapel Day, special programs, non-casual field trips, and regular school days). Ivy uniforms may be ordered on-line at [www.ivyschooluniforms.com](http://www.ivyschooluniforms.com) or call 1-817-228-3886.

**9<sup>th</sup>-12<sup>th</sup> Chapel Uniform–Must be purchased from Ivy Uniform**

Black blouse: 3/4 sleeve

**Black & white plaid skirt**

White knee socks, black tights, black hose, or black leggings: no neutral hose or tube socks

Black closed toed flats or shoes; no heels over 3 inches

**(Athletic/tennis shoes are not permitted on Chapel Day, special programs, or on field trips that require students to wear dress uniforms.)**

**Optional Coordinating Uniforms-Purchased from Ivy Uniforms**

May be worn any regular school day except noted above under "Required Dress Uniforms"

Shorts: flat front or pleated black or khaki

Skort- khaki or black

Slacks: khaki or black; pleated, flat front, or flat front mid-rise

Red polo shirt: long or short sleeves

Black polo shirt: long or short sleeves

Gray polo shirt: long or short sleeves

**May be purchased anywhere:**

Socks: coordinating solid colors: red, black, white, or tan

Tights or hose: black tights or neutral hose or full length black leggings

Shoes: coordinating color, comfortable and appropriate for school activities

Leather-type sandals or related styles with open toes are permitted for high-school students only on any day **other than Chapel Day. Flip-flops are not permitted.**

**Sandals with straps must be worn properly.** Extremely high heels or platform shoes are not allowed – no heels over 3 inches.

Belt: any plain or braided black or brown belt

**Purchased from CTCS for HS only:** May be worn any day except Chapel Day

Black T-shirt: with the monogrammed CTCS logo

Red T-shirt: with the monogrammed CTCS logo

Senior T-shirt: for senior class only

CTCS sweatshirt

CTCS athletic or academic team sweatshirts

**MAY BE WORN ON FRIDAYS ONLY**

CTCS T-shirt: Any CTCS t-shirt may be worn on Fridays--purchased from CTCS

\* Seniors may wear senior t-shirts on any day

Blue or Black jeans: plain traditional-fit only, no holes or fraying or bleached out may be purchased anywhere.

**\*\* Only short sleeve white t-shirts may be worn under polos \*\***

**General Guidelines**

Girls must maintain a neat appearance at all times. Clothing must be properly fitted. Shirts and/or pants may not be torn or split. Caps, hats, or hoods may not be worn in the building or classrooms.

No extreme make-up or hairstyles are permitted. Hair must be neat and clean. Facial jewelry is not permitted. No more than 2 earrings per ear may be worn. Tattoos and body piercings, which would be visible in any school uniform or activity, are not allowed. The administrators will have final authority on appropriate grooming.

**Indoor Wraps**

Only the CTCS zipper hoodie jacket, CTCS sports sweatshirt, letter 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 she is indoors on field trips. Personal coats and jackets may be worn to and from school and then placed in the locker during school hours.

**Alterations**

Please do not be alarmed at the long length of the skirts when first purchased. **Skirts may be hemmed no shorter than four (4) inches from the floor. Measure skirt length by kneeling on the floor; skirt should be 4 inches or less from the floor. Shorts/skort may be hemmed no shorter than three (3) inches above the knee – 6 inches above the floor when kneeling.**

Please leave plenty of room to let down the hem as your child grows during the year.

**SCHOOL-UNIFORM REQUIREMENTS**  
**HIGH-SCHOOL BOYS**

**Required Dress Uniform**

Uniforms must be purchased from Ivy School Uniforms (to be worn for Chapel Day, special programs, non-casual field trips, and regular school days). Ivy uniforms may be ordered on-line at [www.ivyschooluniforms.com](http://www.ivyschooluniforms.com) or call 1-817-228-3886.

