

# Parent / Student Handbook 2015-16



Colorado Springs Christian Schools

## Colorado Springs Christian High School

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Colorado Springs Christian Schools

Dear Parents and Students:

The purpose of this handbook is to give guidelines so everyone can know what to expect in the day-to-day running of CSCS. Our heart is truly to concentrate on the important matters of academics and spiritual life. Ignoring the details would interfere with our ability to do the really important work that we all desire. Our hope is that we can get the basics conquered and get on with the really great things we attend CSCS to experience.

On behalf of the entire high school staff, please know that we are committed to changing lives, creating memories, and impacting hearts. The staff is here because each one has a heart to serve the Lord, and they serve Him by serving His young people and their parents. The teachers bring incredible expertise and experience both academically and spiritually. It is our desire to partner with parents in raising young men and women to be all God created them to be.

Please read through the handbook in order to be familiar with its contents. Parents and students are expected to know the guidelines and expectations, and will be held accountable to them. All new or updated information in this handbook is highlighted in yellow for your convenience.

The Technology Acceptable Use Policy begins on page 42. Please take a moment to read through this section thoroughly.

The dress code signature page is included in the Pre-registration on-line packet, so that everyone can know the guidelines. There are no changes in the code, but having it on a separate page allows us all to have a quick reference for the expectations. My heart is that we will be united on this and that dress code would require very little of the precious time we have at school. The outside appearance is not where we want to spend our time, but there is a need have to have boundaries as we prepare young people for the world of work and a successful school career. The standards are set so we can concentrate on the heart, soul, and mind.

Please utilize the school website ([www.cscslions.org](http://www.cscslions.org)) as your primary source of pertinent information concerning upcoming events, important notices, and all that is occurring within our CSCS community. As always, if questions arise that are not addressed on the website, please do not hesitate to call our high school office. Also, please watch for our regular e-mail blasts on Thursdays, which will provide communication and links that you will find useful.

I am excited for this school year and am honored to be part of the work at CSCS. I look forward to interacting with both students and parents this year. I care about young people and their education and look forward to sharing these formative years with each of you.

In Christ,

Mason Young  
High School Principal

## **INTRODUCTION**

This handbook has been written to students, parents, and faculty to set boundaries and establish the parameters for an efficiently run and God-glorifying school year. Some of the guidelines clearly define right and wrong; others help to identify many possible options that we believe will be the wisest course of action in order to maximize learning.

## **NONDISCRIMINATION POLICY**

Recognizing that all people are the special creations of God, having been made in His image, Colorado Springs Christian High School welcomes students of all races, colors, and national or ethnic origins to all of the rights, privileges, programs, and activities generally accorded to students at CSCS. Educational policies, admissions policies, scholarship and loan programs, as well as athletic and other school-administered programs similarly do not discriminate on the basis of race, color, national or ethnic origin.

## **CSCS VISION STATEMENT**

We believe that a Christian education is imperative and will produce graduates who influence the world through Christ-centered service in their professions, churches, and communities. If imperative, then it must be affordable...and if it is affordable, it will then be accessible to all families worldwide who truly desire a Christ-centered education.

## **CSCS MISSION STATEMENT**

***Providing an Excellent Education from a Christ-centered  
Biblical Perspective for Lifelong Service***

Colorado Springs Christian Schools is a Christian school dedicated to providing an excellent academic, physical, emotional, and spiritual environment for the education of students which leads to a life that honors God. The school exists to train the mind, develop the moral character, enrich the spiritual lives, and perpetuate the growth of Christian ideals in all who come within the sphere of its influence. CSCS stands as a witness for Jesus Christ modeled by administration, faculty, parents, and students.

Through a rich offering of academic, spiritual, artistic, and athletic programs, CSCS provides an opportunity for each student to reach his or her maximum spiritual, intellectual, social, and ethical potential. CSCS stresses the highest excellence and proficiency in academic education with a goal of developing, within each student, mastery of all the basics of learning while establishing thinking and clear communication skills. Operating within a Christian community, CSCS emphasizes understanding and responsiveness to student needs and capabilities from a Christ-centered, biblical perspective. CSCS serves as a training ground for the development of healthy Christian relationships across racial, ethnic, and gender lines.

CSCS seeks to develop the whole person with the knowledge and skills to embrace a lifetime of personal fulfillment, Christian service, and contribution to society. The competencies to act ethically, to care for and serve others, and to practice Christian stewardship of human and natural resources are integrated into the fabric of all CSCS programs. Programs and activities help students explore their value and role in society as well as the importance of vocation and service in their lives. Students will be equipped to pursue the post-secondary education of their choosing, preparing them to be knowledgeable Christian participants in our nation and the world.

CSCS, in an effort to reflect the community, strives to maintain a student body that represents social, economic, ethnic and academic diversity. Race, color, or national and ethnic origin will never be a barrier to admission at CSCS.

After Jesus declared in Matthew 22:39 that we are to “love the Lord your God with all your heart, and with all your soul, and with all your mind,” He stated that we are to “love your neighbor as yourself.” At CSCS we are committed to maintaining a culture of mutual trust and respect at all levels. Information and instruction on how to build this kind of culture will be shared with students during chapel times as well as in the classroom setting. Disrespect at any level will not be tolerated.

## **CSCS CORE VALUES**

Colorado Springs Christian Schools is committed to a Christ-centered education, which leads to:

- ◆ A personal discovery of God’s truth.
- ◆ A personal, active faith in God.
- ◆ A lifelong love for intellectual and cultural development.
- ◆ An awareness and cultivation of individual giftedness.
- ◆ The building of community.
- ◆ An awareness and appreciation of society, which impels action.

The high school staff and administration covenant with you as families to provide an education centered on these values. As CSCS parents, you have signed the Core Values for Parents which means you have covenanted with us to support these values with your children. This gives us a common goal to work toward and a commitment to help one another in that process.

## **CSCS GOALS**

*Spiritual* — To provide all students opportunities to hear and respond to the gospel, to increase in biblical knowledge, to apply God’s Word to their lives, and to develop Christ-like character.

*Staff* — To employ staff who are spiritually mature, academically prepared, and professionally skilled, who are Christ-like role models, and who love children and build positive relationships.

*Parental/Community Involvement* — To provide maximum opportunities for parental involvement at all grade levels and to utilize all community resource opportunities that are available.

*Public Relations* — To establish and maintain a positive image of CSCS through communications and associations among our constituency and the community.

*Accreditation* — To acquire and/or maintain accreditation through one or more recognized accrediting agencies.

*Academic Program* — To provide a quality academic program that is biblically integrated and which educates and equips CSCS students spiritually, academically, socially, and physically for lifelong service.

*Enrollment Goal* — To enroll a student body large enough to allow for comprehensive academic and extracurricular programs yet small enough to provide for personal attention for each student.

*Co-curricular* — To offer a program of athletics, fine arts, student government, and other opportunities to enhance the curriculum, allowing students to explore a variety of interests and ministries in developing Christian leadership and character.

*Facilities* — To acquire and maintain attractive, functional educational facilities, uniquely designed and equipped to provide an environment conducive to learning and spiritual growth and which accommodate the enrollment goal.

*Financial* — To establish a financial plan based on tuition and development resources which allows for the enrollment of families representing a broad range of economic levels and which ensures long-term financial stability.

## **GRIEVANCE POLICY**

### **Colorado Springs Christian Schools Student/Parent Grievance Process**

Because of the counsel contained in the Bible (Matthew 18:15-20; I Corinthians 6:1-8; and Galatians 6:1) and because of the fervent desire of CSCS to resolve in a Christian manner every conflict or violation, which may arise between individuals, CSCS has prescribed the grievance process that is to be followed.

Attached to this process is a copy of Board Policy 2.1: Treatment of Student Families. Board Policy 2.1.5 states that "The Superintendent shall not fail to inform student families of Board Policy 2.1 and to provide a grievance process to those who believe they have not been accorded a reasonable interpretation of their rights under this policy." In fulfillment of that policy, the grievance process is outlined below.

The resolution of any conflict initially is to be resolved at the lowest level possible with only the people who are directly involved in the conflict.

Although others may have similar concerns or conflicts, Scripture requires that we deal with conflict as an individual and not as a group of like-minded individuals. Christians are required to speak only to the individual with whom they have the conflict and to no other person. To involve anyone else is gossip and counterproductive. With this in mind, the process is as follows:

1. The individual who has the conflict is to go directly to the person with whom they have the conflict and seek to resolve it.
2. If the conflict is not resolved, the administrator should be notified and a meeting will be scheduled. The scheduling of this meeting will occur within 72 hours of the request. A Conflict Resolution Action Report will be completed by the administrator documenting the initial meeting. A plan of action will be completed by the administrator and/or Human Resource Department.
3. If the conflict still has not been resolved, the individual may request a meeting with the administrator and the Superintendent of schools of CSCS or his designee. The scheduling of this meeting will occur within 72 hours of the request and the Conflict Resolution Action Report will be completed by the administrator documenting the previous meetings. A decision and plan of action will be determined by the Superintendent and is final unless Policy 2.1.5 is violated.
4. If a violation of Board Policy 2.1.5 has occurred, the Superintendent will initiate the process. As with all correspondence to the Board of Directors, the letter should be sent to the Office of the Superintendent, outlining the policy and the specific violation. All such correspondence will be delivered sealed to the acting chairperson of the Board.

## **BOARD POLICY OF COLORADO SPRINGS CHRISTIAN SCHOOLS**

**Policy Type: Executive Limitations**

**Policy Title: Treatment of Student Families**

**POLICY 2.1** With respect to interactions with current or potential student families, the Superintendent shall not cause or allow conditions, procedures, or decisions which are unsafe, undignified, unnecessarily intrusive, unbiblical, or which fail to provide appropriate



confidentiality or privacy.

- Policy 2.1.1 Shall not enroll students under conditions that fail to protect them, the student body, the schools, or CSCS' Christian philosophy.
- Policy 2.1.2 Shall not use methods of collecting, reviewing, transmitting, or storing student's family information that fail to protect them against improper access to the material elicited.
- Policy 2.1.3 Shall not maintain facilities that fail to provide a reasonable level of privacy, both visual and aural.
- Policy 2.1.4 Shall not operate without clear policies on matters of general interest to student families in order to establish with them a clear understanding of what may be expected and what may not be expected from the services offered.
- Policy 2.1.5 Shall not fail to inform student families of Board Policy 2.1 and to provide a grievance process to those who believe they have not been accorded a reasonable interpretation of their rights under this policy.
- Policy 2.1.6 Shall not authorize corporal punishment for any student.
- Policy 2.1.7 Shall not allow presentation of sex education materials or programs that are not abstinence-based in context and matter.

## **DISPUTE RESOLUTION POLICY**

Because of the counsel contained in the Bible (Matthew 18:15-20; I Corinthians 6:1-8; and Galatians 6:1) and because of their fervent desire to resolve in a Christian manner every dispute or claim which may arise between them, CSCS and disputant agree to conciliate, mediate, and arbitrate their dispute exclusively through the procedures set forth in the CSCS Dispute Resolution Policy. The term, "dispute," shall include every type of dispute, claim, or controversy which might arise between CSCS and its employees, students, students' families and others, regardless whether it arises under this contract, under the law of tort, under any federal, state, or local statute or ordinance governing employment relationships or prohibiting discrimination, or under any other common or statutory law. The disputant must also comply with any applicable harassment policy and sexual misconduct policy; however, the disputant's remedy for a violation of employment law shall be determined under this dispute resolution policy. The school shall bear the cost of dispute resolution, except the fees and expenses of any attorney hired by the disputant.

