

Central Christian School

# Student Handbook

2009-2010



## Mission Statement

Central Christian School is commissioned by the Mennonite Church to partner with Christian families and congregations to educate and nurture the whole person by teaching biblical values, practicing Christian discipleship and community, promoting academic excellence, and encouraging a faith commitment to Jesus Christ and the Church.

## Ownership and Supervision

Central Christian School is located in Kidron, Ohio, on a beautiful 60-acre campus. The school is owned and operated by the Ohio Conference of the Mennonite Church. It began operation in the fall of 1961. Last year two hundred and ninety students were enrolled in pre-kindergarten through grade twelve. Central Christian School is accredited by the State of Ohio and is a member of the Mennonite Schools Council.

# Table Of Contents

## General Information

- School Hours, Delays, Closings
- Attendance / Absences / Tardiness
- Dress Code
- Lunch Period / Vending Machines
- Lockers
- Medication
- Illness
- Electronic Devices
- Transportation
- Student Driving and Parking
- Use of Technology
- Visitation
- Unauthorized Entry
- Book Bags
- Chapel

## Academics

- Grading Standards
- Academic Probation
- Academic Integrity
- Homework on Wednesday

## Student Activities

- After-school Activities
- Co-curricular Eligibility
- Athletic Activities
- Junior/Senior Banquet
- School Day Out
- STUCO
- Campus Ministries
- Community Service Day
- Class Points System / Fund-raisers

## Covenant and Restorative Discipline

- Covenant
- Substance Abuse
- Anti-Bullying policy
- Violence and Weapons
- Discipline Procedures
  - Restitution
  - School-defined consequences

---

# General Information

## School Hours

High School/ Middle School Day

7:56 Warning Bell

8:00 Classes Begin

3:00 Dismissal

## School Closings / Delays

Notices about emergency school closings are broadcast over radio stations WKVX (AM 960), WQKT (FM 104.5), WCRF (FM 103), WKLM (FM 95.3), WHLO (AM 640) and on television channels WJW (Fox 8) and WEWS (Newschannel 5).

In the event of a school closing, all after-school extracurricular event decisions will be made and **communicated by the coaches/directors** to student participants by noon. All middle school and freshman practices and games will be canceled. All before-school meetings, rehearsals, or events are automatically canceled in the event of a school closing or delay.

While the school makes decisions related to delays or closings, student drivers and parents make the final decision about road safety and weather conditions. Parents are to notify the school when their student will not be in school due to weather conditions. The student will be excused, but will be expected to make up missed assignments.

## Attendance / Absences / Tardiness

### **Absence procedures**

-It is the responsibility of the parent to inform the school of student absences. Parents should call the school no later than 9:00 a.m. when their student is absent. An absence is considered unexcused until a call is received.

-Please schedule medical, dental, and driving test appointments outside of school time. If necessary, such appointments will be excused if a parental note is presented before the appointment. Students should present a note to the school receptionist in the morning before classes start.

-A student needs a pass from a teacher and permission from the school receptionist to leave school any time during the day. The student must sign out and back in at the Welcome Center.

-At the sixth absence in a semester, parents will be notified in writing of Central's attendance policies. After the eighth absence, no elective absences will be excused.

-No credit for courses will be granted after the twelfth absence. Parents may appeal the loss of credit by submitting a letter of appeal to the principal within three weeks of being notified that no credit will be given due to excessive absences.

*Please note that the record of absences and tardies is part of the student's permanent record.*

### **Excused absences**

Absences are excused for the following reasons:

- Personal illness
- Medical appointments
- Death or serious illness in the family
- Emergency or special reasons as arranged with the principal **before** the absence.
- Elective Absences

**Family trip:** Students may be excused for up to five days for a family trip.

The trip is to be with a parent(s), a church youth group or extended family members. Students should present a written request from parents one week in advance.

**College visitations:** Juniors are allotted two days and seniors three days for college visitation. Students must request permission three days in advance from the guidance counselor and obtain a form from the receptionist.