**9<sup>th</sup> – 12<sup>th</sup> grade Chapel Uniform-Purchased from Ivy Uniform**

Black polo: long or short sleeve

Khaki slacks (with solid color or white socks)

Belt: any plain or braided black or brown leather with plain buckle for Chapel uniform

Black or brown dress shoes

**(Athletic/tennis shoes are not permitted on Chapel Day, special programs, or on field trips that require students to wear dress uniforms.)**

**Optional Coordinating Uniforms-Purchased from Ivy Uniforms ONLY**

May be worn any regular school day except noted above under "Required Dress Uniforms"

Red or gray polo

Shorts: regular length or long, khaki or black

Slacks: Khaki or black

Red or Black polar fleece jacket: available from Ivy School Uniforms only

**May be purchased anywhere:**

Socks: coordinating solid colors: red, black, white, tan

Shoes: coordinating color, comfortable and appropriate for school activities

Leather-type sandals or related styles with open toes are permitted for high-school students only on any day **other than Chapel Day. Flip-flops are not permitted.**

Sandals with straps must be worn properly.

Belt: any plain or braided black or brown belt

**Purchased from CTCS for HS:** May be worn any day except Chapel Day

Black T-shirt: with the monogrammed CTCS logo

Red T-shirt: with monogrammed CTCS logo

Cargo shorts: khaki/Dickies purchase on-line #40214 or Industrial cargo short

Senior T-shirt: for senior class only

CTCS sweatshirt

CTCS athletic or academic team sweatshirts

**MAY BE WORN ON FRIDAYS ONLY**

CTCS T-shirt: Any CTCS T-shirt may be worn on Fridays--purchased from CTCS

\* Seniors may wear Senior T-shirts on any day

Blue or Black jeans: plain traditional-fit only, no holes or fraying or bleached out may be purchased anywhere

**\*\* Only short sleeve white t-shirts may be worn under polos \*\***

**General Guidelines**

Boys are required to maintain a neat appearance at all times. Clothing must be properly fitted. Belts are required with clothing that has belt loops. Shirts must be tucked in so that belts are visible on Chapel days only. Shirts and/or pants may not be torn or split. Earrings, facial jewelry, headbands, and headgear such as caps, hats or hoods are not permitted. Tattoos and body piercings which would be visible in any school uniform or activity are not allowed. Boys may wear one (1) necklace and/or one (1) bracelet only. Hair should be neatly cut above the eyebrows and shirt collar. Hair and sideburns may not be below the earlobes. Sideburns may not extend past the bottom of the ear. No extreme hairstyles are permitted. Facial hair is not permitted. Boys will be sent to the MS/HS office to shave if needed and will receive a Dress Code violation. The administrators will have final authority on appropriate grooming.

**Indoor Wraps**

Only the CTCS zipper hoodie jacket, CTCS sports sweatshirt, CTCS letter 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 and then placed in the locker during school hours.

**GENERAL SCHOOL REGULATION****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.

**Admission Policy**

The admission process at CTCS is designed to help ensure a successful experience for the students, parents, and school. The process seeks to identify for acceptance those students who desire a Christian education and are capable of undertaking and fulfilling CTCS's scholastic requirements. Although the testing program is an integral part of the admissions process, evidence of personal motivation, past scholastic performance, and the admissions interview are considerations for acceptance.

CTCS admits students of any race, color, nationality, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational and admissions policies or its scholarship, athletic, or other school programs.

**Basis for acceptance:**

Previous records -- reflecting academic potential and performance, attendance patterns, and student discipline history

1. Achievement test scores -- demonstrating grade-level capability with scores of 50% or higher on national tests such as Stanford Achievement Test or Iowa Test of Basic Skills.
2. Applicants coming from public schools will be exempt from entrance testing provided they have scored "Commended" in all testable areas for the previous year.
3. Transfer students at mid-year through second semester may not have any failing grades and must score 60% or higher on national tests.
4. Family/student interview -- evidencing a commitment to Jesus Christ and Christian education

**Application process:**

1. Request an application packet and/or meet with Dean of Students
  - a. Submit a completed Application for Admission including:
    - Application fee (non-refundable onetime fee per family)
    - An official birth certificate for copying
    - Academic transcript of grade report
    - Complete record of immunization
    - Three reference forms in application for high school students – must be received before acceptance
    - Release of Student Records signed form
  - b. Schedule testing of student or submit a copy of approved nationally normed standardized test results from the previous year demonstrating acceptable scores
  - c. Complete student questionnaire to be filled out in person by middle-school or high-school age student
2. Meet with Principal and/or Dean of Students for student and family interview
3. The CTCS Admission team will evaluate Application for Admission, grade reports, test results, transcripts, references and questionnaire.