- A. Conciliation: Disputants must first attempt to resolve any dispute through direct communication with the Principal or the Superintendent. The disputant may begin conciliation by sending a letter requesting it to the Human Resource Department. The letter must specifically state the nature of the problem and the facts and arguments supporting the disputant's position. CSCS will then have twenty days to gather information regarding the problem and otherwise to explore whether a resolution is possible short of mediation.
- B. Mediation: If the disputant and CSCS are unable to resolve their dispute through conciliation, the disputant's sole and exclusive remedy is to request formal mediation of the dispute by sending a letter requesting it to the Human Resource Department, with a copy to the other party. A mediator shall be chosen by CSCS from a list of Christian mediators and assigned to the dispute. Both sides shall submit a position statement

setting forth the facts and arguments applicable to the dispute ten days prior to mediation.

Unless otherwise agreed, mediation shall take place within thirty days from the date of the letter requesting it according to any rules of procedure chosen by the mediator. No discovery shall occur in advance for the mediation, except as requested by the mediator. Each party may have one observer other than an attorney present.

If the parties reach a resolution for their dispute in mediation, the mediator shall formalize the settlement in a legally enforceable agreement. Mediation and conciliation may not be used to collect facts for use during possible subsequent arbitration, administrative hearings or litigation, and a confidentiality agreement will be required of both parties (including observers).

- C. Arbitration: If the disputant and CSCS are unable to resolve their dispute through conciliation and mediation, the disputant's sole and exclusive remedy is to request binding arbitration of the dispute by sending a letter requesting it to the Human Resources Department, with a copy to the other party. The Human Resource Department will, within two weeks of receiving the letter, convene an impartial arbitration panel to consider the complaint and any defenses or explanations. The panel will consist of one arbitrator chosen by the school, one arbitrator chosen by the disputant and one mutually agreed arbitrator. If the parties cannot agree on an arbitrator, the two arbitrators chosen by the sides may appoint a third.

Each party will be allowed to present direct and rebuttal testimony, evidence, and argument. Attorneys may participate in the arbitration. The panel will issue written findings of fact and a written award providing appropriate legal or equitable relief within ten days of the hearing. Judgment upon the award may be entered in any court having jurisdiction thereof. The arbitrators shall have authority to apply the Doctrine of Church Autonomy and other First Amendment and Establishment Clause defenses to liability as if the arbitrator were a civil court judge.

Except as regards the initiation of the arbitration and the appointment of a panel of arbitrators, the arbitration proceedings shall be conducted under the Rules of Procedure for Christian Conciliation in effect at the time of the arbitration demand or other rules of procedure agreed to by both sides. A decision and award of the arbitrator made under the rules shall be exclusive, final, and binding on both parties, their heirs, executors, administrators, successors, and assigns.

- D. Time is of the Essence: Any rights that a disputant may have to legal or equitable relief in an arbitration proceeding shall be extinguished unless the disputant attempts conciliation within six months after the occurrence of the event giving rise to the dispute, requests mediation within seven months after the occurrence of the event giving rise to the dispute, and demands arbitration within one month after formal mediation ends.

## **ALLEGED CHILD ABUSE/NEGLECT**

NOTICE TO ALL PARENTS/GUARDIANS OF CSCS STUDENTS: CSCS' legal counsel has advised that all parents/guardians should be aware of the following, which are in accordance with federal, state, and local laws concerning alleged child abuse and/or neglect. If you have any questions about this, please contact the principal.

1. The El Paso County Department of Human Services (DHS) has the right to make an unscheduled visit to CSCS and require that a student who is the subject of a child abuse/neglect report to be interviewed during school hours without any obligation to notify the

parents/guardians of the student or seek permission from the parents/guardians to conduct the interview.

2. Any CSCS employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect MUST immediately report or cause a report to be made of such fact to the DHS. Therefore, if a discussion between a CSCS employee and a parent/guardian concerning a student leads the employee to a conclusion that there is reasonable cause to suspect that the student has been subjected to abuse or neglect, the employee is REQUIRED BY LAW to report the parent or guardian to the DHS immediately.

## **PHILOSOPHY OF MINISTRY AND EDUCATION AT CSCS**

1. God is the source of all truth; therefore, all truth is God's truth whether sacred or secular (John 14:6; John 17:7).
2. Jesus Christ is the center of life and education (Colossians 1:16, 17).
3. Man and woman were created by God in His image (Genesis 1:26, 27).
4. Man, as a result of sin, is separated from God and is in need of redemption and restoration (Isaiah 59:2; Isaiah 53:6; I Peter 3:18).
5. The Bible is man's source of truth for today. The Scriptures are inspired by God and are not subject to judgment by other areas of study. The Scriptures are the final authority as God's written revelation and perspective (II Timothy 3:16; 1 Peter 1:20, 21; John 1:1).
6. The authority and responsibility for education of children is given by God to parents. The school is a supplementary agency commissioned to support not to supplant, to complement not to compete with, and to reinforce not to replace the home (Deuteronomy 6:1-8,20-25; Ephesians 6:1-4).
7. Christian education can only occur through the work of Christian teachers. Role modeling, as well as values imparted as a result of classroom interaction, has a significant effect on students (James 3:1; I Timothy 6:20, 21).
8. A well-defined structure of discipline is imperative because of the basic nature of man. Discipline in the Christian school, tempered with love, will produce freedom and encourage godly character (John 8:32; Hebrews 12:5-11).
8. Children learn by the way we live, not just by what we say. Being doers of the Word of God is critical to the ministry of the school (Matthew 6:21; James 1:22).

## **DOCTRINAL STATEMENT**

1. We believe in the Scriptures of the Old and New Testaments as verbally inspired by God and inerrant; there are no contradictions, no historical inaccuracies, and no false scientific information in the original manuscripts (II Timothy 3:16). We believe that the Old and New Testaments not only contain the Word of God, but also are the Word of God in their entirety and are the final authority in all subjects on which they speak (II Peter 1:21).
2. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit (Matthew 28:18-19; Mark 12:29; John 1:14; Acts 5:3-4).

3. We believe that Jesus Christ was begotten by the Holy Spirit, born of the virgin Mary (Matthew 1:20-23), and is true God and true Man (John 1:1, 14).
4. We believe that man was created in the image of God (Genesis 1:26), from dust, as a perfectly created individual named Adam; that he sinned and thereby incurred not only physical death but also that spiritual death which is separation from God (Genesis 2:17, 3-6; Romans 5:12); that all human beings are born with a sinful nature, and, in the case of those who reach moral responsibility, become sinners in thought, word, and deed (Romans 3:10-23).
5. We believe that the Lord Jesus Christ died for our sins and for the sins of the whole world (I John 2:2), was buried and bodily rose from the dead according to the Scriptures (I Corinthians 15:1-4). We believe that He died as a representative and substitutionary sacrifice and that all who believe in Him are justified by grace on the basis of His shed blood (John 3:16; Titus 3:5). We believe that those so justified are eternally preserved (e.g. the eternally secure position of the believer in Christ, as opposed to the concept that a believer in Christ could ever lose his salvation) through the present ministries of our risen, ascended, glorified Lord Jesus Christ and the Holy Spirit (John 10:27-29; Hebrews 7:25).
6. We believe that all who receive by faith the Lord Jesus Christ are born again of and indwelt by the Holy Spirit and thereby become children of God (John 3:3, 14:16-17). We believe that regenerate man must walk in dependence upon the Holy Spirit in order to please God (Galatians 5:16).
7. We believe in "that blessed hope" - the personal and imminent return of our Lord and Savior Jesus Christ (John 14:1-3; I Thessalonians 4:13-18).
8. We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the just, and the everlasting punishment of the unjust (e.g., there is no second chance in hell or the lake of fire for a restoration or universalism in salvation). A person's eternal destiny is set when they die with no hope of a second chance of salvation (I Corinthians 15:51-52; Revelations 20:11-15).
9. We believe that the Church, composed of all those who truly believe on the Lord Jesus Christ as their Savior, is the Body and Bride of Christ. We believe that Christ is the Head of the Body, the Church (Ephesians 1:22-23) and that all believers are baptized into the Body of Christ by the Holy Spirit, thus having become members of one another, we are responsible to keep the unity of the Spirit in the bond of peace (I Corinthians 12:13; Ephesians 4:3).

## CSCS SCHOOL-WIDE LEARNING OUTCOMES

The vision of Colorado Springs Christian educators is that a maturing CSCS student:

- 1) Understands and commits to a personal relationship with Christ and pursues ongoing spiritual development**
  - a) understands the gospel, salvation, and how to present that to others
  - b) understands and practices spiritual disciplines such as devotions, personal Bible study, and prayer
  - c) understands and pursues spiritual maturity and a deepening dependence upon the Holy Spirit
  - d) is involved in a local church
  - e) commits to a personal relationship with Christ
- 2) Understands and articulates a biblical worldview and operates from that perspective in the world**
  - a) develops, articulates, and defends a biblical worldview
  - b) demonstrates application and relevance of a biblical worldview to daily decision making
  - c) knows and is able to articulate differences between Christianity and other worldviews
  - d) knows how to dialog effectively with those who hold other worldviews
  - e) is able to defend one's faith
- 3) Is academically prepared in all areas (reading, writing, listening, speaking, science, math, social studies, languages, Bible, technology and the arts)**
  - a) is a creative and critical thinker who can apply learning to solve real world problems

- b) utilizes technology responsibly and effectively
  - c) can appropriately access and use various types of information resources
  - d) appreciates and/or participates in the arts and literature
  - e) demonstrates academic competence which is required for next level of academic pursuit
  - f) is well prepared for standardized academic testing
  - g) communicates effectively in both verbal and written forms
  - h) can communicate in at least one additional language
  - i) knows the Bible in concept and through memorization
- 4) Develops moral integrity, demonstrated by righteous living and stewardship**
- a) makes choices based on biblical principles
  - b) respects life
  - c) lives according to biblical standards in family and personal relationships
  - d) is a wise steward in use of personal, financial, and natural resources
  - e) is a responsible citizen in the local community and the world
- 5) Is able to relate and work well with others, including other cultures and respects the worth of every individual as made in God's image**
- a) can explain being created in the image of God
  - b) respects individual differences, valuing each person as God's creation
  - c) able to work together in groups
  - d) can understand and appreciate people of different cultures
- 6) Is a lifelong learner, prepared for next stage, including intellectual, spiritual, physical, social, and emotional health**
- a) pursues ongoing learning as it relates to next stage, including careers
  - b) applies learning to healthy choices affecting lifestyle
  - c) develops a love for learning
  - d) recognizes the spiritual implications of acting upon one's learning
- 7) Is a servant leader, prepared and motivated for lifelong service and involvement in missions, knows and applies spiritual giftedness**
- a) can articulate the biblical mandate for service and missions, including responsibility to the poor and lost
  - b) participates in service experiences
  - c) understands missions from personal experience or from personal exposure to the message/impact of missions
  - d) develops leadership skills
  - e) understands and utilizes spiritual gifts
  - f) identifies personal strengths and talents
  - g) applies gifts in leadership/service
  - h) works within the body of Christ according to the variety of gifts in the body

## **SCHOOL HISTORY, STRUCTURE, AND GOVERNANCE**

Colorado Springs Christian Schools is an independent, interdenominational Christian school founded in 1971 by a group of dedicated parents representing several local churches. The school has grown from less than 200 students in grades K-12 to around 750 on two different campuses in those same grades today.