Students are to use the same form to show evidence of completing the visit.

**Hunting:** One day per year will be excused if the student wishing to go hunting presents a parental permission slip and a current hunting license before the absence.

All other reasons for absence will be considered unexcused. Parents may appeal to the principal if special circumstances apply.

### **Make-up work for excused absences**

The student is responsible for assignments, homework, and tests that are missed because of excused absences.

When a student is absent, the student is responsible to find out what work was missed and to complete it within the allotted time. This may include checking Edline, talking to a classmate, or talking to the teacher at an appropriate time. It is not the responsibility of the teacher to go to the student with missing work.

Teachers will not send homework home via the Welcome Center. However, on the third and subsequent consecutive days of absence, parents may request work be sent home.

For a one-day absence, a student has two days to make up the missing work. For a multiple-day absence, the student has the same number of days that they were absent to make up the work. No credit will be given if the student does not

make up the work within the expected time. There are no make-up privileges for unexcused absences.

Examples: If a student misses a Tuesday test, they take the test on Wednesday or Thursday. If they miss Tuesday and Wednesday, they can make up the test Thursday or Friday.

### **Unexcused absences**

All absences other than the excused absences listed above are considered unexcused. Students who are unexcused or who skip class will receive no credit for work missed and may be referred to the principal. Skipping school without parental awareness is considered a Covenant violation.

### **Late arrivals to school**

Students arriving late to school should stop by the Welcome Center to sign in and receive an admittance slip to enter class. The receptionist will determine if a student is late (excused) or tardy (unexcused).

Arriving after 9:15 counts as a half day absence.

Arriving after 12:00 counts as a whole day absence.

### **Late arrivals to class**

A student who arrives in the classroom after the bell rings is either late (excused) or tardy (unexcused).

A student who is late to class for a valid reason should have a pass from the appropriate teacher. There is no penalty for being late.

Otherwise, a student is considered tardy. They should go directly to class without a pass. There will be a penalty, but the first tardy is “free.” Students will be referred to the quarter.

Late or tardy students should enter the classroom quietly without disturbing the class, place their name on the late/tardy sheet and put any pass in the designated location.

## **Dress Code**

Student dress should be conducive to educational excellence in a Christian environment. All students are expected to dress with modesty. Students must appear clean and well groomed at all times. Clothing is to be worn as designed. Parents are responsible, along with the student, to see that clothing follows the school guidelines.

### **Field trips**

Students represent the school while on an off-campus field trip or co-curricular activity. Faculty and/or staff will set the appropriate guidelines for student dress for an off-campus activity.

**Hair / hats**

-Hair must be clean and well groomed and worn in good taste. Hair is to be out of the eyes. Hair may not be dyed or styled in any unnatural color or way which draws attention to the individual.

-Male's hair is to be off the shoulders.

-No hats are permitted unless permitted by the principal.

**Jewelry / tattoos**

-Males may not wear earrings at school or school functions. Female's earrings are to be modest in number and size.

-Body piercing, other than ears, is not permitted.

-Students may not have tattoos or any type of drawing on their body.

**Pants / shorts**

-Males and females are to wear clean, modest, non-athletic pants or jeans. Pajama pants are not permitted even though they may have pockets.

-Pants are to be worn at the waist and are not to be oversized.

-Pants are not to have chains, straps, or excessive material attached to the garment.

-Jeans may not have holes, tears, torn hems, or paint anywhere on the garment.

-Males and females may wear shorts all year as long as shorts are not more than two inches above the knee.

-Shorts follow the same guidelines as pants.

**Dresses / skirts**

-Females may wear loose-fitting dresses and skirts that come within two inches above the knee or any length below the knee.

-Sleeveless dresses are to have a collar.

**Shirts**

-Printing on shirts that function as human billboards promoting rock groups, alcohol, drugs, or any type of commercialism that contradicts Christian standards is not permitted.