**Notification of acceptance or non-acceptance:**

Within one week after completion of the application process, including the testing and family interview, applicants will be notified by mail of the admission decision. Admission decisions fall into these categories: Full admission, Probationary admission, or Denial of admission. If an admission to CTCS is not granted, an administrator will notify the family of this decision and the reasons for the denial of admissions.

**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 children 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. Seniors may leave school for pre-approved, dual-credit classes (and seniors for their jobs) if parent-permission forms have been signed and submitted to the CTCS office. Seniors not enrolled in P.E. may leave campus after seventh period when P.E. class is scheduled for eighth period. Seniors may sign out for lunch and leave campus with official parent permission forms. Seniors must sign out through the office and leave campus. If seniors choose to stay on campus, they must report to designated room.

**Disabled Students**

Because of fiscal constraints, CTCS does not provide teachers' aides or assistants to help disabled students. Because CTCS classroom teachers utilize many different classroom strategies to help all their students to learn and class enrollment is kept low so that students can have adequate, individual attention; any modifications and/or accommodations on class work are limited.

**Electronic Devices: \*Calculators, \*Cell phones**

Students are not permitted to possess or use electronic devices at any time on campus or while attending school-related activities or field trips on or off campus. These items include, but are not limited to: head phones, ear buds, pagers, CD players, radios, laser pointers, TV sets, computers, cameras, palm pilots, electronic games of any kind or in any device, I-pods, MP-3s, voice or video recorders, and walkie-talkies. Such devices will be confiscated, and the student will receive a behavior infraction. The confiscated item will be returned to the parent when requested. (Exceptions for specific field trips may be made with prior approval from the principal.) . Central Texas Christian School recognizes the need for communication from parents to students. During the school day, please call the school to communicate with your children. **Students may not use, display, or have in operational, stand-by, or silent mode a paging device, cellular telephone, or telecommunications device at school during the school day.**

\*Only High school students may access cell phones between classes but not at lunch.

**\*Calculator Policy**

All CTCS math courses actively integrate graphing calculator technology within the mathematics curriculum. Inherent our use of technology is the concept of knowing when and how to use the technology as a tool to enhance the learner's mathematical reasoning skills.

The graphing calculator is required for all CTCS students enrolled in a high school mathematics course. Many science courses also incorporate graphing calculators. In addition, the various tests administered by the College Board (SAT, AP) and Educational Testing Service (EXPLORE, PLAN, ACT) allow the use of the graphing calculator. A Texas Instruments TI-83 or TI-84 will be used in the classroom. It is important that students develop a degree of skill with the calculator and be able to practice various problem-solving techniques using it. This is best accomplished when each student has a calculator available for his or her use at all times.

In the case where a student misuses the calculator in the classroom by playing games or using without permission, we reserve the right to remove programs by clearing the memory of the calculator and/or turning in the calculator to the principal's office. Misuse of the calculator in any classroom will be treated as the use of an electronic device without permission and will be handed over to administration.

### **\*Cell Phones**

Cell phones may be brought to school, but must be turned off and left in backpacks, purses, lockers, or cars, and may not be used for any function from the time students arrive at school until they depart from school. Only High school students may access cell phones between classes but not at lunch.

If a cell phone is visible or rings, it will be treated as an electronic device that is not allowed at school. The cell phone will be confiscated, to the MS/HS office. The student will receive a behavior infraction. Parents must pick up the cell phone from the MS/HS office.

### **Field Trip Guidelines**

*Field trip guidelines are determined and approved by the Administration of CTCS.*

Room mothers/Class Coordinators are responsible for distributing and communicating this information to classroom parents and drivers. Please obtain form from the teacher or office.

On the day of the field trip, the teacher (or delegate to room mother/coordinators) responsible for collecting the car assignments and driver information and turning form into the office.