The responsibility for the operation and direction of the school is vested in a Superintendent and Executive Director of Academic Services who work with the principals on each campus to ensure a well-functioning and purposeful educational environment for every age level. The Superintendent is responsible to a school board, which is composed of parents of CSCS students and other persons who understand the school's mission and are committed to its success.

CSCS is not affiliated with any church or denomination, although as can be seen in the doctrinal statement, identifies itself with the evangelical Christian community. Within our student body and staff, over 120 local churches and assemblies are represented.

## **SECURITY**

The safety and protection for children, parents, and staff members on the CSCS High School Campus has always been a high priority. As the world's culture has changed in recent years, our work in the area of security and safety has become more focused. Our first realization is that our safety has been continually provided by the Lord. We believe that He has protected us, continues to protect us, and expects us to use the wisdom that comes from Him as we plan and prepare for a safe campus.

With those concepts in mind, CSCS has taken an aggressive approach toward prayer and preparation. Our preparation **has included the addition of a Security Officer in recent years.** Prayer has been a focus for both parents and staff.

The CSCS Security Program is led by our Security Officer. This is a position that brings influence to all of the CSCS and Handprints Early Education Center campuses. The CSCS security philosophy emphasizes the fact that every staff member and many volunteers make up our Security Team.

CSCS Faculty and Staff go through regular training, tabletop exercises and scenario-based training to aid their understanding of security and their roles in the security procedures. As in other area high schools and public buildings, the police canine unit may conduct preventative sweeps in the building and parking lots throughout the school year for our safety and security. The canine units train often in our facility as well. Volunteers, many of them current school parents, are also recruited and trained to provide help. Individuals with an interest in helping should contact our Security Officer to learn more.

## **ACADEMICS**

CSCS exists to provide a high quality academic preparation through the lens of God's Word. The following serve as guidelines for academic policy.

### **Accreditation**

CSCS is fully accredited by the Association of Christian Schools International (ACSI) and North Central Association (NCA).

### **Faculty**

Faculty members at CSCS are selected with great care. Each is academically qualified to teach in his/her assigned teaching area and possesses or is working toward Association of Christian Schools International (ACSI) teacher certification. Spiritually, all faculty members are born-again Christians and are committed to education in a Christian school and specifically CSCS. **In addition, all hired employees submit to background checks.**

### **Course of Study**

Students are required to enroll in six classes each semester on campus in order to maintain full-time student status. All core classes must be completed at CSCS for traditional students. Any courses completed through programs other than at CSCS must be approved by the high school principal in advance. Normally, a student's schedule will contain courses in the five core subject areas of English, math, social studies, science, and Bible, plus a language and an elective. Bible and English are required every semester of attendance at CSCS. Any exception to this policy due to extenuating circumstances must be requested in writing to the principal prior to the semester.

### **Dual Credit Courses**

A dual credit course is one in which the student earns both high school credit from CSCS and college credit from a partnering college or university. All dual credit courses taken through CSCS are graded on a 5.0 scale. Since dual credit courses are in fact college courses, they typically go into greater depth and cover more material than standard high school courses. Depending on the course, a dual credit student may be required to complete additional work above and beyond that of a classmate taking a non-dual

credit course. Therefore, the decision to take one of these courses should be entered into with knowledge and foresight.

Due to the nature of these courses, students must meet all grade and GPA requirements to be considered for admittance into a dual credit course. A student interested in taking one or more dual credit courses must turn in an Application/Parent Consent Form to the counseling office by the specified due date. Dual Credit Course Information Sheets and Application/Parent Consent Forms are available in the counseling office and on the CSCS website. Please note that final enrollment decisions are based on a set of criteria listed on both the information sheet and consent form.

Final exams in dual credit courses will be weighted at 20% of the semester grade unless otherwise specified on the course syllabus. All students enrolled in the course will be required to take the final exam whether they're taking the course for dual credit or not. Students in all grade levels will be expected to take final exams each semester. The senior second semester final exemption will not include students taking dual credit or AP courses.

### **Dual Enrollment / Off Campus College**

Eligible junior and senior students have the option of taking one or more classes at a local college to augment their studies at CSCS. Some restrictions apply. Eligibility is primarily based on grades, rank, test scores, meeting course prerequisites, and maturity level. If a student is interested in an off-campus college course, he/she should speak with one of the high school counselors prior to enrolling in the course.

Students must take a minimum of six courses at CSCS, however a student may qualify to take the sixth class from a college. If the student desires to use an off-campus college course as their sixth course, it must be approved for dual-credit through the counseling office and will be added to the CSCS transcript even if it is not needed to meet a specific graduation requirement. Grades for off-campus college courses are transferred in on a non-weighted, 4.0 scale and will be used in the cumulative grade point average calculation. A contract must be signed by the student and parent prior to enrollment and is subject to approval by counselors and administration.

### **Hybrid Online Program**

The Hybrid Online Program at CSCS is a combination of our non-traditional program with the online program from Sevenstar Academy for a full educational program. Certain rights and privileges come with being a Hybrid student at CSCS though not the full array that is afforded to full-time traditional students. It is an affordable option for those who need a more flexible program or one that costs less than the traditional program. Students take a maximum of three courses at CSCS and a maximum of five online courses per year. More details are available on the program by visiting the Counseling Office or the CSCS website.

### **Internet Courses**

Students may get credit for pre-approved online classes. Preapproval must be given by the Guidance staff prior to course enrollment.

### **CSCS Online Courses**

CSCS provides online courses to extend students' learning beyond the traditional classroom and help prepare them for college. In some cases, online courses allow for more flexible scheduling and permit students to take a class that would otherwise be full. Some courses are offered only in the online format and others are presented in both an online and a traditional format. Coursework in online courses require similar deadlines and attendance requirements as traditional courses. Some online courses include mandatory class and seminar attendance on campus.

## Middle School Students Taking High School Courses

Middle school students may take certain courses at the high school campus upon approval by the middle school and high school principals. Such decisions will be based on the ability of the student and whether or not there is available space in the requested high school course. Students taking these courses will be awarded high school credit upon successful completion of the course. Middle school students taking Algebra I in middle school will not be awarded high school credit. This applies to both current CSCS students and transfer students. Once enrolled, middle school students are required to complete the entire year in the approved high school course.

## High School Course Schedule Changes

No schedule changes are allowed after the **fifth** school day of each semester, unless requested by the teacher and approved by the counseling office. After this time, all changes will be considered a “withdrawn failing” with a grade of “F” and will affect a student’s GPA. More complete information on course availability and selection, policies and procedures regarding scheduling and schedule changes, and college entrance requirements is available in the counseling office. All changes require a completed Drop/Add form **with a parent signature**.

## Graduation Requirements

CSCS requires each student to successfully accumulate a minimum of 52 semester credits over eight semesters in order to graduate. Seniors must be full-time traditional (not hybrid) students their senior year in order to be eligible for graduation. The number of credits earned determines grade placement. All PE requirements should be completed at CSCS in one course of study or on a CSCS athletic team for a minimum of two seasons. Outside activities will not be considered in fulfillment of the PE requirement.

Any exception to the graduation requirement policy due to extenuating circumstances must be requested in writing to the high school principal prior to the beginning of the semester. A decision will be made after the principal consults with the appropriate administration.

## Grading System

CSCS operates on a 5.0 grade point system for honors and AP classes and a 4.0 system for all other classes. Grade point averages are calculated and recorded for each semester in grades 9 through 12. The following chart illustrates the grading scale used in both regular and honor classes.

Percentage	Letter	Regular Grade Point	Honors Grade Point
93 – 100	A	4.0	5.0
90 – 92	A-	3.7	4.7
87 – 89	B+	3.3	4.3
83 – 86	B	3.0	4.0
80 – 82	B-	2.7	3.7
77 – 79	C+	2.3	3.3
73 – 76	C	2.0	3.0
70 – 72	C-	1.7	2.7
67 – 69	D+	1.3	2.3
63 – 66	D	1.0	2.0
60 – 62	D-	0.7	1.7
0 – 59	F	0.0	0.0

## Transfer Grades and Credits

When a student transfers in from another high school, the CSCS registrar will request an official high school transcript from each school the student has attended. Courses, grades, and credits from the previous school(s) are reviewed and transferred to the student’s new CSCS transcript. CSCS reserves the right to determine transfer credit for all courses. Homeschool courses will be recorded on the CSCS



transcript with either a Pass (P) or Fail (F) grade. No standard letter grades will be given. Pass and Fail grades do not affect GPA.

Weighted (i.e., honors and AP®) courses taken at another school will be awarded credit based on a 5.0 scale on the student's CSCS transcript only if CSCS offered a comparable weighted course during the same school year. If CSCS did not offer a comparable weighted course, that course will be awarded credit based on a standard 4.0 scale.

### **Repeating a Course**

If a student repeats a course during high school, the student will not receive credit for both courses. Although both courses will show on the student's transcript with the grade earned, the credit will only be awarded to the one with the higher grade. Only courses where credit is given affect GPA.

Courses of the same name, regardless of honors designation, will be considered the same when awarding credit. For example, if a student successfully completes Geometry and then decides to take Honors Geometry, that student will only receive credit for the course with the higher grade, although both will appear on the student's transcript.

It may be necessary for a student to repeat a semester of a specific course due to a failing grade. In this situation, the F will be recorded on the student's transcript and will affect the student's GPA, although no credit is awarded. The student will receive credit for the course when he/she repeats the course and receives a passing grade. The passing grade will be used in GPA calculations. Please note that the original failing grade will not be removed from the transcript.

### **Posting Grades**

Teachers will update students' grades and post them on the on-line site for students and parents to review on a regular basis.

### **Grade Point Average (GPA) and Academic Recognition**

#### **1. Calculating Grade Point Average**

- a. Advanced Placement and Honors courses will use a weighted GPA system. AP and Honors courses will be weighted with a higher quality point value than all other courses (i.e., A=5, B=4, C=3, D=2, F=0).
- b. Regular – Regular course grades will continue to be calculated on a 4.0 scale (A=4, B=3, C=2, D=1, F=0).

**2. Class Rank** - Class rank is only used for valedictorian and salutatorian calculations. Due to our school size and the fact that 90+ percent of our students pursue higher education, we choose not to include class rank on our transcripts. We believe that the highly competitive nature of our school makes class rank insignificant.

#### **3. Academic Recognition**

- a. Honor Roll - The school will publish and post the honor roll each semester. The honor roll is three-tiered as follows:
  1. Highest Honors 4.00 and above
  2. High Honors 3.80 - 3.99
  3. Honors 3.60 - 3.79
- b. Academic Letters - Academic letters are available to students who earn a 3.90 or higher weighted GPA for two consecutive semesters at CSCS. Metal bars are available for each successive semester in which students meet this minimum GPA requirement.