-Shirts must cover the waist completely. Sleeveless apparel must have a collar. If shirts do not have collars, sleeves must have a seam and be wide enough to clearly indicate a sleeve. Tank tops including spaghetti tanks or camisoles and halter tops are not acceptable. Males are not to wear sleeveless shirts with or without collars.

-Females are to wear shirts/blouses that cover the chest completely and do not show cleavage.

-Camouflage is not permitted to be worn.

**Shoes**

-Well-kept shoes or sandals are to be worn at all times.

- Only athletic shoes are permitted on the gym floors.

### **Athletic apparel**

-Athletic pants, shorts and warm-ups may be worn only in the gymnasium and on athletic fields. Modest sleeveless shirts may be worn with the approval of the teacher or coach. Shorts worn for co-curricular activities are to be modest and in good taste.

-Males are to keep shirts on at all times.

### **Swimsuits**

-When activity calls for a swim suit, only one-piece suits are permitted. This includes Mini-Term activities and senior trip.

### **Dress code questions**

-If a student or parent has a question about specific items of clothing, they should call the principal.

-Faculty and staff will determine the acceptability of any particular item of clothing for students throughout the school day and should personally speak to the student and/or refer the student to the principal.

### **Dress code violation consequences**

The student dress code is interpreted by faculty and staff. The administration has the final judgment and the right to rule on the terms of modesty, neatness, and appropriateness.

A student dressed inappropriately is to change immediately. If this is a habitual problem, further action may be taken by the principal.

If the student is unable to change, he/she may call home and ask a parent to bring appropriate clothing. If the student is unwilling to change, the parent will be asked to come and get the student.

Students will receive an unexcused absence for each class missed due to dress code violations. If further violations occur, a conference with the student and parents will be held to determine the next steps.

## **Lunch Periods and Vending Machine Use**

Students are not permitted to leave school grounds or sit in their cars during the lunch periods. Students are expected to eat in the cafeteria. However, an exception to this would be during Common Lunch.

A senior student may arrange for an outside lunch for a group to be brought in one time. These requests are to be made to the principal one week in advance.

Students may use the school vending machines only before and after school.

## Lockers

Students are assigned lockers and given the lock combination at the start of the school year. If students have problems with their lock or locker, they should contact the receptionist so the problem can be fixed. Lockers should be locked throughout the school day.

Lockers may be decorated but may not contain pictures that violate the spirit of the Covenant. No decorations or stickers are permitted on the outside of lockers except by boosters for school events.

Lockers will be inspected at the end of the year after students have cleaned them and removed any tape. Students will be responsible for any damages incurred and will be assessed a fine as determined by the school.

Lockers are considered school property and may be subject to search at any time deemed necessary by the administration.

## Medication

Students who need to take medicine (prescription or over-the-counter) while at school are required to have a medication form on file in the Information Office. No medications should be stored in lockers. Students who need to have inhalants at school may keep them in their lockers, but the office needs a medication form. No student is permitted to give another student any kind of medication, including aspirin, Tylenol, cough medicine, etc.

## Illness

The school has a clinic for students who become ill or are injured at school. If students cannot attend class due to illness, they are to return home. The parent/guardian will be called to pick up the student or to notify them that the student is driving home. The student may stay in the clinic until the parent/guardian arrives.

## Electronic Devices

Central Christian School provides an opportunity for students to nurture social skills. Portable electronic devices such as cellular phones, MP3 players, CD players, Gameboys, and laptop computers used for entertainment, are not permitted during the school day except during Common Lunch. Students are to keep these devices in their lockers or in their cars. Laser pointers should never be brought to school.

Any unauthorized use of an electronic device will result in confiscation of the device. Other discipline action may occur if deemed necessary.

Parents are to call the school if they need to contact their son or daughter. If a student needs to make a call during the school day, they should ask permission at the Welcome Center.

## Transportation

Central Christian School provides transportation for students to and from school and for its co-curricular activities. It is expected that all students follow the guidelines outlined in the School Bus Riding Policy. Parents and students who are daily riders are asked to read, sign and return the School Bus Riding Policy form to the bus driver at the beginning of each year.