- a. All drivers must have a copy of their driver's license and proof of insurance in the office prior to the first field trip of the school year.
- b. Drivers must give their cell phone number to their homeroom teacher (put this information on the Field Trip Form).
- c. Teachers/Home Room Moms must assign students to a driver and give this information to the office prior to the start of the field trip.
- d. There must be a shoulder seat belt for each student riding in the car.
- e. Drivers must not use their cell phone while driving to the field trip destination. If a call needs to be made, drivers must pull off the road safely.
- f. DVD movies may not be shown during the drive to a field trip destination, unless given prior approval.
- g. The students who ride with a driver are the driver's responsibility during the duration of the field trip.
- h. Maps to many field trip destinations are available at the school office.
- i. High school students may drive and/or ride with high school students for in-town field trips with signed permission slip from parent.

### **Fire/Disaster Drills**

Fire/disaster drills are held at various times during the school year. Instructions and directions for leaving each room and the building are posted in each room. The student must leave the room in an orderly manner, in single file, and proceed to the proper location without any talking. Students should recognize the seriousness of such a drill and should refrain from improper behavior. Teachers will check roll after the building is emptied and students are in the designated area.

### **Fund Raising and Gifts**

**All** proposed fund-raising activities by student organizations or parent-support organizations must be submitted to the CTCS Superintendent 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 Superintendent.

Gifts to the school are welcome and are income-tax deductible. The development director and campus principals can provide a suggested list of needed items.

### **Hall Passes**

Only the following students will be permitted in the halls during classes:

- Students with hall passes authorized by a teacher, administrator, or staff member
- Students with tardy slips authorized by the school office

Students in the halls without passes will be subject to disciplinary action.

### **High-School Parking Rules and Penalties**

High school students who qualify to drive and park a vehicle on CTCS property are required to acquire a “Student Vehicle Permit” from the office for a \$10.00 fee per year. The following documentation will be required before a permit will be issued:

1. Valid unrestricted driver’s license
2. Proof of liability insurance
3. Make, model, and color of vehicle
4. License plate number of vehicle

\*Students are only allowed to drive and park in designated student parking areas and driveways.

\*Seniors have designated parking by the football field.

\*Students are not allowed to transport any other student off campus without specific individual permission from the CTCS administration.

\*Students are not allowed to remain in their vehicles or loiter in the parking areas before, between, during, or after classes.

NOTE: CTCS is not liable for damages or thefts involving vehicles while on campus.

Students are required to park in the designated student parking areas.

High-school students are not permitted to park anywhere else on campus unless written arrangements have been made with the principal. Students must practice safe operation of their vehicle at all times.

1. A one-hour detention will be given to any student who is not driving safely as determined by CTCS staff.
2. A one-hour detention will be given to any student who parks outside the designated student parking area.
3. A two-hour detention will be given if a student commits a second offense.
4. The student will lose the privilege of parking any vehicle at the school if he commits a third offense.

All vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so. A student has full responsibility for the security of his vehicle and will make certain that it is locked and the keys are not given to others. A student will be held responsible for any prohibited objects or substances that are found in his vehicle and will be subject to disciplinary action by CTCS as well as referral for criminal prosecution, if applicable. **A student is not allowed to go to his car without a pass.**

### **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. Students should take pride in being neat and should display cleanliness to others.

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. (Tardies beyond 20 minutes become an absence, not a tardy.)

**Seniors, only, may sign out for an off campus lunch.**

### **Make-Up Work**

Please do not call the office for assignments missed during short absences (1 to 2 days). Make-up work will be given to students upon their return to school from short absences. Parents may request assignments for illnesses of three (3) days or more. The student will be expected to make up his work within the number of days absent plus two additional days. For example, if the student is absent on Monday, his make-up work is due on Thursday. (High-school students need to be aware of each teacher's tutorial make-up schedule and rules dealing with pre-assigned assignments.)

**If the student is absent on the day that a major assignment is due,** (anything assigned one or more weeks before the due date) **the assignment must be brought to the student's teacher at the beginning of the period on the day that it is due.** If a previously assigned test was missed, the student should expect to take the test the 1<sup>st</sup> day on returning back to school and/or make arrangements with each teacher to make up the test at the teacher's discretion.

In the case of an extended illness or injury (which is deemed an extenuating circumstance), the parent must contact the principal prior to the due date of the assignment. The principal will confer with the teacher and determine if an extension will be granted.

### **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 when a teacher is helping students at tutorials. 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**

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.