- c. Valedictorian - The valedictorian will be the senior ranking highest in the graduating class as determined by the student's cumulative weighted grade point average. To be eligible for valedictorian, a student must be a full-time traditional (not hybrid) student for the last four semesters at CSCS. To be a full time student, students must take a minimum of six on-campus classes each semester or five on-campus classes in addition to an approved concurrent enrollment course.
- d. Salutatorian - The salutatorian will be the senior ranking second highest in the graduating class as determined by the student's cumulative weighted grade point average. To be eligible for salutatorian, a student must be a full-time traditional (not hybrid) student for the last four semesters at CSCS. To be a full time student, students must take a minimum of six on-campus classes each semester or five on-campus classes in addition to an approved concurrent enrollment course.

## Homework

CSCS believes that meaningful homework will contribute to the academic success of students. It is our goal to give homework that reinforces concepts learned, provides independent practice for new skills, or prepares the student for the next major concept, thus increasing the student's ability to think, reason, and respond.

CSCHS Specific Homework Policies:

- Teachers will post all assignments for the week on NetClassroom (and possibly moodle) on Mondays.
- At the 9<sup>th</sup> and 10<sup>th</sup> grade levels, students will have on average fifteen to twenty minutes of homework per class, per night when homework is given, except for honors classes, which may be as much as 30 – 45 minutes on nights that homework is given.
- At the 11<sup>th</sup> and 12<sup>th</sup> grade levels, students will have on average thirty to forty minutes of homework per class, per night when homework is given, except for honors, **dual credit** and AP classes, which are not restricted for the amount of homework given. Other upper level elective courses that are not designated as honors or AP courses may have extended homework as well due to the volume of material that is necessary to cover.
- It is understood that the actual amount of time needed to complete daily homework assignments will vary (sometimes significantly) from one student to another for various reasons. The projected length of time for any assignment is based on the teacher's estimation of how long it should take most students to complete the assignment if they put in the degree of effort consistent with the design of the assignment. Accommodation and consideration will be extended to students with identified learning needs.
- It is unlikely that students will receive homework in every class every night, with the possible exception of honors and AP courses.
- As a general rule, vacation time for students (Thanksgiving, Christmas, and spring break) will be free of assignments unless students are making up work missed due to absences or other reasons.
- Long-term projects will have built-in check points before the completion date. Some check points may have grades attached to them. Generally, long-term projects are defined by on-going work that extends beyond 5 class days in length. Generally, daily homework is work that is given and required to be turned in within a time-frame of 5 class days.
  - For all grades, long term projects that are turned in late may be assessed a grade reduction of up to 25% per day.
- Daily homework late policy for all grades are as follows:
  - One day late: 50% credit.
  - Two days late: 0% credit.
- Classes that have multiple age levels of students will operate according to the standard for the grade level the class is designed for.

- Each student should identify another student in each class who can take notes, receive handouts, and get assignments if he/she is absent from class. This “study buddy” can be a useful resource any time assistance is needed due to absences or other factors.

## Testing

The classroom teacher evaluates student progress by administering tests, including quizzes. The following is CSCS' policy concerning tests:

1. Tests or quizzes may be given on any day of the week with the goal that no student will have more than three tests per day.
2. If a student has more than three tests scheduled for a particular day, the student may reschedule any additional tests by making arrangements with the teacher(s) involved at least a day prior to the test. Teachers are not obliged to reschedule any additional tests when the teacher is notified the day of the test. Regularly scheduled tests will have precedence over tests rescheduled because of absence.

## Semester and Final Exams

Attendance by students during semester and final examination times, other than for illness, death in the family, family events not able to be rescheduled such as a wedding or graduation, hazardous or inclement weather, are mandatory. Planned absences must be approved in advance by the principal or his/her designee. Families are asked not to plan vacations during these times. Students who are absent for the above reasons during exam time will take the exam at a date to be determined by the teacher. The following policy refers to final exams:

- All students must be in their designated testing rooms during the final exam/class times.
- *This paragraph applies to all periods:* If a student is not normally scheduled for class during any of the periods, OR if a student has a study hall or TA scheduled during one of those periods, that student will not be expected to be present in the building during that period.
- If a student misses an exam due to illness or emergency, that student may receive a different version of the exam than what was given to other students, although it will be comparable in difficulty. Time for making up the exam is at the discretion of the instructor.
- Any student who arrives more than 20 minutes late to a scheduled final will take the exam in the remaining time and receive up to a 50% grade reduction. A student who fails to show up for a final exam will receive a failing grade.
- Finals taken in Honors courses will be weighted at 15% of the semester grade.

## Report Cards

Academic grades will be reported on a nine-week basis. Electronic copies of report cards will be posted on NetClassroom after each quarter, after all financial and other school obligations have been met. Parents and students may log in to the Internet to check grades and assignments at any time. Pin, ID numbers, and directions on how to use the system will be distributed to new students at registration.

## Academic Probation

Students are expected to maintain a grade point average each semester above 1.70 and not fail any classes at the semester. Students failing to do so will have a letter sent home notifying their parents of the deficiency, and students will be placed on academic probation. Any student who is on academic probation for two consecutive semesters or fails to maintain sufficient credit to graduate on schedule will be required to meet with the administration and may be ineligible to continue as a student beyond the second consecutive semester.

## National Honor Society (NHS)

Each school year, qualified and deserving students are considered for induction into the National Honor Society. Students who have completed three semesters of high school credit with at least one of these semesters at CSCS and have a cumulative weighted GPA of 3.75 or higher will be sent a letter of

eligibility. Interested students will then turn in completed activity forms, a written essay, and at least two letters of recommendation. Students are selected on the basis of scholarship, leadership, service and character. NHS students are required to do 20 hours of community service a semester and continue to follow the standards for qualification regarding academics, leadership and character. A student who is inducted, but subsequently falls below the standard, will be sent a letter of warning, addressed to the student and parents, and given one semester to improve. A second warning will constitute the beginning of dismissal procedures. Dismissal procedures include the right of due process.

## **CO-CURRICULAR ACTIVITIES**

### **Athletics**

CSCS maintains a full athletic program for all enrolled students in the school. Participation in sports allows for the opportunity to learn life lessons in the context of teamwork and pressure situations, as well as to participate in the life of the school.

CSCS participates in the Tri-Peaks League as a CHSAA member school. Junior varsity and varsity sports are provided for the benefit of the student and CSCS. See the athletic handbook for details concerning the athletic program.

### **Clubs**

All clubs must have the approval of the high school principal and be chaperoned by an approved adult sponsor. They are to be financially self-supporting.

### **Honors**

CSCS provides several opportunities during the school year to recognize students for outstanding performances. The following assemblies are scheduled:

#### **Senior Awards Program**

Seniors are honored at a special awards program at the end of the school year. Academic, athletic, and character awards are presented, as well as special awards to honor outstanding qualities.

#### **Athletic Recognition Nights**

Individual athletic teams generally host an awards program at the end of their season to recognize and honor athletic and spiritual accomplishments.

### **Class Council**

All classes will be assigned class sponsors by the high school principal. Each class will elect class officers to serve as student leaders for their class. Class gatherings may be scheduled according to the following guidelines: 1) administration approves event prior to scheduling; 2) all expenses are paid by the class, including transportation; 3) no school time is missed; and 4) no overnight activities are planned.

### **Student Government**

Student Government is made up of four class councils and the Student Senate, all of which are composed of students who are elected by the student body. The Student Government's Constitution lays out formats, rules, and policies that guide Student Government.

The Student Senate is made up of students who are elected by the student body. A smaller group from within the Senate composes the leadership group of the Cabinet. Co-presidents, typically a boy and a girl in grades 11 or 12, lead the Student Cabinet. A secretary, treasurer, and chairpersons of several standing committees, such as Morale, Publicity, Outreach, Homecoming, usually assist the Co-presidents. The Student Senate is composed of officers listed above, one senator per committee from each class, and the selected leaders of various clubs at school.

The class councils are made up of students who are elected by their respective classes. Co-presidents and councils of four to six other students lead these councils.

The student body elects most of the positions in the spring of the school year. If any of these elected officers prove academically ineligible, unwilling or spiritually unwise as leaders, the Senate or class council sponsors or administration can remove them from office. Student leaders who are suspended from school for any reason will be removed from office as of the date of suspension in accordance with the Student Government's Constitution. Student leaders who are suspended for any reason will be suspended from their government during the suspension and will remain on probation until they are returned to office with approval from their sponsors and the administration.

More information can be obtained from the Student Government Coordinator.

### **A Call To Service (ACTS)**

ACTS is a philanthropic program in which students raise a small amount of money (\$500) and that money is matched by outside donations. Students identify the programs of need and then distribute all the money. In addition, students are involved in other service-related activities throughout the community. More information can be obtained from the ACTS sponsor.

### **Opportunities for Service**

The mission of CSCS includes preparing students for lifelong service. No better way exists to ensure that goal is reached than to practice it regularly. The Student Senate and National Honor Society sponsor regular service opportunities, such as working on houses, packaging Bibles, visiting nursing homes, serving the hungry or sending packages to Samaritan's Purse. Prayse™ rallies, participation in chapels, and other ministry-related opportunities are also available to students. Students are encouraged to take part in these events on a regular basis and to create new avenues of building the habit of service into their lives.

### **ATTENDANCE POLICY**

Regular school attendance is required by law and is necessary for good participation. The classroom is a place of learning. When a student is absent from class, the student will miss important discussions, will miss participation in class activities, will miss important instruction, and will miss critical interpretations given by the teacher. There is not a distinction between "excused" or "unexcused" absences because the focal point of any classroom is the student's participation.

**Parents are asked to call, or e-mail, the high school office by 8:30 a.m.** to report an absence for the entire day, or any part of the day.

### **School Absence Policy**

1. Student absences should be monitored by parents on NetClass
2. When a student reaches **15 absences** in a class during a semester, the result will be a grade reduction of **5 percentage points** in their semester grade. A meeting may be arranged with the parent and a member of the high school administration.
3. After **25 absences** in one class during a semester, credit will not be given for the class.

The school administration understands there are extenuating circumstances that arise, such as an extended illness or injury, and will assess situations like these by individual case. However, extended illnesses or injuries must be substantiated by a physician completing a **CSCS Extended Absence-Physician Approval Form**, located on the CSCS web-site under Parent Resources, and returned to the high school office within three days of the initial illness. The student must still fulfill the requirements of the class.

If there is a **weather-related delayed start**, your child's safety is our priority. Parents, you are the determiner of whether or not the roads are safe for you and your children. Attendance issues will be determined by the high school administration.

## **Pre-Arranged Absences**

While CSCS recognizes the value of family time, a genuine hardship on both student and teacher is created when that time is taken - especially if it is extended time - from regularly scheduled school vacations. The parent must notify the high school office, **in advance** of any planned family trips/vacations, college visits, or mission trips. It is the student's responsibility to obtain as much work as possible prior to a planned absence in order to stay current with the class. The amount and type of make-up work and the time frame in which it is due is at the discretion of the teacher and may vary from class to class. The student will be responsible for completing all requested work in the time frame allocated. Families should also be aware that athletes have specific attendance requirements the day of a contest if they are to participate.

## **School Related Absences**

School related absences, such as field trips, participation in school athletic games, or meeting with an administrator will not count against the total absences in a class. However, it is the responsibility of the student to give teachers prior notification when they know they will be absent from a class because of field trips, or early dismissals for sports. Students are required to turn in their work prior to the absence and make arrangements with the teacher. The time frame, in which the assignment is due, is at the discretion of the teacher and may vary from class to class. Athletes who travel to games on a weeknight are expected to be in all classes the day following a game.