## Student Driving and Parking

Driving to school is considered a privilege. Students should register the make and model of their car during the first ten days of school or within ten days of their first day of driving. The administration may deny a student the right to drive to school if the student:

- drives recklessly on school ground or endangers lives of others while driving to and from school.
- sits in a vehicle during school hours or uses their vehicle without permission.
- refuses to park in appropriate and designated spaces.
- does not register his/her vehicle.

If driving privileges are suspended, a student is not permitted to drive a vehicle and park near the campus.

Vehicles on school grounds are subject to search by the administration if there is a reasonable concern for student safety.

## Use of Technology

Central Christian School students and staff are provided access to computers and the internet as a tool to obtain educational material. The internet offers a vast array of resources that can enrich a student's education, but also contains objectionable, misleading, and false information. Students and staff are expected to abide by the following guidelines.

Students agree:

1. to use the school network and the internet only for things that support the educational objectives of the school.
2. to not interfere with the operation of the school network, the operation of the internet or another person's work, to not modify any of the configuration settings of the software used, to not attempt to bypass internet filtering and to not install any software.
3. to not use the school network or the internet to access objectionable sites, violate copyright laws, commit plagiarism, or violate the Covenant or other school rules.
4. to understand that privacy is limited and system administrators have access to all personal files and e-mail.

5. to not download computer programs or games and/or access chat rooms, news groups, message boards or instant messaging and to not allow other students to use their personal accounts.

Use of the school network and access to the internet is a privilege. Violation of these rules will mean a loss of the privilege without warning and may be considered a Covenant violation. Parents may ask to remove their children from computers at Central Christian School for reasons of inappropriate use at home by contacting the school principal.

## Visitation

Central Christian School encourages prospective students to visit the campus. Visits should be arranged in advance. Visitation for social reasons is not permitted. All visitors, including parents, are expected to register at the Welcome Center and obtain a visitor's pass. The school reserves the right to ask visitors to leave.

## Unauthorized Entry / Exit

The school is not to be entered unless officially open. Any entry, unauthorized or inappropriate use of school keys, or entry via unlocked doors or windows at an inappropriate time will be cause for disciplinary action.

For safety reasons, all outside school doors (except the main entrance) are kept locked during the school day. Students are not to prop doors open.

## Book Bags

Due to state fire codes, book bags are not permitted on the floor in hallways, lobbies, gyms, cafeteria or classrooms. Students must keep book bags in their lockers so there is enough room on selves for athletic bags. Athletic bags and other gear bags need to be placed on the shelves. Bags too large for shelves can be given to the athletic director to be placed in the training room. Music instruments should be kept in the music wing in the designated area.

## Chapel

All students are expected to attend chapel every day. Chapel is held in the Performing Arts Center (PAC). Students are expected to enter quietly, find their assigned seat, and be ready to join in worship when the bell rings.

---

# Academics

## **High school expectations**

Students should plan their course of study so that they will meet the prescribed requirements of Central Christian School and the Ohio State Board of Education for graduation. Twenty-three (23) units are required for graduation (including

Mini-Term and Bible) for all four-year Central students. See the Curriculum Guide for further details.

### **Grading standards**

A -Excellent	95 - 100%
B - Above Average	88 -94%
C - Average	78 - 87%
D - Below Average	70 - 77%
F - Failure	Below 70%
I - Incomplete	

### **Academic probation**

Academic probation is meant to be an early warning system that a student is not making satisfactory progress toward graduation. Those that are constantly on academic probation may be (but are not automatically) subject to suspension or dismissal at a future date. This will be determined after three accumulated probationary periods.

The administration will place a student on probation if:

- The student fails one or more courses during one quarter, OR
- The student's current GPA is below a 2.00 (Grades 7-12).

Academic probation will result in:

- A. Conference with student, administration, and parents to develop a plan for success.
- B. Interventions to help the student.
- C. Placement on co-curricular weekly eligibility regardless if student did not fail a class.

Only quarter grades are used to determine probation.