### **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 of Middle School as an assessment of the student's mastery of academic skills presented through grade-level curriculum. The PSAT will be administered to 9<sup>th</sup> – 11<sup>th</sup> grade students in the fall. 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 himself, 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.

A student who does not sign in or out or who leaves the campus without the approval of the office will be considered truant from school and will receive an unexcused absence for each class missed.

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.

### **Tardies**

Definition: A student is tardy if he is not in his desk when the bell begins to ring.

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.

1. Work missed due to unexcused tardiness cannot be made up.
2. Tardiness beyond twenty (20) minutes becomes an absence, not a tardy.
3. Secondary students arriving after 8:00 AM are considered tardy. Students arriving late to school or to class are to report immediately to their 1<sup>st</sup> period class.

Students will be marked as tardy on the teacher's daily attendance and receive an infraction. Tardiness will be recorded in the Cumulative Tardy Record in RenWeb. Students will be assigned a detention after 3 tardies per semester. Students with excessive tardies will be given an Office Referral and will receive administrative consequences. Steps and consequences will escalate with additional incidents of tardiness:

- **On the 3<sup>rd</sup> infraction**, the student will be assigned a 30 minute detention; before or after school.
- **On the 4<sup>th</sup> infraction**, the student will be assigned a 1 hour detention. All infractions will also be documented in RenWeb.
- **On the 5<sup>th</sup> infraction**, the student will be assigned a 1 hour detention. The Principal/Dean of Students will conference with the student and teacher
- **On the 6<sup>th</sup>**, the Principal/Dean of Students will conference with the parent and the student will be assigned 1 Saturday School.
- **On the 7<sup>th</sup> infraction**, the Principal/Dean of Students will assign 2 Saturday Schools, 2 days ISS or a combination of the two at the Administrator's discretion.
- **On the 8<sup>th</sup> infraction** per semester/per teacher, the Principal will conference with the parent. The student will be placed on a disciplinary probation contract. The student will be suspended 1 -2 days at the discretion of the Administrator.

**On the 9<sup>th</sup> infraction**, the Principal may recommend an expulsion hearing.

**NOTE: Three unexcused tardies result in one unexcused absence**

### **Telephones and School Equipment**

**Students are not permitted to use school telephones. 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, VCR's, computers, etc.) unless they receive specific permission.**

**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.**

Prospective students, with prior approval from the CTCS office staff, may visit classes for a morning or an afternoon (including lunchtime). 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.

## **STUDENT ACTIVITIES**

### **Extracurricular Eligibility**

At CTCS we believe strongly in the importance of extracurricular activities in the school life of a student. We believe also that God desires a balance in our lives. It is known that a student's desire to participate in extracurricular activities can be a motivating factor in leading a student to success academically.

A grade below 70 would indicate that the student is not passing the class and thus is academically ineligible for extracurricular participation.

Grades will be checked every three weeks for failures and ineligibility. If a student is failing one or more classes, he is ineligible. Ineligible students' grades will then be checked every Monday. If the grade is raised to passing, the student will then be eligible. If a student is still failing one or more classes, he will remain ineligible until the next week Monday check point. When a student is passing at the 9-week grading period or at 3-week check points, he will remain eligible until the next 3-week grading period check. At the end of the first semester, ineligibility begins at the start of academic classes in January.

Ineligible is defined as "able to practice but not able to perform or play in a game." With parental consent, a student may attend a game as a spectator but may not dress-out in uniform or be on the sidelines with the team.

### **Athletics**

Participation in athletics develops the Student mentally, physically, socially, and spiritually. The activities of the athletic department are a part of Central Texas Christian School's total educational program of affirming and challenging a Student's potential. All participants are expected to strive for Christ-like character just as they do during the school day. The standards of conduct apply to practice sessions, home and away games, and any other time the Student is representing the school. All Students represent CTCS at sporting events, whether on the field or in the stands; so, one's conduct needs to reflect Christian sportsmanship toward the opposing team(s) and toward the Officials.

