

# Parent-Student Handbook

2011 - 2012



**Grades 5-12**

# Table Of Contents

## Student Information

School Hours, Delays, Closings	4
Academics	4
Credit for Graduation	4
Dropping and adding classes	4
Dual enrollment	4
Edline	5
End of Semester Comprehensive Exams	5
Grading Scale	5
Heart of Central	5
Homework on Wednesday	5
Honor Roll	6
Honors	6
Incomplete Grades	6
Integrity in academic work	6
Math and Science enrichment	6
Probation	6
Attendance	7
Excused Absence	7
Book bags, Athletic bags and Instruments	7
Chapel	7
Dress Code	8, 9
Electronic Devices	9
Late Arrival to Class	9
Late Arrival to School	9
Lunch Period and Vending Machine Use	10
Lockers	10
Medication	10
Student Accident Insurance	10
Student Activities	11
Athletic Activities	11
Campus Ministries	11
Community Service Day	11
Eligibility	11
Junior-Senior Banquet	12
School Day Out	12
Senior Service Retreat and Senior Trip	12
Student Council	12
Student Driving and Parking	12
Student Health Records	12
Transportation	13
Unauthorized Entry and Exit	13
Use of Technology	13
Restorative Discipline	14, 15

# Student Information

## School Hours

High School / Middle School Day

7:56 Warning Bell

8:00 Classes Begin

3:00 Dismissal

Students not involved in after school practices or games should leave campus within one hour after school ends. Students with late practices are encouraged to return home or visit the home of a friend until the scheduled practice begins. Students who remain in the school past 3:15 p.m. need to be in the library or main lobby area.

## School Closings and Delays

- The school will send an Edline e-mail, text or voice message announcing any school closings and delays. Your account must be activated and contact information updated.
- School closings and delays are also broadcast over radio stations WKRX (AM 960), WQKT (FM 104.5), WCRF (FM 103.3), WKLM (FM 95.3), WHBC (AM 1480 and FM 94.1), WHFM (95.5) and on television channels WKYCTV 3, WJW (Ch 8), WEWS (Ch 5), and WUAB (Ch 43).
- In the event of a school closing, all after-school co-curricular event decisions will be made and communicated by the coaches and directors to student participants. 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, parents make the final decision about road safety based on weather conditions. Parents are to notify the school when their student will be absent due to weather conditions. This is an excused absence.

## Academics

### Credit for Graduation

Students in grades 9-12 will plan their course of study so they meet the graduation credit requirements of Central Christian School and the Ohio State Board of Education. Twenty-three (23) units are required for graduation (including mini-term and Bible). See the Curriculum Guide on the CCS website for further details.

### Dropping and adding classes

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

### Dual Enrollment

Central Christian has a partnership with Bluffton University that allows qualified Central Christian faculty to teach courses that receive college credit. Students interested in taking a dual enrollment course will register for the course in the spring and make the final decision to take the course as dual enrollment by September 1. Students will need to pay the appropriate \$75 per credit hour fee to receive college credit via dual enrollment.

Notes:

- Courses may either follow the college semester plan or be stretched over two semesters.
- Students choose to take the course for dual enrollment credit before the course begins.
- Students taking the course for dual enrollment will be graded using Bluffton University's grading scale.

## Academics (continued)

### Edline

Central Christian utilizes Edline, an online information reporting website. The guidance counselor will give parents information on how to create Edline accounts for themselves and their children. Teachers post grades, assignments and classroom news daily on Edline.

### End of Semester Comprehensive Exams

Teachers (grades 6-12) will give a comprehensive exam in all courses at the end of each semester. The purpose of a comprehensive exam is to help students retain information learned over a period of time and to validate that students have learned what was taught. Students who desire to take a semester test early or late for personal reasons should request permission from the principal. There will be a \$25 fee for each test taken out of sequence.