New students may be enrolled at Central Christian on a probationary status if:

1. Cumulative or current GPA is lower than 2.0
2. The student has failed one or more classes during the last school year.

### **Incomplete**

An incomplete is given only in rare situations when there is justifiable reason for work not being completed on time. An incomplete automatically becomes an F if the work is not made up within one week after receiving the gradecard. It is the responsibility of the student to submit all incomplete work.

### **Honor roll**

At the end of each nine-week grading period, eligible students are listed on the honor roll. The honor roll includes three GPA classifications: 4.0; 3.5 and above; 3.0 and above.

### **Honors**

Students are able to receive an honors distinction in a number of courses. Information is available through the Guidance Office.

**Academic integrity**

Central Christian expects students to do their school work with integrity. No credit will be given for cheating (including plagiarism) on any test or school work. The teacher will report all instances of cheating to the principal.

**Edline**

Central Christian utilizes Edline, a web-based grade reporting program. The guidance counselor will give parents information on how to create Edline accounts for themselves and their children. Teachers usually update these grades once a week.

Unless other arrangements have been made, teachers will use Edline as the main method of communicating about academic progress. Families without internet access need to contact the school to arrange for an alternate method.

**Progress reports**

Progress reports will be posted on Edline at the midpoint of each grading period. Students and families without internet access may request a printed copy.

**Dropping / adding classes**

Students should finalize their schedule before the start of each quarter or semester. With cause a student may drop or add a class during the first three days of the quarter or semester.

**End of semester tests**

End of semester tests are given in many classes. Students who desire to take a semester test early or late for personal reasons should request permission from the principal. There will be a \$5 fee for each test taken out of sequence.

**Homework on Wednesdays**

To encourage participation in Wednesday evening church activities, teachers will rarely give homework (tests, quizzes, and outside work/projects that are due on Thursday) on Wednesday nights. Please note, however, that due to scheduling conflicts, exceptions may occur at times during the school year.

---

## Student Activities

Students have many opportunities to participate in music, drama, athletics, Campus Ministries, chapel, service, and social activities. Students may choose involvement in vocal and/or instrumental music. Private lessons for school credit are available for further fulfillment. The high school performs two plays, one in the fall and one in the spring. Periodically, a musical is presented. The middle school presents a play in the spring. These plays provide quality entertainment and give an opportunity for students to pursue drama or other

aspects of play production such as makeup, costume, and set design as well as student direction.

Students may choose leadership responsibilities in their individual classes (i.e., freshman class officer), Campus Ministries, or Student Council (STUCO).

School life also includes class and school socials, field trips, leadership retreat, and School Day Out.

## After-school Activities

Students not involved in after-school practices or games should leave campus within one hour after school ends (normally 4:00). Students with late practices are encouraged to return to their home, or a home of a friend, until it is time for their practice. Only players should be in the gym during practice time. Parents will be contacted if after-school loitering becomes a problem.

## Co-curricular Eligibility (athletic and non-athletic)

Students involved in the following activities are covered by these guidelines: athletics, Varsity Singers, STUCO, Campus Ministries, drama, class officers, yearbook staff, and teacher assistants.

-A student must be on campus no later than 12:00 to be eligible to participate in an after-school or evening co-curricular activity unless the student is participating in a sanctioned off-campus activity. This applies to all students and all school activities.

-A student who receives two or more failing quarter marks will be ineligible for the following nine weeks.

-A student receiving one failing quarter mark will be placed on probation for the following nine weeks.

a. The student will be ineligible to participate in games/meetings for the first ten school days of the new grading period.

b. The student will be placed on the weekly eligibility list.

c. The student must make satisfactory progress before becoming eligible to participate.

-When a progress report is issued with a failing grade or current GPA is below a 2.0. The student is placed on a weekly eligibility list and will have one week to make satisfactory progress.

Teachers will report the student's progress for the previous week to the principal/guidance counselor each Tuesday.

Satisfactory progress is achieved when

-All assignments are current.