Participation at CTCS in team and individual athletics is a privilege and not a right. Team and individual athletics is offered for both boys and girls at different class levels depending upon the athletic event. It is the goal of the athletic program to promote fitness, teamwork, and sportsmanship while reinforcing the Christian principles that are central to CTCS. In the younger grades, emphasis will be placed on participating and developing the skills of the contest. In the older grades, greater emphasis will be placed on winning the competition; and as such, the opportunity to participate will be equal but the level of participation by individual students may not be equal.

All Central Texas Christian School sports are governed by the rules of the Texas Association of Private and Parochial Schools (TAPPS).

## **REQUIRMENTS**

Requirements for participation in the Athletic Program include the following:

1. Ensure that all required paperwork is on file in the Athletic Office.
  - a. Obtain an annual Pre-participation Physical Evaluation Physical Exam (*This may be performed by the student's personal physician*)
  - b. Signed TAPPS Acknowledgement of Rules
  - c. Signed TAPPS Pre-participation Physical Evaluation Medical History
  - d. Signed Covenant Page
  - e. Provide proof of health insurance that includes emergency treatment of injuries.
  - f. Previous participation form signed & on file from former school if applicable.

*\*Note: Students will not be allowed to participate in PRACTICES or GAMES until they have completed the enrollment process with the Admissions Office and all of the above mentioned paperwork is on file in the Athletic Office.*

2. Maintain Academic eligibility as outlined in the CTCS Parent/Student Handbook.
3. Payment of Participation Fees, if applicable.

### **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.

### **Cheerleading**

The CTCS Middle School cheerleading program is available to all 6<sup>th</sup> – 8<sup>th</sup> grade girls who wish to participate. The CTCS High School cheerleading program requires try-outs based on teacher evaluation and independent judges' scores.

Each cheerleader and her parents must read and agree to the principles and guidelines in the cheerleading contract.

- Cheerleaders are required to follow the same grade-eligibility policy as the CTCS sports program.
- Cheerleaders are required to give devotionals during practice and to participate in fundraisers.
- Cheerleading is a privilege; and if at any time an individual's standards fall below what is required in the signed cheerleading contract, she will no longer be allowed to participate.

Individuals may participate in cheerleading beginning in their 6th-grade year and may continue through 12th grade. A Competition Squad may be available for high school girls who are interested in extra practice, tumbling, and cheerleading at the competitive level. This squad is also chosen by try-outs, teacher evaluation, and judges' scores.

### **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 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:

1. Students are to remain seated, facing forward, until they are given permission to leave the vehicle.
2. Heads, hands, and arms are to be kept inside the vehicle.
3. Students are not to throw any objects.
4. Excessive noise will not be permitted, only ordinary conversation.
5. 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.

### **Lion Leadership Academy**

Lion Leadership Academy is a program designed to intentionally focus high school students on personal leadership development throughout their high school experience. The Academy is required for students desiring leadership positions at CTCS. Students must apply for admission and also complete an interview process. Students will be eligible to take advantage of the summer leadership program through Student Leadership University, if desired. SLU is an excellent leadership training program designed to teach leadership principles and practices through the lens of a Biblical Worldview.

### **National Junior Honor Society/National Honor Society**

The purpose of the National Junior Honor Society (NJHS) and the National Honor Society (NHS) is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship.

Membership is an honor bestowed upon a student who meets the requirements as outlined in the Constitution of the NJHS and the NHS and through the majority vote of a five-member faculty council.

The CTCS chapters of NJHS and NHS follow the governance and framework as set forth by the national organizations. All guidelines, procedures, criteria, etc. as outlined in the Constitution will be adhered to.

### **Praise Team**

The Praise Team is an organization of students selected for their spiritual leadership and giftedness in the area of music. The Praise Team serves the purpose of leading worship and praise during chapel. The group may also have opportunities to serve our Lord and CTCS outside the school setting. The Praise Team offers a place of service that requires high commitment and a high level of spiritual responsibility. Students must be in Grades 9 - 12 and will be selected through a process of performance, interviews, and an evaluation of a student's commitment and spiritual maturity. The Praise Team will consist of at least four members but could include up to ten members. Members may rotate weeks of service in the group. Officers for the Praise Team will be selected from the representatives from the junior and senior classes to provide internal peer-leadership for the Team.