## **Make-up Policy for Work Due to Absences**

Students have one school day for each day of absence to make up all work. After the prescribed time for completing make-up work expires, the late-work policy applies. (Extended Absence policy: The school administration understands there are extenuating circumstances that arise, such as an extended illness or injury, and will assess situations like these by individual case. However, extended illnesses or injuries must be substantiated by a physician completing a **CSCS Extended Absence-Physician Approval Form** - located on the CSCS web-site on the Health Services and Forms tab under Parent Resources - and returned to the high school office within three days of the initial illness. The student must still fulfill the requirements of the class.)

## ***Athletic Participation***

The attendance policy for athletes is as follows:

1. In order to be eligible for practices, contests and/or games, a student must be in attendance the full school day.
2. If a student is **absent** for any part of the school day, **he/she cannot participate in a practice or a game that day unless he/she receives approval from the athletic director.**
3. Athletes who travel to games on a weeknight are expected to be in all classes the day following a game.
4. Athletes must turn in assignments and take tests prior to leaving for an athletic contest, unless arranged with a teacher in advance.

- For further and complete instructions, see the CSCS Athletic handout.

If an injury or concussion prevents a student from physical or academic activity, a doctor's medical note must be submitted to the high school office. A note from the doctor must also be submitted in order for the student to resume normal activity.

## Skipping Class

In the specific instance of a student skipping class (truancy), or leaving campus without permission, the following additional penalties may be imposed:

First Offense:	One hour detention up to one day suspension
Second Offense:	Parent conference with the administration, resulting in possible suspension for up to three days
Third Offense:	Up to five days suspension and consideration for expulsion

Suspensions go on a student's permanent record. A student will not receive any credit for tests, quizzes, projects, classwork, and homework missed during the truancy.

## Tardiness

A tardy is defined as the time a student is not in the assigned classroom when the tardy bell rings. At the beginning of the semester, each student will receive a level one "Tardy Card" that allows for ten tardies in all classes. Each level has a total of ten tardies per card. When a student is late to class, the teacher will hole punch the tardy card. There is no longer any distinction between "excused" and "unexcused" tardies. Three levels of tardy cards [Level 1 (10 tardies); Level 2 (20 tardies), Level 3 (30 tardies)] will be used, and each level, if attained, will have consequences.

The tardy card is the responsibility of the student. The student is required to have the tardy card with him/her at all times. If the card is lost, or if the student doesn't have it with him/her when late to class, the student will be sent to the office to receive the consequence assigned to that level of the tardy card and be given the next level tardy card. The following consequences will be administered for tardies and absences:

- One punch – up to five minutes late to class
- Two punches – five to fifteen minutes late to class
- Absence assigned after missing more than 15 minutes of class

The consequence for each tardy card is as follows:

Tardy Card #1 [10 tardies]:	One hour detention assigned
Tardy Card #2 [20 tardies]:	Detention assigned
Tardy Card #3 [30 tardies]:	Parent conference with either the principal or his/her designee. Consequence to be determined by an administrator.
Additional Tardy Cards over 3:	Administrative decision

## Leaving During the School Day

- Students who must leave school during the day for any reason must check out through the school office and have prior permission from a parent. Appointments and other planned events must be validated with a note or telephone call beforehand. A senior may leave campus for the lunch period if the student has submitted the Signed Permission Slip for Off-Campus Lunch Privileges to the office. On all other occasions, **parents of underclassmen must physically sign out his/her student and pick up the student in the high school office.** If a student is leaving campus with someone other than the parent or guardian, a call from the parent or guardian, or written note presented to the high school office, must be made prior to the student leaving campus. **The tardy and absence policy applies.**

## Campus Visitors

Parents of CSCS students are welcome on campus at any time. Please check in at the school office when you arrive.

Because CSCS maintains a closed campus, no visitors other than parents are allowed on school property during school hours without prior permission from the high school administration. This includes lunch time and visiting in the parking lot. All visitors (i.e., any person not currently enrolled as a student or employed as a staff member) to the campus during the regular school day (6:45 a.m. - 3:45 p.m.) are required to check in with the school office to request a visitor pass.

The high school does not permit students to bring friends to school in order to attend class with them. Special consideration is given to prospective students. In these cases, the student or parent will need to fill out a request form in the office. If approved, the student and visitor must check in at the office the day of the visit, prior to attending the first class, to receive a visitor badge that must be worn throughout the entire day. While in school, visitors must meet all standards normally applied to enrolled students. The visitor and host must check out with the office at the end of the day.

### **Physical Education Participation**

Illness or injury that prevents participation in PE class, but not necessarily other academic classes, must be substantiated by a physician's note stating the name of the student, the reason for the nonparticipation, and the beginning and ending dates for the nonparticipation. Students will be required to follow an alternate lesson plan during that time that may include alternate activities, written work, and dressing out.

If an injury or concussion prevents a student from physical or academic activity, a doctor's medical note must be submitted to the high school office. A note from the doctor must also be submitted in order for the student to resume normal activity.

### **Schedules**

Check the school website under the "high school section" for various daily schedules by which the high school operates.

### **Snow Days**

During the school year Colorado Springs may receive snow and/or ice storms that make driving unsafe. Sometimes school will be canceled, but more often the opening of school will simply be delayed to allow for plows to clear the streets and for most traffic congestion to subside. Furthermore, the delayed start has the advantage of counting as a day of school, which does not need to be made up later in the year.

When the administration cancels school or delays opening because of inclement weather, the following resources will be contacted to broadcast closure:

1. Check the website for weather info: [www.cscslions.org](http://www.cscslions.org).
2. The phone message will usually be changed by 5:15 a.m. Call 535-2727.
3. Check local television channels for updates: KOAA Channel 5/30, KKTU Channel 11, KRDO Channel 13.
4. Check the school website for an up-to-date listing of the radio stations that are broadcasting school closures or delays.

If a delayed start occurs on a scheduled half day, school will then be in session from 10:00 a.m. until 2:00 p.m. Lunch will not be served on these days, so students will need to bring a sack lunch with them.

When on-site school cancellations are necessary, the school may call a regular snow day (no school) or an **ONLINE INSTRUCTION DAY**. In the case of an ONLINE INSTRUCTION DAY, students will be required to log in to their class Moodle sites between 9:00 a.m. and midnight to collect their instructional work. Work will be due according to due dates established by each teacher. Students without Internet access should make prior arrangements with their teachers.



## Student Notification System

A student notification system called **School Messenger** is our method to assist the school in notifying parents and students of emergencies, school closures, and important general information. This system utilizes home phones, cell phones, and e-mail. We will use your household e-mail address and the primary household phone number for general and weather related communication. In the event of an emergency, we will use every phone number and e-mail address on record to reach parents. **This is the primary communication tool that will be used in the event of a building crisis, school closure, or other school-wide emergency.** It is important to keep your basic information up to date. Please send any changes of address, phone or e-mail to [data@cscslions.org](mailto:data@cscslions.org).

## STUDENT LIFE

### Chapel

One of the wonderful privileges of attending a Christian school is the opportunity to include specific worship time as part of the school day. CSCS conducts a weekly chapel service designed to engage us as a school community in common worship of the Lord. The service will include speakers such as area youth pastors and CSCS teachers, as well as programs of interest to students and adults, and will be Interdenominational in perspective. All students and faculty are expected to participate fully in this worship time. Thus, doing homework, studying for a test, catching up on weekend events with friends, or last-minute reading of a book is not allowed. It is not intended to be a substitute for regular church attendance. Students are expected to have an attitude of reverence and respect in chapel. Parents and other visitors are welcome at any time. The campus visitor policy applies.

### General Conduct

It is an expectation that parents and students will agree to abide by all policies of the school while enrolled at CSCS. Questions regarding any policy should be directed to the principal.

### Dress Requirements

Moderation, modesty, cleanliness, and neatness are the principles used in the dress code at CSCS. Christians are encouraged by the Word of God to observe the principles of modesty (I Timothy 2:9), glorification of God (I Corinthians 10:31), and the avoidance of showiness in their appearance (I Peter 3:3-4). Parent support is integral to maintaining appropriate dress code standards.

The dress code at CSCS is based on the following principles: Students are expected to dress neatly, cleanly, modestly, and appropriately whenever at school, including finals or a school-related function. The manner in which students dress should not draw inappropriate or undue attention to themselves or detract from the learning process for themselves or others. A student's overall appearance needs to be pleasing to the Lord and honoring to the individual.

Though not an exhaustive list, examples of unacceptable school attire for any student include clothing **with slogans, artists, groups, or pictures** that are inconsistent with the philosophy of CSCS, undershirts, mesh shirts, sport's shorts, tank tops, sagged pants, sweat pants, torn or frayed pants, camouflage or military fatigues, overly baggy or overly tight-fitting extremes in any type of clothing. Gothic-type dress (for instance, spiked jewelry or completely black clothing) is inconsistent with displaying the joy of the Christian life. Clothing that is specifically identified with a gang will not be allowed.

Hats, hoods, or sunglasses are not to be worn in the school building during the school day. Shoes or sandals must be worn at all times, and undergarments must not be showing. Students are cautioned to be wary of anti-Christian symbolism contained in some jewelry and clothing. Anarchy symbols, new age crystals, and the like will not be allowed at school. Wallet chains must be tucked into a pocket. Hair must be a natural color, and not colors such as blue, green, bright red, hot pink, purple, etc., with no shaved heads - in part or whole - nor designs or words cut into the hair. Students will be expected to remove visible temporary tattoos or to cover permanent tattoos.

### **Additional for Girls**

Skirts, dresses, slacks, capri pants, and shorts are to be modestly fitted and designed as women's apparel. **Skirts, dresses, or shorts will be considered too short if any part of the hemline is more than three inches from the knee, even when worn with leggings, yoga pants, or tights.** (A female employee of CSCS will measure questionable length in the privacy of the school office.)

As part of the expectations for modesty, girls will not wear pajama pants, jeggings with or without pockets, or other form-fitting attire including dresses and skirts.

Girl's tops may be sleeveless, but must cover the entire shoulder and not resemble tank tops in any way. The tops must also cover the midriff and lower back at all times. Necklines are not to be inappropriately low. In cases of see-through or mesh shirts, the shirt underneath must still be dress code appropriate. Girls are also reminded to be aware of other standards that are already outlined in the handbook regarding issues of modesty.

### **Additional for Boys**

Bib straps on overalls and suspenders must be worn over the shoulders with an appropriate shirt. Boys may not wear an earring at school. **Hair must be cut to be off the collar, above the earlobes, above the eyebrows, and a color that is natural.** Boy's hair should also be of a length that is not fastened with barrettes, pony tail bands, or like items. **Facial hair is permitted but must be neatly groomed.**

### **Shorts**

The approved walking style dress shorts or casual shorts may be worn at school or to school events. This includes cargo, corduroy, or denim shorts. Shorts are considered too short if any part of the hemline is more than 3 inches from the knee. Cutoff shorts are not allowed.

Even with the specific items stated above, wide latitude for interpretation still exists. Administrators will make final decisions regarding dress code questions and consequences. The dress code applies at school and related activities, including field trips, unless specifically waived by the administration.