-The student is passing or improving.

-The student is making satisfactory effort.

-The student is cooperating with the teacher in the learning process.

#### Unsatisfactory progress consequences

-First Week - Ineligible for games/meetings from Wednesday through Tuesday following report.

-Second Week - Ineligible for practice and games/meetings from Wednesday through Tuesday following report.

-Third Week - Ineligible for remainder of the season and/or grading period.

Note: OHSAA Bylaws for Student-Athlete Eligibility in addition to Central Christian Policy.

- Grades 7-8: To be eligible, a student-athlete must receive passing grades in 75% of the subjects in which the student was enrolled the immediately preceding grading period.
- Grades 9-12: To be eligible, a student-athlete must receive passing grades in a minimum of five one-credit courses or the equivalent, in the preceding grading period.
- For eligibility, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken in the preceding grading period.

## Athletic Activities

The athletic program allows many choices for sports involvement. Competition with other schools provides a worthwhile and meaningful experience and gives opportunity for individual and group fellowship and witness. Central Christian is a member of the Ohio High School Athletic Association. Central spectators (students and adults) are asked to follow these guidelines:

1. Students and spectators are to be in the gymnasium or at the playing field while games are in progress.
2. There is to be no loitering on the school premises before, during, or after a game.
3. No objects are to be thrown in the gymnasium or onto the playing fields.
4. Students are asked to cheer for our team only and never direct cheers or gestures toward our opponents.
5. Only authorized school personnel are allowed in the locker rooms.
6. Staff and students are to stand respectfully during any prayers or playing of our national anthem.

All Central students are admitted free to home athletic events (with the exception of home tournament games).

## Junior-Senior Banquet

The Junior-Senior Banquet is planned and presented by the junior class in honor of the senior class. This event is held on a Friday evening in April or May. The banquet is to be a function for the junior and senior classes, staff, and invited guests as determined by the junior class. One purpose of the banquet is to provide a formal occasion to celebrate the end of the year for seniors.

A letter from the junior class sponsors and the banquet coordinator explaining the expectations and events of the evening will be sent to all junior and senior class members at least two months prior to the banquet.

An after-banquet, usually coordinated by parents, is held after the formal banquet at a different location.

## **School Day Out**

School Day Out occurs very early in the school year. It is a required day when the entire student body and staff spend time together away from the campus. It affords an excellent opportunity to learn to know one another and to enjoy a day in the great outdoor classroom.

## **Student Council**

Student Council (STUCO) is the student representation to the faculty and administration. Each high school class has two elected representatives. The senior class has four representatives. Suggestions for rule changes, school activities or programs, curriculum changes, and any other ideas or changes for making Central Christian School a better place, should be given to the student representatives.

## **Campus Ministries**

Campus Ministries (CM) assists with the spiritual leadership of Central Christian School. They help in the planning of chapels, special emphasis days, and coordinate other activities such as care groups and issue discussions.

Suggestions for chapel speakers and other concerns or ideas should be directed to the director of Campus Ministries.

## **CSD (Community Service Day)**

Students are required to participate in the school-wide fund-raiser called Community Service Day. Students ask friends and acquaintances to sponsor them for a day of work at a community site. During CSD students work for community organizations doing tasks such as raking leaves, washing windows and cleaning. Central Christian receives the sponsors' money and the community organization gets a day of free labor. This fund-raiser is important because tuition only covers about 60% of the cost of education.

## **Senior Class Trip / Class Point System / Fund-raisers**

One high point of the senior year is the senior class trip to Toronto. Each class raises money for this trip over a four-year span. If a student participates in these class fund-raising activities, they should have most of the cost of their trip paid for by class funds. Students get sponsors for CSD, help run the concession stand, and sell tickets and work for the fish fry and class play. A point system is used to keep track of each student's participation.

---

# Covenant and Restorative Discipline

Central Christian School seeks to follow the standards of the Mennonite Church and the larger Christian community. All students and staff are asked to sign a covenant promising to follow the Behavior Code outlined below.