### Grading scale

The following is a numerical breakdown of our grading system:

letter grade	percentage	grade point
A+	99.0 %	4.0
A	95.5 %	4.0
A-	94.5 %	4.0
B+	93.5 %	3.0
B	88.5 %	3.0
B-	87.5 %	3.0
C+	86.5 %	2.0
C	78.5 %	2.0
C-	77.5 %	2.0
D+	76.5 %	1.0
D	70.5 %	1.0
D-	69.5 %	1.0
F	Below 69.5 %	0.0
I	Incomplete	0.0

### Heart of Central

Students in grades 5-12 will participate in Heart of Central, a curriculum designed to help students discover their identity in Christ and learn to lead themselves, so they can eventually lead others. This character development curriculum is taught in the academic classroom and in chapel.

### Homework on Wednesdays

Wednesday night is the designated youth group meeting night for many churches. Excessive homework assigned on Wednesday and pending quizzes and tests for Thursday often discourages students from participation in church activities. Please note, that due to scheduling conflicts, exceptions may occur.

In order to partner with families and churches, the following guidelines will be followed for grades 5 to 12:

- New homework assignments will not be given in class on Wednesday. All attempts will be made by the teacher to assign work several days ahead if it will be collected on Thursday. Time may be scheduled in class on Wednesday to allow students to complete assignments due on Thursday.
- Tests or quizzes will not be given on Thursday whenever possible.
- Projects will not be collected on Thursday whenever possible.

## Academics (continued)

### Honor roll

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

### Honors

Students may choose to take any semester course (grades 7-12) for honors. Each course has additional independent study work that students will complete and submit to the teacher overseeing the course. Students are expected to do an additional 36 hours of study to receive credit. Upon completion of the honors project, the student will receive an “honors” distinction on his/her transcript. Information is available through the Guidance Office.

To apply for honors credit in a course:

- Student interested completes an application from the guidance counselor.
- Student has a “B” average or higher in the content area.

### Incomplete Grades

An incomplete grade is given at the end of a quarter only when there are justifiable reasons for work not being completed on time. An incomplete automatically becomes an F on any incomplete assignment if the work is not made up within one week from the end of the quarter. If the incomplete work is not made up, the quarter grade will be calculated with existing coursework grades.

### Integrity in academic work

The school expects students to do their academic work with integrity. No credit will be given when a student has cheated which includes plagiarism on any test or academic work. The teacher will report all instances of cheating to the principal.

### Math and Science Enrichment Opportunities

Selected students in grades 9-12 participate in TEAM+S (Tests of Engineering Aptitude in Math and Science), American Math Competition and a College of Wooster Math Test. Selected students in grades 6-8 and grades 9-12 participate in a Science Olympiad competition at Akron University in 23 areas of science and technology. These competitions and tests add enrichment activities for students excelling in math and science.

### Probation

The purpose of academic probation is to be an early warning signal that a student is not making satisfactory progress towards graduation. Every effort will be made to help a student succeed academically.

Academic probation occurs if:

- Student fails one or more courses during one quarter.
- Current GPA is below a 2.00 (Grades 9-12).

Academic probation results in:

- Conference with student, parents, and administration to develop a plan for success.
- Academic interventions.
- Placement on co-curricular weekly eligibility.

Quarter grades are used to determine academic probation.

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

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

## Attendance

- Parents are expected to notify the school of student absences. Please call the school no later than 9:00 a.m. to report an absence. An absence is considered unexcused until a call is received.
- Students with 10 or more absences in a class will not receive semester credit, unless a parental appeal is made to the administration.
- A student needs a pass from their principal and a permission note from their parents to leave school any time during the day. The student will sign out when they leave and sign in when they return at the Welcome Center.