### **Facial Piercings**

All facial piercings are prohibited, including nose, mouth, cheek, and eyebrow. Boys are not permitted to wear earrings. **Neither girls nor boys are allowed to wear spacers.**

### **Other Guidelines**

The following guidelines help to keep CSCS a safe and enjoyable place for learning throughout the school year. In most cases, the first infraction of these rules will bring a detention, although stronger consequences may be applied depending on the severity and frequency of the incidents.

- **Food, Drink, and Lunch**

No open containers of food or drink, except for water in water bottles, are permitted in classrooms unless special permission is granted. All drink containers taken into the hallways must be completely sealable (i.e., nothing will leak if the container tips over). During lunchtime, besides the designated area in the auditorium, students may eat outside the building on the picnic tables on the south side. All students are expected to clean up their lunch area, whether in the auditorium or outside.

Seniors, whose parents have signed the permission form, are allowed to go off campus for lunch. All other students may not leave the campus for lunch unless their parent comes and signs them out in the high school office.

Lunches for school year 2015-16 will be available for grades 9-12 for the on-line price of \$3.75 daily, including milk. There will be a choice of two to three entrees with unlimited sides (salad, fruits, and

vegetables) every day. Paying for the meals will be managed through an online system where parents can sign up and make deposits into their own accounts. Meals do not have to be ordered in advance, but the money has to be available online for students to be able to charge the lunch. Menus are posted a month at a time. Detailed information is available online for food/ingredients so that families can make informed choices. Students with serious allergies should contact the nurse and some substitutions can be made for those foods that would be a concern. This food service is run by Colorado Springs School District 11 specifically for CSCS and prepared in our kitchen daily. Their commitment is to serve healthy fresh food, free of artificial ingredients, low in sugar and fats, with natural and not highly processed ingredients, as much as possible.

We do not allow students to place food orders to be picked up in the office or anywhere else on campus. Student may purchase lunch through the school lunch program and/or students may bring lunch from home. If there is a special occasion, then **once a semester** an order may be placed if the following conditions are met:

1. There must be a teacher sponsoring the lunch for a special occasion.
2. The teacher must get permission in advance through the principal's office.
3. The teacher must arrange a time to meet the delivery person in the front office and have the correct change and tip. Security and the front office need to know in advance of the delivery person coming on campus.
4. The teacher must supervise the lunch special occasion.

- **Sidewalks**

Students are to stay on sidewalks and designated walkways at all times and are not to take shortcuts through landscaped portions of the grounds.

- **Hall Passes**

Any student in the hallway while class is in session must have a valid pass from a teacher or administrator. Students are not allowed to linger in the hallways during class time. Students who leave for an appointment and need to come back to school while school is in session must check in with the office. If the student is staying at school, he/she must return to assigned class.

- **Gum**

Gum chewing will be allowed as determined by individual classroom rules. Irresponsible students may lose the privilege.

- **Advertisements and Flyers**

No personal posters or flyers advertising non-school events may be displayed in the school building (on lockers, walls, mirrors, etc.). Items of this nature may instead be periodically displayed in the high school stairwell with prior permission from the office. Other posters and flyers distributed by official student organizations may be posted, but students must first obtain permission from the high school office. Personal notices (regarding home parties, etc.) are not allowed to be posted in school. However, with administrative approval, personal notices may be made available for pickup in the office or some other designated common area.

- **Throwing Objects**

No objects, such as paper, pens, balls, snowballs, rocks, or food, may be kicked or thrown in the classroom buildings or on school grounds.

- **Library**

The library is available for quiet study or for checking out materials from the librarian (some materials, such as encyclopedias, must stay in the library). Late fines may be assessed for overdue books. The computers may only be used when the librarian specifically grants permission. Computer use, including Internet and/or on-line use, may be governed by specific rules. No food or drink is permitted in the library.

- **Textbooks**

Books belonging to the school must be covered at all times with appropriate book covers. Contact paper or similar material may not be applied directly to textbook covers; however, it may be used over the top of a paper covering. The textbooks are expensive and usually must last seven years before replacement. Damaged or lost books are the responsibility of the student to whom they were issued. The student will pay the replacement cost for lost books, or books damaged beyond repair. Fees for book damage will be determined, and assessed, by the teacher. Students are not to mark any textbook with pencil, pen, or highlighter. If a student finds this practice helpful for learning, however, the teacher and the school office should be contacted regarding purchasing the textbook personally.

- **Lockers**

Each student will be assigned a locker. Lockers are the property of CSCS and are provided for your convenience and storage of your school materials. All belongings must fit in the assigned locker. Loose items in hallways will be taken to the lost and found. If you have trouble with your locker, contact the office. Lockers are to be kept neat and orderly. Posters or decorations are permitted on the inside of your locker but must be **attached with magnets only**. Any posters or decorations must be consistent with the philosophy of CSCS. **Damage to lockers will be the responsibility of the person to whom it was issued.** Latches should not be interfered with or deliberately jammed, and locker doors should not be kicked open. Lockers are required to be locked between uses. **Students will be required to use a school-issued lock. No personal locks will be permitted.** Opening or touching the belongings of another student's locker is a violation. **\*\*\*Giving your combination to any person other than a family member is a violation.\*\*\*** Violations may result in losing the privilege to have a locker for a period of time. **SCHOOL ADMINISTRATORS HAVE THE RIGHT TO OPEN AND SEARCH LOCKERS (OR OTHER PERSONAL BELONGINGS) IF AND WHEN THEY FEEL THERE IS JUST CAUSE WHETHER OR NOT THE STUDENT IS PRESENT. QUESTIONABLE ITEMS WILL BE REMOVED AND TAKEN TO THE OFFICE.**

- **Electronics**

While students may bring mobile devices to school which aide in the educational process (see the Technology Acceptable Use Policy), not all technology devices are considered appropriate or advantageous to this process. Unless otherwise requested specifically by a teacher or administrator, students are discouraged from bringing gaming devices, iPods, mp3 players, wearable devices and the like, to school. Colorado Springs Christian High School is not responsible for any lost or stolen electronic devices. These and other such devices not being specifically used in a classroom for educational purposes (as determined by school personnel) are not to be visible or in use on campus or in the school building any time between 7:00 a.m. and 3:00 p.m. Other electronic devices such as laser pointers and two-way radios are similarly prohibited. Any such device brought to school may be taken and returned at the end of the school year at the discretion of the administration.

- **Cell Phones**

Unless given permission by school personnel, cell phones may not be used, seen, or heard in any classroom or high school library. Students are allowed to use cell phones during the lunch period. Special permission may be given from the office due to an extenuating circumstance, or for students who do not have an 8th period class. If a family or medical need warrants an exception to the policy, a parent must notify the school office indicating the reason and the length of time the exception is needed. Consequences for students who violate this policy may include a detention, parent notification, loss of cell phone privilege, and/or cell phone confiscation. This policy applies similarly to other such communication devices providing video calls, chat, text, conferencing and the like. While a specific device may be in use appropriately (see the Technology Acceptable Use Policy), this does not mean that it may be used for the purposes of communications as identified here during the school day without permission from school personnel.

- **Technology use in the hallways**

Students should not use earphones in hallways, or play games, or text while walking in hallways.

- **Music**

Music that is brought to school, whether authorized or not, or listened to or not, must be consistent with the standards and philosophy of the school. Music that feature groups, bands, artists, or songs that are contrary to the standards of the school or the biblical message (especially Philippians 4:8) may be confiscated. A parent can retrieve the item later.

- **Skateboards/Longboards**

Students may not bring skateboards, longboards, or roller blades to school. Bicycles may be ridden to and from school, but they may not be used during school hours nor brought into the school building. A bike rack is located outside the auditorium.

- **Automobiles**

Students driving cars on campus are expected to observe safe and prudent driving practices. They must park in designated student parking areas and designated parking stalls. Students must also obey all traffic-flow procedures both before and after school, including the ten-mile-per-hour speed limit in the parking lot. Failure to do so will result in the revocation of driving privileges on CSCS property and the rented parking lot. **All students who park at CSCS must have a parking tag and pay for a parking pass, as parking at Pulpit Rock is no longer free to CSCS. All cars must be registered in the office in order to obtain a tag to hang on the rear view mirror.** Students must obey parking rules of CSCS and the lot owner. Students may not sit in vehicles during the school day. Students may not sit in vehicles during or after their school day. Students must leave campus when their school day is over.

- **Language**

Students are expected to use nothing other than wholesome language at all times (Ephesians 4:29). This not only includes coarse talking or vulgarity but also ridicule, gossip, angry outbursts, and slander. In the book of James, we are reminded that the tongue is the most difficult part of our body to control (James 3:1-10). It is natural to want to “repay evil for evil” when we are wronged, and in many instances we use our mouths to do just that. God desires supernatural responses from us. In large part, our progress toward sanctification can be measured against our ability to control our words.

- **PDA (Public Displays of Affection)**

Public displays of affection (hand-holding, hugging, or kissing) by students are not permitted at school or any school activity on or off campus.

- **Gambling**

Betting or gambling is not allowed at school or school activities.

- **Restricted Areas**

Areas to which student access is restricted include the following places: any classroom that is not supervised, high school office, staff/teacher/coach offices, faculty workroom (unless the student is a TA), faculty lunch room, Field House (if no adult is present), or any school building after 5:00 p.m. unless specifically reserved by a school group/function. The roof of any CSCS building is strictly prohibited. Other areas may have additional specific restrictions.

- **Lost/Stolen Items**

Unfortunately, CSCS cannot be responsible for lost or stolen items at school or on school grounds. Students are discouraged from bringing valuables or excessive cash to school, since the student will assume all liability for any personal items brought to school. Lost and found areas are maintained in the high school library. **Lost and found items will be donated to charity at the end of each quarter.**

- **ID Cards**

At the beginning of the school year, students are issued an ID card. This card is necessary to gain free entrance to home sporting events and other school events. The card must be returned if a student withdraws during the school year.

- **Medication**

Office administrative assistants are responsible for administering first aid and medications at CSCS. They are under the supervision of the Health Services Coordinator. Parents/guardians will be contacted to retrieve a sick student. Students will not be allowed to sleep or rest in the health room for extended periods of time.

- \* Students receiving medications at the school must have the appropriate forms signed by both parent and physician. These forms can be found on the CSCS web-site.
- \* CSCS will annually conduct vision and hearing screening for grades K, 1, 2, 3, 5, 7, and 9. Families will be notified if further testing is needed for their child.
- \* State law requires all students to show proof of current immunizations, which is required for attendance at CSCS. Students will not be allowed to attend school if their records are not current. Any absence resulting from this issue will be processed as unexcused. Students who have not had immunizations for personal or religious reasons must have a signed exemption form in their file.
- \* When at all possible, please try to schedule daily medications to be given at home.
- \* High school students are thought to be mature and capable for taking their own over the counter or prescription medication. **Students may carry and self-administer a one-two day's supply of medication.** (With the exception of "controlled drugs" – see below)
- \* Students **MAY NOT** keep large bottles of medication in their backpack or locker.
- \* Students who need to carry medications or medical devices on a daily basis need to fill out an individualized health care plan. (Inhalers, diabetic equipment, Epi-pens, etc.)