## **Covenant**

As a student I commit myself to

- spiritual growth and accountability;
- show respect to all students, staff, and for school property;
- show a desire to learn and give my best effort in the classroom;
- show respect to faculty, staff, and administration as they model and enforce these policies;
- read and follow the school policies in the Student Handbook, including
  - prompt and faithful attendance in school, class and chapel;
  - respect for the body while refraining from substance abuse (see below for more detail), sexual immorality, and other harmful behaviors;
  - honesty and purity in speech, work, and communication;
  - refraining from stealing, lying, cheating, plagiarizing, betting, gambling, profanity, sexual harassment, violence (see below) and pornography in any form;
  - developing good habits of mind and character through involvement in church/school/family activities, and a conscious screening of popular media influences;
  - use of positive, nonviolent speech and behavior.

Students and staff promise to do their best to live by this Covenant at all times. If a student fails to follow the Covenant while on campus, during school activities, or while coming or going to a school activity, he/she will be disciplined. If a student fails to follow this Covenant outside of school, consequences will be determined in consultation with parents and the church.

## **Substance abuse**

Substance abuse is represented by but not limited to

- illegal drugs (marijuana, cocaine, etc.);
- alcohol;
- misuse of prescription or non-prescription drugs;
- misuse of household chemicals;
- tobacco in any form;
- distributing or selling any type of drug.

The administration, with reasonable suspicion, has the right to require a drug/alcohol test from a student who is suspected of using drugs and/or alcohol. The administration, with reasonable suspicion, has the right to search the student and his/her property, including any vehicle on school property.

Central Christian is committed to helping a student who struggles with substance abuse. If, in good faith, the student wants to break his/her addiction and chooses the restitution route (explained below), the school will help them find a program and/or substance abuse mentor following initial consequences as defined by the administration. If the student chooses to not work on their addiction, the school will assign appropriate consequences and the administration may suspend or expel the student.

### **Anti-Bullying and Harassment Policy**

Central Christian School is committed to provide a safe school environment that encourages spiritual, intellectual, and social growth. As Christians, we are commanded to love one another. (Mark 12:30,31) In our respect for God's command, Central Christian has adopted an Anti-Bullying Policy.

"Harassment, intimidation or bullying" is any intentional written, verbal, graphic, or physical act that a student or group of students does to another student, group of students, and/or faculty or staff member more than once that causes mental, emotional or physical harm to the other student, group of students, and/or faculty or staff member; and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This policy includes all electronically transmitted acts using technology such as the internet, cell phones, or other devices. This policy covers acts which may occur on or off campus.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention will be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

The principal and/or the principal's designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers, and visitors are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

Students involved with bullying will be dealt with according to the discipline procedures.

## **Violence**

Violence in any form is not tolerated. Verbal threats are considered violence. Offenders will be immediately removed from the situation and have appropriate consequences assigned to them by the administration.

## **Weapons**

Weapons such as knives (including pocket knives), guns and all other items (including laser pointers) that are inappropriately used as weapons are not permitted. Weapons must be immediately surrendered or civil authorities will be called. Offenders will be immediately suspended from the school campus or school event. The administration will determine the duration of the suspension and/or expulsion.

## **Discipline**

Central Christian School has a discipline plan that attempts to be fair, restorative and consistent. Students have a right to go to school in a safe environment. Students also have a responsibility to do their part in creating and maintaining a safe and stimulating learning environment.

When a student is involved in a conflict with other students, a teacher, or school rules, it is viewed as a situation that needs to be resolved and as a teachable moment. Therefore, we first pursue a cooperative resolution, unless the student is uncooperative, disrespectful and/or an unsafe situation calls for immediate action.