### Excused absences

Absences are excused for the following reasons:

- Appointments  
Please schedule medical, dental and other appointments outside of school time. If necessary, such appointments will be excused when a parental note is presented before the appointment. The note should be handed in at the Welcome Center before 8:00 a.m.
- College visits  
Juniors are granted two days a year and seniors are granted three days a year for college visits. Students will complete a permission form from the guidance counselor three days in advance of the visit date. Students will use the same form to show evidence of completing the visit. The Guidance Counselor will hold a follow-up interview with the student to review the college visit experience.
- Death or serious illness in the family
- Emergency or special reasons as arranged with the principal
- Family trip  
Students may be excused for up to five days for a family trip. The trip is to be with parents, a church youth group or extended family members. Students should present a written request from parents one week in advance.
- Hunting  
One day per year will be excused if the student wishing to go hunting presents a parental permission slip before the absence.
- Personal illness
- Weather conditions

Students are responsible for all assignments, homework, and tests that are missed because of excused absences. Assignments are posted daily on Edline. For each day absent, the student has one day to make up missed work. If the absence is unexcused, make up work may not be calculated in the student’s quarter grade.

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 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 arrives.

## Book Bags, Athletic bags and Instruments

Due to state fire codes, book bags are not permitted on the floor in hallways, lobbies, gyms, cafeteria or classrooms. Students will keep book bags in their lockers so there is enough room on shelves for athletic bags. Athletic bags and other gear may be placed on the shelves. Music instruments will be stored in the designated areas in the orchestra room.

## Chapel

All students are expected to attend chapel which 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.

## Dress Code

Within the context of Christian community, we strive to honor God with our bodies (I Corinthians 6:19-20), and do away with visual distractions that take away from the atmosphere of educational excellence. For this reason, students, faculty and staff are asked to be clean, modest, and neat in their appearance.

With the help of parents, and in an effort to build a cohesive community that focuses on spiritual and academic excellence, the dress code is designed to build modesty and the desire to keep our minds on whatever is true, noble, pure, lovely, and of good report (Philippians 4:8).

The following specifics should be followed unless changes for special events are announced to the student body.

### Athletic apparel

- Athletic pants, shorts and warm-ups may be worn only in the gymnasium and on athletic fields. Volleyball uniforms are to be worn in the gymnasium only. Modest sleeveless shirts may be worn with the approval of the teacher or coach. Shorts worn for co-curricular activities are to be modest in length.
- Males are to keep shirts on at all times.

### Dresses and skirts

The following items are not permitted:

- Skirts or dresses shorter than 2 inches above the knee
- Sleeveless dresses without a collar
- Dresses in a camouflage pattern

### Field trips

Students represent the school during off-campus field trips and co-curricular activities. Faculty and staff will set the appropriate guidelines for student dress for co-curricular and off-campus activities, and communicate the guidelines prior to the activity.

### Hair and hats

- Hair may not be visually distracting.
- Hats are not permitted in the building.

### Jewelry and Tattoos

- Males may not wear earrings at school or school functions.
- Body piercing, other than ears for females, is not permitted.
- Students may not have visible tattoos or any type of drawing on their body.

### Pants and shorts

The following items are not permitted:

- Athletic pants (unless approved for a special event)
- Leggings worn without a skirt 2 inches above the knee
- Pajama pants
- Pants with holes
- Shorts shorter than 2 inches above the knee
- Pants and shorts in a camouflage pattern

### Shirts

The following items are not permitted:

- Shirts promoting rock groups, alcohol, drugs or any type of commercialism contradicting Christianity
- Shirts exposing skin at the waist
- Sleeveless shirts without a collar (Male students are not permitted to wear any sleeveless shirts.)
- Tank tops, spaghetti tanks, camisoles, halter tops and tube tops without a shirt overtop
- Shirts showing any hint of cleavage
- Shirts in a camouflage pattern

## Dress Code (continued)

### Shoes

- Shoes or sandals are to be worn at all times.
- Only athletic, non-marking shoes are permitted on the gym floors.