- **Controlled Medication**

A High school student who is taking "controlled drugs" **MUST** keep his/her medication in the school office in order to keep careful and accurate record of its use by the student. Parents are required to bring these medications to the school and leave them with the office personnel administering the medication. For safety reasons, "controlled drugs" will not be sent home with a student. "Controlled drugs" are, but not limited to, stimulants (for ADD/ADHD), antidepressants, anticonvulsant, and antipsychotics. These medications must be accompanied by the *Medication Permission Form*, which can be obtained on the CSCS web-site, and meet the requirements on said form.

If at any time the high school student is considered irresponsible in his/her ability to self-administer medication, the privilege will be removed by the school personnel and the parents will be notified.

All health service policies, guidelines, and forms can be found on-line at the CSCS website.

CSCS has policies regarding illness and accidents. If you have questions concerning any issue related to health, please contact the Health Services Office at 268-2132.

- **Accidents**

All accidents on the school grounds and parking lots must be reported to the school office as soon as possible, especially one involving bleeding, no matter how minor.

- **Elevator**

Students who have difficulty using the stairs because of a physical disability must obtain permission from the High School office to use the elevator. No one except the specific person who has been given authorization may operate the elevator. A student of the same gender may accompany a student on crutches in the elevators to help carry books. This applies to both the High School and Middle School/Elementary School elevators.

- **Field Trips**

Occasionally a field trip is planned as enhancement to a particular class. Teachers will request an Activity Release and Consent form from a student's parent or guardian before permitting a student to attend the field trip. It is also the student's responsibility to gather and complete all homework missed in other classes prior to going on the field trip. It is the student's responsibility to complete a class absence form prior to the field trip. All field trip opportunities are considered a privilege. School rules

are enforceable on all school trips as long as they are sponsored or supervised by CSCS personnel. Student participation can be denied if the administration deems it necessary. In the event that a student is needed to drive on a field trip, he/she must fill out a drive/ride permission form located in the high school office.

Parents who wish to drive on field trips must have liability insurance (on file with the office), a valid driver's license, and must have completed the CSCS Volunteer Training and application process, which is on-line. Each student must have and use a separate seat belt. Cell phones may not be used by the driver of a vehicle transporting students on a field trip or other school outing. If a video is shown in the vehicle, it must be rated "G" or "PG."

## **Student Evaluation**

Near the end of the first semester of the school year, the faculty will evaluate 9th, 10th, and 11th grade students. Students will be evaluated in four areas: academics, spiritual sensitivity, obedient attitude, and concern for others. The purpose of this evaluation is twofold: 1) to identify for reenrollment purposes all students who have demonstrated Christ-likeness in attitude and action and therefore will receive an invitation to reenroll for the next school year; and 2) to identify those students who appear to not want to be students at CSCS because of their attitudes and/or actions. Specific concerns will be addressed with these students, and students may be given a period of time to correct problem areas. Failure to make corrections will result in the student being denied enrollment at CSCS.

## **Residence Requirement for Students**

Students must be living with their parents to attend CSCS. Failure to resolve an *out of the home* living arrangement within one week could result in the student being withdrawn from CSCS. All exceptions (foreign exchange students, missionary children, etc.) will be handled by the administration.

## **Parent Signatures**

Parent signatures are required on all CSCS forms even if the student is 18 years or older. From enrollment agreements to scheduling requests, the parents are still the authorities of record. The only exception is for students who are over the age of 18 submitting transcript requests.

## **DISCIPLINE PHILOSOPHY**

Taken from the same root word for *disciple*, discipline is established and maintained at CSCS with the intent to *train* or *build into* the lives of students (Matthew 28:19; Proverbs 22:6). Our goal is for students (and adults) to grow in self-discipline according to God's Word so that external discipline measures become less needed.

We are not accustomed to receiving discipline in our culture, because there always seems to be a reason or a set of circumstances to explain why the action happened the way it did. Many times, penalties that are applied are seen as "not fair" because of the situation, the conditions, someone else's actions, or some other reason. But those who take full responsibility for their actions and receive correction as God's way of purifying themselves will receive benefit not only for this life but the life to come (1 Timothy 4:8).

At times school consequences will be applied for behavior that occurs away from school property and outside of school time, such as lying, cheating, stealing, illegal substance abuse, any other illegal activity, or sexual immorality, because those behaviors transcend school rules. These fundamental behaviors violate either civil law or God's law, and that further calls into question the commitment on the part of the student to the ideals expressed by this particular Christian community. In severe circumstances, students who have established a lifestyle inconsistent with the standards of behavior at CSCS may be asked to withdraw from the school.

The following statements provide some perspective on the school's discipline philosophy:

- ✦ Discipline may be at first perceived as harsh (Hebrews 12:11) and even bringing sorrow (II Corinthians 7:8-9), but sorrow that leads to repentance (and the long-term goal of training in righteousness) makes the pain and sorrow worthwhile (Hebrews 12:11; II Corinthians 7:10; Proverbs 23:13-14).
- ✦ Discipline may result in consequences even though forgiveness has been extended (II Samuel 12:9-14; Numbers 14:18-23; Psalm 99:8; Exodus 34:5-7; Jeremiah 30:11).
- ✦ Discipline is directed at the behavior or attitude, not the individual person.
- ✦ Restitution plays a key role in discipline by ensuring justice and protection for offended parties. It also provides to the offender a painful reminder, which can serve as a motivator for future right behavior (Exodus 22:1-15).
- ✦ The authorities that administer discipline are not infallible (Hebrews 12:9-10). Questioning for information while not rejecting authority is appropriate (Exodus 3:11-14), but there can also be benefit even in suffering unjustly (I Peter 4:15-19).

In the Christian community, we sometimes force the wonderful concepts of grace and forgiveness to necessitate the elimination of any human consequences. Some might even claim that external consequences are a form of vengeance that would rightfully belong only to God. It is true that consequences without forgiveness become vengeance or retribution, and it is also true that forgiveness without consequences becomes leniency and license. We seek to avoid both errors. Consequences are God's way of changing us, and thus, consequences with forgiveness become healing, purifying, and sanctifying (II Corinthians 2:5-8). In addition, grace is not a shield against consequences but the power to change behavior, and to do what is right (II Corinthians 9:8; 12:9; Jude 1:4; Titus 2:11-14).

One final note: While every attempt will be made not to broadcast student wrongdoing, inevitably other students and adults will hear of the incident. Furthermore, some incidents are instructive for all students and may be discussed within the context of the classroom. If that is done, any discussion will focus on the event itself more than the persons involved. Finally, if the offense was of a public nature, it may require a public apology and/or public restitution.

## **DISCIPLINE PROCEDURES**

All sin is equally consequential as far as one's spiritual relationship to God, but it is not equal in relationship to its effect on people and institutions. Some rules in and of themselves have nothing to do with sin; they are simply applied as wise boundaries to allow a large number of people to operate effectively together. Different offenses, therefore, carry different penalties with an emphasis on promoting justice. In assigning penalties to actions, CSCS personnel must be as wise as possible in discerning between childish irresponsibility and direct disobedience and/or defiance.

Various methods are used to enforce the rules of the school. In many cases, the punishment is related to the infraction. In cases of stealing or property damage, restitution will be a part of the consequence. Some situations will call for strong measures. In all cases, we will attempt to treat each person with respect and we will appropriately combine the godly qualities of mercy and justice.

### **Detentions**

Detentions are used to enforce the policies established in the handbook, and they may be assigned to a student for either behavioral infractions or attendance difficulties. Detentions are the first level of several steps in the discipline process. When detentions fail to correct undesired behavior, a more serious form of discipline may be applied by the administration.

Detentions will be assigned in increments of 30 minutes to be served either from 2:00 – 3:00 pm or from 3:00 – 4:00 pm on Tuesdays and Thursdays in assigned classrooms. Detentions must be served within two weeks of issue. Detentions that are not served within the two week window will be increased by 30 minutes per week until they are served.



- Any single incident can be assigned as many hours of detention or days of suspension as deemed appropriate by the administrator based on the severity of the incident and the attitude of the student(s) involved when the matter is being assessed.

The detention supervisor will prescribe the activity during that time, the activity could range from sitting quietly, to picking up trash in the parking lot, to sweeping floors, to washing boards. Detentions are not assigned at the convenience of the student. **Detentions take precedence over any other Co-curricular activities.** Ignoring detentions will result in more serious consequences to be determined by the administration.

### Repeated Offenses

One of the purposes of a detention is to serve as a reminder that the behavior in question is not acceptable. Thus, if a student receives multiple detentions, conscious disobedience becomes the issue rather than the particular behavior displayed. One or more of the following steps may be used to address the problem:

1. Conference with the student, teacher(s), and administration, followed by a telephone call to the parent.
2. Conference with the student, parents, teacher(s), and administration.
3. Assigned work duties.
4. Suspension from school for up to five days for
  - excessive behavioral detentions per semester.
  - excessive attendance detentions per semester.
5. When the student returns, he or she will be placed on probation (see Behavioral Probation, p. 34).
6. If the negative behavior continues, especially during the probation period, the student may be asked to withdraw from school.

### Suspension

Suspension from school is defined as temporarily removing a student's privilege of participating in and attending school and school activities for a specified period. In addition, the faculty is not required to give extra help or attention to suspended students. In most cases, students who are suspended from school may make up work that is missed during the suspension for full credit by turning it in on the first day back from suspension. However, in the case of a suspension for being absent from a class due to truancy of that class period, credit for missed tests, quizzes, projects, class work, and homework due will not be granted under any circumstances.

Suspension may result from repeated violations of school rules or from a single serious violation of school rules. The length of suspension is determined by the frequency or severity of the offense, and may be from a portion of one (1) to five (5) full days. Suspensions require a parent conference with the administration prior to the student being allowed to return to classes.

Only the Superintendent, or his designee, may give suspensions of longer than five (5) days. Any suspension for five (5) days or longer may result in a recommendation by the administration of whether to proceed with expulsion or not. Certain offenses may receive automatic suspension without prior attempts at remediation. Suspensions from school may place the student on behavioral probation. A student under suspension may not attend or participate in any school-sponsored activity during the time of the suspension. (See Behavioral Probation.)

Occasionally a suspension may be indefinite from the outset. That may occur when further investigation (internal or external) or an evaluation by an outside professional is required. This will allow the school to call in additional resources, including necessary authorities, if warranted. The parent will be notified if this might be the case. A conference with parents and appropriate personnel will be required before the student will be considered eligible for re-admittance.

In some cases, at the discretion of the administration, an alternate suspension arrangement may be allowed. If the student is not a threat or negative influence on other students, it may be possible to let a parent of the offending student attend classes with the student. No sports or social activities would be allowed during the suspension period. This policy is primarily used in the CSCS elementary and middle schools, but the high school administration reserves the right to use it when it is in the best interest of all the students and teaching environment.

Suspensions go on a student's permanent record.

## **Expulsion**

Expulsion is defined as denying a student attendance at school, access to school property, and attendance at any and all school functions for the length of the expulsion. Expulsion is the ultimate responsibility of the Disciplinary Review Committee (DRC), which consists of six voting members: three teachers (one from each level: elementary, middle, and high), and three administrators (from the non-involved campuses or the central office). The principal serving as the school representative will bring the recommendation for expulsion to the committee, and thereby not serve as a voting member of the DRC. No one on the committee may have a vested interest in the specific case under review.