Consequences for unacceptable behavior include, but are not limited to, the following:

- a. Mediation - voluntary cooperative effort to resolve conflict through conferencing with victims and a mediator. This may include a conference with parents, students, staff, church and community members.
- b. Isolation - within the class, in other than the regular classroom, or on the school campus.
- c. Physical Restraint - to stop a student from hurting other people or himself/herself.
- d. Detention - (loss of free time) is held to make up for time lost or wasted time when work is not done.
- e. Loss of Privileges - such as participation in sports, drama, music performances, trips, etc.
- f. Special Tasks - assigned to help rectify a problem created by a student's inappropriate behavior (i.e., cleaning).
- g. Home Instruction - Students are assigned work to be completed at home.
- h. Suspension from School - as a temporary denial of the privilege of attending school and any school-related activity not to exceed ten days in any school year. Suspensions may be served in school or at home at the discretion of administration.

- i. Expulsion - a long-term denial of the privilege of attending school and any school-related activity for the remainder of the school year in which the violation occurred.
- j. Loss of Bus Privileges - Continued misbehavior on the bus will result in a denial of the privilege of riding the bus to/from school.

A student who violates the Covenant will be given the choice of two paths:

- 1. Restitution - the student will help determine his/her consequences.
- 2. School defines consequences - the school will determine the consequences.

### **Choice 1: Restitution**

When a student violates his/her covenant agreement, he/she will be encouraged to make a plan of restitution for their misbehavior. A good restitution will include the following characteristics:

- It will require effort.
- It discourages repetition of the behavior.
- It will be relevant to the general area of the mistake.
- It will be tied to Christian values and the mission statement of the school.
- It will be seen by the victim as adequate compensation.
- It is designed to strengthen the student who has made the mistake.

#### *First and Second Covenant Offense Restitution:*

- a. Phone conference with parents to express concerns.
- b. Conference scheduled with student offender and possible victims. This may include students, parents, faculty, pastors and administration.
- c. During this meeting, the offender and victim(s) will develop a written plan of restitution. The plan needs to be approved by the principal and will be given to all involved parties. The offender and victim(s) document in writing the completion of the plan of restitution. (Offenses against the school may include community service as part of the restitution.)
- d. The offender will select a faculty mentor to meet with on a regular basis.

#### *Third Covenant Offense Restitution:*

- a. A conference with the student, parents, and administration will be held to determine whether the student has a cooperative attitude toward Central Christian School.
- b. A written plan of support and detailed expectations will be created for a cooperative student. A student will have appropriate consequences for their behaviors in their restitution plan.
- c. Student offender will meet with the principal on a regular basis.

d. A non-cooperative student will be expelled for the remainder of the school year. Any readmission will be based on evidence of change and willingness to support the standards of Central Christian School.

## **Choice 2: School defines consequences**

### *First Covenant Offense Consequence:*

- a. Phone conference with parents.
- b. Conference scheduled with student offender and possible victims. This may include parents, faculty, pastors and administration.
- c. Suspension from co-curricular activities for one week and exclusion from at least one game/performance.
- d. Student offender selects a faculty mentor to meet with on a regular basis.

### *Second Covenant Offense Consequence:*

- a. Conference with parents.
- b. Indefinite suspension from co-curricular activities. (Reinstatement approved by Administrative Team after appropriate change in behavior.)
- c. In-school suspension to reflect and redirect the misbehavior into contributing behavior. This will include meetings with administration/guidance. Student will complete a reflective response form.
- d. Student offender will meet with the principal on regular basis.
- e. One hour at other-than-school-time behavior workshop.

### *Third Covenant Offense Consequence:*

- a. Expulsion for remainder of school year determined by Administrative Team. Any readmission is based on evidence of change and willingness to support the standards of Central Christian School.
- b. Board of Trustees is informed of dismissal

The Administrative Team has the authority to immediately suspend and/or expel students that violate the Covenant in a way that brings immediate harm to other students, school, staff, and/or community.

Serious violations by an uncooperative senior during the last quarter will result in the student not being allowed to participate in the senior trip.

Co-curricular personnel have the right to create independent behavior contracts for students and/or teams subject to the approval of the administration.

The number of covenant offenses carries over from year-to-year in middle school. This number resets to zero at the start of high school. The number carries over from year-to-year in high school.