### **Retreats**

The CTCS Retreat Program has been in development for a number of years and is an important distinctive of our school. The purpose of the CTCS Retreat Program is to augment the academic curriculum in the overall education process of CTCS students. The Retreat Program creates an opportunity for the students and faculty to interact in meaningful and purposeful ways outside the classroom and away from home in order to teach the transforming truth of Christ in unique and impactful ways. These retreats enable CTCS to accomplish much more in a student's life and go beyond the traditional classroom's education. Retreats are a time for the students to “retreat” from their usual environment and circumstances; this removes distractions so that students may focus and depend on God. For this reason, parents may not attend retreats, excluding Retreat Team members.

**6<sup>th</sup> Grade Retreat:** This retreat is held every May for 5 days at Camp Tejas in Giddings, Texas. Students experience a deep sense of worship in new and meaningful ways as they serve in work projects, participate in recreation, live in cabins together, hear about God's truth and are challenged to return home and to CTCS with a new resolve to live out God's plan for their life. High School students are chosen as counselors through a rigorous selection process and trained for 6 months.

**7<sup>th</sup> Grade Retreat:** This 5 day retreat in March is planned with a Mission theme in mind. Students will travel to a location where service to a people or community is needed and desired. Students begin their day with a bible study, training, and community outreach where God leads.

**8<sup>th</sup> Grade Retreat:** As students continue to mature, they are ready for a wilderness challenge experience that will be a unique blend of opportunity, environment, challenge and guidance. Students will learn that life has challenges, but when we are prepared and with God's help, we can successfully meet these challenges. This is a 4 day retreat at Enchanted Rock State Park and Guadalupe State Park.

**10<sup>th</sup> Grade Retreat:** The focus is on “real” Christianity and spiritual maturity, as well as worship and “real” applications of truly living the Christian life. Students return to Camp Tejas in Giddings, Texas for a 3 day retreat.

**Senior Retreat:** This 5 day retreat prepares students for their final year of high school and beyond, continuing the traditions set forth in the previous retreats as well as focusing on the unity of believers, responsibility and importance of role models. The students decide on the legacy that their class, in unity, will impart and leave with CTCS and its students. Students travel to Colorado Springs, Colorado at the end of August of their Senior Year.

Each retreat and activity has a designed purpose including work projects, team building games and activities in addition to the messages, worship and devotions. Although each retreat targets specifics related to the age of the student, the retreats' general purpose is the same.

### **Class Unity**

- Working alongside classmates
- Teamwork is emphasized
- Team building games/activities
- Barriers come down when experiencing challenges and trials together
- Shared fun experiences

### **Spiritual Growth Opportunities**

- Group Worship
- Individual Quiet times
- Group discussion of devotions
- Biblical based messages

### **Discipleship**

- Staff and counselors serve as role models
- Opportunity for mentoring
- Exposure/modeling of Christian worldview

### **Leadership Development**

- Leadership skills incorporated
- High school counselors extensive training
- Opportunity to lead small groups

### **Exposure to Missions/Servanthood**

- Work projects incorporated
- Serving/ministering others emphasized and practiced

### **Testimonials**

At each retreat, one or more students have understood and professed a saving faith for the first time.

**Parent Meetings will be scheduled for each retreat to give detailed information.**

### **Student Council – MS/HS**

The CTCS Student Council consists of student representatives from 7<sup>th</sup> – 8<sup>th</sup> grades and officers from 9<sup>th</sup> – 12<sup>th</sup> grades who are elected through a student-body election. The purpose of the council is to plan social activities, represent CTCS in various ways, sponsor service projects, and provide liaison communication between the student body and the CTCS School Board and faculty. The student council is an outstanding vehicle for student leadership at CTCS. Because the council serves a very important role in the school, students should pray before making a commitment to participate in the council.

### **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.

Periodic checks for head-lice infestation will be made by a staff member. In the event of head lice being found even if there is just one, the parent will be called; and the student will be sent home for proper treatment. When the student returns to school, he will be checked again. All eggs which are attached to the hair must be removed prior to the student's being readmitted.

### **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) or vomiting will be allowed to remain in class. When sent home with fever (over 100) 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 is still 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 K - 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**

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 Re-admission 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 re-admitted 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**

The Medical Alliance of Bell County conducts vision and hearing screenings in Grades K, 1, 3, 5, 7, and 9 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.