### Swimsuits

- When an activity calls for a swimsuit, one-piece suits and tankinis are permitted. (This includes mini-term activities and senior trip.) Note: Tankini top and bottom must meet without skin showing at the waist. Faculty, staff, and administration reserve the right to make decisions concerning the wearing of T-shirts over swimsuits if necessary.

### Dress code questions

- If a student or parent has a question about specific items of clothing, the principal may be called.
- Faculty and staff will determine the acceptability of any particular item of clothing for students throughout the school day and will personally speak to the student or refer the student to the principal.
- A student dressed inappropriately will be asked to change. If the student is unable to change, he/she may call home and ask a parent to bring appropriate clothing.
- If this problem continues, further action will be taken by the principal or superintendent to meet with parents and the student to create a plan for dress code changes.

## Electronic Devices

- Electronic devices such as cell phones, iPods and laptop computers used for entertainment are not permitted during the school day. The school recommends leaving these in the car or locker during the day.
- Teachers and staff may remove any device used inappropriately.
- Students are not permitted to use classroom phones without permission from faculty and staff.
- Students are expected to turn their cell phones off during the school day. Personal calls and texts are permitted before 8:00 a.m. and after 3:00 p.m.
- CCS is not responsible for lost or missing items.

## Late arrival 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.
- If the student is tardy, he/she should enter the classroom quietly without disturbing the class, place their name on the tardy sheet and put the written pass in the designated location. The tardy student will need to write an explanation for why they were tardy which is due at the end of the day. Their written explanation will be filed at the front desk.

## Late arrival to school (tardy)

- Students arriving late to school will stop at the Welcome Center to sign in and receive a writing assignment.
- Each time a student is tardy to school the student will be asked to write a short essay explaining why they were tardy. The purpose of the assignment is to allow the student to reflect on why they were late and what they can do to change their behavior. This is an important part of our disciplinary program. Questions and the length of each assignment will change with each additional tardy.

## Lunch Periods and Vending Machine Use

- Students are expected to eat in the cafeteria.
- Students are not permitted to leave school grounds or sit in cars during lunch period.
- A senior student may arrange lunch delivery for a group to be brought in once a year. These requests are to be made to the principal one week in advance.
- Students may only use the school vending machines before and after school.

## Lockers

- Students are assigned a locker and given the lock combination at the beginning of the school year. Students should contact the Welcome Center if there is a problem with the locker or the lock.
- The school recommends that students keep lockers locked at all times.
- Lockers may be decorated inside but may not contain objectionable pictures. 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. Students will be responsible for any damages incurred.
- 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 at the Welcome Center.
- No medication should be stored in the locker, it will be kept at the Welcome Center.
- Students who need inhalants at school may choose to keep them in their lockers, but the Welcome Center needs a medication form.
- No student is permitted to give another student any kind of medication, including aspirin, Tylenol, and cough medicine.

## Student Accident Insurance

- The school will contract with a reliable company to provide school insurance for students. Information and applications will be made available to all students. Parents are responsible to complete the application and make the premium payment.
- Claim forms are available in the business office.
- If the student has accident insurance coverage, it will be noted on the health card.

## Student Activities

Students have many opportunities to participate in music, drama, athletics, Campus Ministries, chapel, service and social activities. Opportunities are available in vocal and instrumental music, as well as private music lessons. Dramas are performed in the fall and spring for grades 9-12 and in the spring for grades 6-8. Students can apply for leadership positions in their class, Campus Ministries (CM) and Student Council (STUCO). Class and school socials, field trips, Leadership Retreat and School Day Out are also opportunities for leadership.

### Athletic Activities

The athletic program offers many choices for involvement. Competition with other schools provides a worthwhile and meaningful experience and gives opportunity for individual and group fellowship. Central Christian School is a member of the Ohio High School Athletic Association. All Central students are admitted free to home athletic events (with the exception of home tournament games).