**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:

- A. Protect the student from injuring himself.
- B. Protect another person, including the person applying physical restraint, from physical injury.
- C. Obtain possession of a weapon or other dangerous items.
- D. Protect property from serious damage.
- E. 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.
- F. Control and subdue an irrational student.

### **Police Questioning of Students**

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

- A. 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.
- B. The administrator shall make reasonable and immediate efforts to contact the student's parent.
- C. A student shall not be questioned by law-enforcement officers unless a principal or administrator is present.
- D. 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.

### Assembly/Chapel Schedule

Note: Lunch Information: Middle School and High School have separate Lunch Periods.

Gathering/Assembly every day for 20 minutes:

- Monday - Senior Devotion/Announcements/Schedule for the week/Special Events
- Tuesday - Worship
- Wednesday - Speaker - Students wear chapel uniforms
- Thursday – Bible Study Groups
- Friday – High School will meet with Elementary classes for Bible Buddies
  - Middle School students will go to 2<sup>nd</sup> period.

### **BELL SCHEDULE**

#### Regular Schedule

<b>Middle School</b>		<b>High School</b>	
<b>1<sup>st</sup> period</b>	<b>8:00 – 8:48</b>	<b>1<sup>st</sup> period</b>	<b>8:00 – 8:48</b>
<b>2<sup>nd</sup> period</b>	<b>8:53 – 9:40</b>	<b>2<sup>nd</sup> period</b>	<b>8:53 – 9:40</b>
<b>Assembly</b>	<b>9:44 – 10:04</b>	<b>Assembly</b>	<b>9:44 – 10:04</b>
<b>3<sup>rd</sup> period</b>	<b>10:08 – 10:56</b>	<b>3<sup>rd</sup> period</b>	<b>10:08 – 10:56</b>
<b>4<sup>th</sup> period</b>	<b>11:01 – 11:49</b>	<b>4<sup>th</sup> period</b>	<b>11:01 – 11:49</b>
<b>MS Lunch</b>	<b>11:54 – 12:14</b>	<b>5<sup>th</sup> period</b>	<b>11:54 – 12:42</b>
<b>5<sup>th</sup> period</b>	<b>12:19 – 1:07</b>	<b>HS Lunch</b>	<b>12:47 – 1:07</b>
<b>6<sup>th</sup> period</b>	<b>1:12– 2:00</b>	<b>6<sup>th</sup> period</b>	<b>1:12– 2:00</b>
<b>7<sup>th</sup> period</b>	<b>2:05 – 2:53</b>	<b>7<sup>th</sup> period</b>	<b>2:05 – 2:53</b>
<b>8<sup>th</sup> period</b>	<b>2:58 – 3:45</b>	<b>8<sup>th</sup> period</b>	<b>2:58 – 3:45</b>

## **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:

- (a) School computers have multiple users therefore do not make any changes to desktops and other settings.
  - (b) DO NOT share your login password with anyone
  - (c) DO NOT attempt to login as anyone but yourself
  - (d) Each user will have a personal, secure folder on the server in which to save any documents, etc.
  - (e) 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.

**\*Please print the following page, sign and return to the CTCS office.**

**CENTRAL TEXAS CHRISTIAN SCHOOL  
PARENT - STUDENT HANDBOOK**

**We have read and do understand the policies as set forth in this Parent - Student Handbook.**

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Parent's Signature

Date

Student's Signature

**CENTRAL TEXAS CHRISTIAN SCHOOL  
FIELD-TRIP PERMISSION FORM**

**I hereby give \_\_\_\_\_  
permission to attend all field trips that his/her class may participate in during the school year.**

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**Parent's Signature**

**Central Texas Christian School ACCEPTABLE USE POLICY Internet and Computers**  
**Parent and Student Agreement**

Having read and understand the Central Texas Christian School Internet Acceptable Use Policy, we, the undersigned, give permission for our child to access the internet.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Having read and understand the Central Texas Christian School Internet Acceptable Use Policy, I agree to abide by this policy. I understand that failure to follow this policy may lead to the suspension and/or revocation of my usage privileges.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Please sign and return this form to the CTCS Office by the second week of school. This signed form will be kept in the student's file.**