Central spectators (students and adults) are asked to follow these guidelines:

- Students and spectators are to be in the gymnasium or at the playing field while games are in progress.
- Loitering on the school premises before, during, or after a game is not permitted.
- No objects may be thrown in the gymnasium or onto the playing fields.
- Students are asked to cheer for our team and be positive toward our opponents.
- Only authorized school personnel are allowed in the locker rooms.
- Staff and students are to stand respectfully during any prayers or playing of the national anthem.

### Campus Ministries (CM)

Campus Ministries assists with the spiritual leadership of the school. CM members help in planning chapels and special emphasis days, and coordinate other activities. Suggestions for chapel speakers and other concerns or ideas may be given to CM members or to the director of CM.

### Community Service Day (CSD)

Students are required to participate in the school-wide fundraiser called Community Service Day. Students ask friends and acquaintances to sponsor them for a day of work at a community site. Students work for community organizations doing tasks such as raking leaves, washing windows and cleaning. CSD provides an opportunity for students to serve others and for the community organizations to receive a day of free labor. Funds raised are used to offset educational costs not covered by tuition.

### Eligibility (athletic and non-athletic co-curriculars)

Students involved in the following activities are covered by these guidelines: athletics, Varsity Singers, STUCO, Campus Ministries and drama. A student must be on campus no later than 12:00 p.m. 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 student activities.

- A student receiving one failing quarter mark will be placed on probation for the following nine weeks.
- A student who receives two or more failing quarter marks will be considered ineligible for the following nine weeks.
- The student will be ineligible to participate in games and meetings, and will be placed on the weekly eligibility list.

When a progress report is issued with a failing grade or the current GPA is below 2.0, the student is placed on a weekly eligibility list and will have one week to make satisfactory progress. Parents will be called and a meeting with the teacher, and guidance counselor will be arranged to create a plan for student improvement.

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

- 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.

## **Student Activities (continued)**

### **Junior-Senior Banquet**

- The Junior-Senior Banquet is planned and presented by the junior class to honor the senior class.
- This event is for juniors and seniors, their guests, and faculty and staff. The event is a formal occasion to celebrate the end of the year together.
- An after-banquet event, usually planned and coordinated by parents, is held after the formal banquet.

Parents will receive a letter prior to the banquet from the junior class sponsors and banquet coordinator explaining the expectations and events of the evening.

### **School Day Out**

- The purpose of School Day Out is to gather students, faculty and staff in a planned worship and social time.
- This is a required day of school. Grades 5-8 meet at Camp Luz and grades 9-12 travel to Tuscora Park. This is an opportunity to learn to know one another and enjoy a day in the great outdoor classroom.

### **Senior Service Retreat and Senior Trip**

Several high points of the senior year are the service retreat and trip.

- The service retreat occurs in the fall and allows students to interact with classmates and others while doing 3 days of service.
- The trip occurs the last week of school and is a time of closure as the class celebrates together.
- Students raise money to pay for these events throughout grades 9-12. All students are expected to attend both events.

### **Student Council (STUCO)**

- Student Council is the student governing body.
- Grades 9-11 have two elected representatives, and the senior class elects 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 will be presented by STUCO to the administration.

## **Student Driving and Parking**

- Good driving habits are expected of all student drivers.
- Students will 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.
- Vehicles on school grounds are subject to search by the administration if there is a reasonable concern for student safety.

## **Student Health Records**

- The school complies with immunization requirements of the state of Ohio under the Minimum Standards for Elementary and Secondary Schools Health Services. The state law requires pupils to be adequately immunized against tetanus, whooping cough, diphtheria, polio, measles, and rubella.
- Each new student enrolling in school will have his/her health record checked and will be required to bring their immunization record up to date. A report is sent to the state by October of each school year.

## **Transportation**

- The school provides transportation for students to and from co-curricular activities. It is expected that all students will be courteous and respectful to drivers and adult chaperones.
- Transportation is also provided daily to and from school for an additional fee. 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.

## **Unauthorized Entry and Exit**

- Students are not permitted to enter the school building unless it is officially open.
- Any unauthorized entry, inappropriate use of school keys, or entry via unlocked doors or windows at any 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.
- School pranks are not permitted or affirmed. These activities are dishonoring to administrators, teachers and other students.

## **Use of Technology**

Students and staff have access to computers and the internet as a tool to obtain educational materials. The internet offers many resources that can enrich a student's education, while also containing objectionable, misleading, and false information.

Students are expected to follow these guidelines:

- Use the school network and internet only for things that support the educational objectives of the school.
- Not interfere with the operation of the school network, the operation of the internet or another person's work, not modify any of the configuration settings of the software used, not attempt to bypass internet filtering and not install any software.
- Not use the school network or the internet to access objectionable sites, violate copyright laws, commit plagiarism or violate school rules.
- Understand that privacy is limited and system administrators have access to all personal files and e-mails.
- Not download computer programs or games or access chat rooms, news groups, message boards or instant messaging.
- Not allow other students to use their personal accounts.

Inappropriate use of school provided computer services will be processed with the principal.

## 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. Students have a right to go to school in a safe environment and a responsibility to do their part in creating and maintaining a safe and stimulating learning environment.

### Covenant

As a student I commit myself to

- planning and nurturing my faith development
- being respectful to God, others, self and property
- refrain from any profane or inappropriate language
- consistently strive to improve and strengthen my spiritual, physical and emotional health
- conduct myself in a safe and responsible manner
- abide by the behavioral expectations established at Central Christian School
- abide by expectations and guidelines established by classroom teachers
- seek changes in an orderly and respectful manner
- understand and support the school's Student Handbook

Students and staff promise to do their best to live by the Covenant at all times. If a student fails to follow Covenant expectations, consequences will be determined in consultation with parents.

### Principles to guide this process

We all have sinned and come short of the glory of God. Therefore we should not sit in judgment as persons achieving perfection but as loving servants. No activity is done in a vacuum. Everything we think, say and do affects others in a positive or negative way. We are here to affirm the preciousness of all people, the offended and the offender.

Questions to be asked:

- Who was affected by the activity?
- How were they affected?
- If relationships (with God or with our community) were broken or property was damaged how can it be restored?
- Should this activity be repeated? Why or why not?

### The process

Initially, administrators will determine if everyone is physically safe. If persons are not safe, action will be taken to make the situation safe.

Those involved will be given time and space for reflection. This reflection includes answering 3 questions in writing.

- What happened and why did it happen?
- What was your part of the activity?
- What would you do differently if you had to do it again?

This reflection time not only allows time and space to reflect and calm emotions, it also provides a written account.

- The written account helps parents understand what happened from their child's perspective.
- It holds the student accountable for what he/she says.
- It allows administrators to compare written statements and ask for clarification when stories differ.
- Parents will receive the written account and return it with their signature.

The student will write a solution plan (with parental help when appropriate) for the purpose of reconciliation and restoration. The number of persons involved in the solution plan will be determined by the degree of the offense. Parents will be informed about of the incident and involved in the solution.

## Restorative Discipline (continued)

### 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, bullying or violence" 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 students. 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 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. 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.

### Substance Abuse

Administration is concerned with:

- Protecting students from harmful influences.
- Protecting the school's reputation.
- Bringing healing and hope to families and students struggling with substance abuse.

A plan will be created for each student who is using inappropriate substances. The student, parents, administration, pastor and any other parties deemed necessary will be involved in establishing the plan.

Law enforcement will be notified as needed and required.

### Violence

The school community attempts to remain free from violence. The school will take any appropriate measures needed to maintain a safe and violence-free environment.

### Weapons on school property

Weapons are defined as anything that is used to inflict harm to oneself or another. Possession or use of weapons will be dealt with in an appropriate manner.