Students who withdraw after being considered for expulsion are subject to the restrictions and conditions listed for the expelled students. The expulsion procedure is as follows:

- The principal will communicate with the parent(s) of the student to summarize the reason(s) for the recommendation for expulsion. At that time parents have the option of withdrawing their child or requesting a hearing by the DRC.
- The principal will set a date, time, and place for the committee to convene and inform the family of that decision.
- The student and his/her parents are asked to attend the meeting. Other individuals may attend with the approval of the committee.
- A decision regarding expulsion will be made after the committee has heard from the principal making the recommendation, the student, the student's family, and any other appropriate individuals. The decision will be made by a majority vote of the DRC. The parents will be informed of the decision by the principal.
- Parents may appeal the decision of the committee. An automatic appeal will occur when the committee decision ends in a tie vote. All appeals will be made to the Superintendent, or his designee, for a final decision. Parents will be notified of the decision by the Superintendent, or his designee.
- Expelled students, or students who withdraw after being considered for expulsion, may not participate in or attend CSCS sponsored activities unless approved by the administration in advance.
- Families desiring to re-enroll a student who has been expelled or considered for expulsion must receive a positive recommendation from the appropriate principal and the DRC. In such cases the committee should be composed of as many of the original members as possible.

CSCS may report the offense to any future schools requesting records for students who are expelled or withdraw after being considered for expulsion.

## **Behavioral Probation**

A student may be placed on behavioral probation following a suspension or repeated/serious violations of school rules. The student and his/her parent must meet with one of the administrators and agree to the conditions of probation before returning to or continuing with school. Behavioral probation lasts for a minimum of 90 days, during which time, any serious or repeated breach of school rules may result in consideration for expulsion.

## **MAJOR INFRACTIONS**

We expect students to relate to each other in an appropriate manner on or off campus. Inappropriate behavior that becomes known to CSCS may be subject to disciplinary action. The following items are serious violations of the values of this school community, and cannot be permitted in any form. We intend CSCS to be a safe place for students to work and learn. Toward that end, CSCS reserves the right to inspect lockers, book bags, clothing, and electronic devices and contents therein (i.e. jpeg files, text messages, flash drives, other electronics, etc.) at any time. This also includes any time when students are not on school property but under the supervision of school personnel if they feel an inspection is warranted. Enrollment at CSCS constitutes consent by all parents/guardians and the student for such inspection.

### **Gang Involvement/Activity**

Any student who is involved with a gang (which may include belonging to a gang, using gang symbols, or wearing gang clothing) may be suspended from school. Prior to returning to school, the student must submit a detailed written plan of action describing how gang activity and involvement will be avoided in the future.

### **Dangerous Objects/Weapons/Fire**

No object that can kill or cause serious bodily harm shall be brought to school or school functions. Firearms, knives, martial arts weapons, lighters, matches, laser pointers, and other types of weapons, facsimiles of any of the above, or anything that could be used to cause harm, are strictly prohibited on school grounds and at all school activities. Any student in possession of one of these objects may be suspended and considered for expulsion. Pepper spray, or its equivalent, may not be visible at school. Students who trigger false fire alarms or use or tamper with fire extinguishers in any way, may be subject to the same consequences in addition to restitution for costs including fire department response or extinguisher servicing.

### **Actual or Threats of Harm/Physical or Verbal Harassment**

Any student who threatens or actually harms another person (student, teacher, staff member, or parent) may be subject to suspension and considered for expulsion. Similar consequences will be applied to anyone harassing another person, whether it is for racial, physical, behavioral, gender, or other reasons.

Physical fighting is strictly prohibited at school, and all participants regardless of who initiated the fight may be suspended. Students must learn to resolve conflicts long before fists start flying. Jesus Himself makes clear that our task is to be peacemakers (Matthew 5:9, 39). However, worldly wisdom and practice will not provide much insight in this area, especially when another person seems bent on provocation. If students are not able to resolve differences, they should find a friend or an adult who will help mediate the situation.

For some students, slapping someone on the back or punching them in the arm is a sign of affection, not aggression. However, consequences for these actions can still result if the student receiving the punches has indicated in some manner that those actions are unwelcome.

### **Drugs and Alcohol**

We make two words of *drugs* and *alcohol* only because these have different legal ramifications in our society, but they are both drugs and will be treated as such in CSCS disciplinary procedures.

Use, sale, or possession of any illegal substance at any time on or off campus may result in immediate suspension from school and the administration will make a recommendation whether to proceed with expulsion. Any student choosing to remain in the company of another person who is clearly involved in illegal drugs may also be considered to be in violation of this policy. Drug testing may be requested by the administration if use is suspected. Drug testing, if requested by the administration, will be at the sole discretion and frequency of the administration, including who will administer the test and will be at the expense of the parent. Refusal to comply will constitute an admission of guilt. If drug use is confirmed and the student is allowed to return, the student must obtain a chemical dependency evaluation by a licensed Christian professional, at the parent's expense, prior to returning to school.

If a student has been suspended for drug use, and the circumstances are such that the student is allowed to return to school, any subsequent violation involving drugs at any time during his or her enrollment at CSCS will result in an automatic recommendation for expulsion.

CSCS is a smoke free campus. Tobacco use or possession is not permitted at any time. This includes all forms of tobacco, including chewing tobacco and e-cigarettes. Student use of these substances may result in suspension and possible consideration for expulsion.

## **BIBLICAL LIFESTYLE STATEMENT**

Since Colorado Springs Christian School's biblical role is to work in conjunction with the home to mold students to be Christlike, CSCS students should have a lifestyle that reflects the biblical perspective of integrity and of appropriate personal and family relationships. Each student should maintain a lifestyle based on biblical standards of moral conduct and support the moral principles of the school (Leviticus 18:22; Romans 1:21-27; I Corinthians 6:9-20). Furthermore, gender is immutably bestowed upon each person as male or female to reflect His image (Gen. 1:27). **Biological sex means the biological condition of being male or female as determined at birth based on physical differences, or when necessary, at the chromosomal level.** Moral misconduct includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, sexual activity outside of marriage as defined by a covenant relationship between a man and a woman, homosexual activity, bisexual activity, lesbian sexual activity, sexual harassment, use or viewing of pornographic material or websites, inappropriate cell phone or other electronic transmissions, and sexual abuse or improprieties as defined by Scripture and federal or state law. **Notwithstanding any other board policy, student restrooms, locker rooms, and showers that are designated for one biological sex shall only be used by members of that biological sex. In any other school facilities or settings where a student may be in a state of undress in the presence of other students (that is, changing costumes during school theatrical productions and so on), school personnel shall provide separate, private areas designated for use by students according to their biological sex.**

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 promotes

## **CONSEQUENCES OF SEXUAL IMMORALITY**

The Bible has strong words warning each of us to refrain from sexual immorality (I Corinthians 6:18-20). Any student, male or female, engaged in promiscuous or immoral behavior at any time may result in immediate suspension from school and the administration may make a recommendation whether to proceed with expulsion. Other consequences deemed appropriate by the administration may be considered depending on the severity of the actions. Immoral behavior is described in the Biblical Lifestyle Statement above.

Pregnancy is a normal consequence of sexual activity, but pregnancy itself is not a sin. It is one of God's great blessings to a family. Outside of marriage, however, pregnancy indicates sexual activity without the benefit of a strong family commitment—and God calls that sexual activity sin. Because of the need to focus on more important matters than schoolwork, pregnant students will not be allowed to remain as members of the student body. CSCS will pursue investigations by the proper civil authorities in any allegations of rape or incest. The school administration will consider any extenuating or mitigating circumstances. Having an abortion, or encouraging someone to have an abortion, is immoral.

Even though our current culture is saturated with sexual suggestion and innuendo, CSCS cannot allow sexually immoral behavior in the school community. Obscene, offensive, vulgar, crass, or pornographic materials, whether on notebooks, clothing, automobiles, on cell phones or other electronic equipment or in lockers will not be allowed. Consequences for such items will be determined by the

administration, but will most often result in suspension. Verbal expressions of lewdness, often demonstrated by double meanings, will also not be allowed.

### **Cheating and/or Lying**

Believers are admonished in the scriptures to maintain absolute integrity. (Psalm 15:2; 25:21; II Corinthians 1:12) Students at CSCS are expected to uphold the above scriptural standards as members of the student body. The following are examples that would be considered cheating at CSCS, but are not all inclusive:

- Use of cell phone, calculators, or other electronic devices during testing or a class period that creates even the impression of inappropriate use will result in confiscation of the phone or device along with the consequences listed below.
- Copying the homework/classroom work or schoolwork of another student (example: vocabulary book).
- Permitting a fellow student to copy your homework, schoolwork, or classroom work.
- Copying from another student during a test/quiz or looking at another person's paper during a test/quiz.
- Looking at, having in your possession, or sharing with another a copy of a test/quiz that one has not yet taken.
- Talking with other students about the content of a test/quiz after the student has taken the test/quiz and others have not.
- Using a cheat-sheet, notes, or non-allowed electronic device while taking a test/quiz.
- Reporting to the teacher an inaccurate score for yourself or another student.
- Forging a required signature that is not your own.
- Turning in work which was only partially done by the student and partially done by another.
- Plagiarizing from any source, including the Internet, and turning that in as original work.

Original work means that no part of your writing should copy or too closely resemble the words, events, characters, or any part of a published work. Published work includes books, magazines, newspapers, other printed materials, or materials on the Internet as well as stories portrayed in audio and visual media, including but not limited to radio, CD, Internet, television, DVD, VHS, video games and the theater. You may not use unpublished writing or material from an author other than yourself. Previously published character names and titles may be used as long as the story events, characters, and words are sufficiently different so that anyone reading the material may distinguish it as a new and separate work.

On all incidents of cheating, the student may receive a zero for the paper, quiz, test, or assignment. In addition to the zero, the following may also apply:

First Offense: Contact with the parents, a report to the principal, and most often a detention.

Second Offense: Parent conference with the administration which may result in suspension.

Third Offense: Suspension or recommendation for expulsion.

It is possible that in very serious situations, consequences of suspension and expulsion may occur for a first or second offense.

### **Stealing**

Removing school property or another person's personal materials without permission or proper checkout procedures is considered stealing. Also, to "find" something (e.g., a book, calculator, jacket, money) and not immediately return it to its owner or turn it in to the office may also be considered stealing. The consequence for stealing will be determined by the administration but may include immediate suspension

for up to five days with consideration of expulsion. All instances of stealing will require restitution in addition to any other consequences.

## **Vandalism**

A student involved in willfully or negligently damaging school property or another person's property may receive suspension from school with consideration of expulsion. The student may also be responsible for paying the costs to repair the damage before returning to school. School pranks, especially those involving school property, will be treated as vandalism.

## **SUPPORT SERVICES**

### **Counseling and Guidance**

The CSCS counselors strive to aid students toward a realistic self-appraisal of their God-given talents and abilities as well as their needs and limitations. They are available to help students with spiritual and personal counseling, and to help students plan a program of study, make college and vocational choices, initiate necessary program changes, and interpret testing results. When appropriate, counselors will also arrange parent conferences.

If assistance is desired in any of the above areas, the student should go to the guidance office outside of class time and make an appointment to see the counselor. From time to time, students may seek help from counselors, teachers, coaches, and staff. The school policy is not to notify parents of these meetings or sessions but to encourage students to share their meetings with their parents. All information shared in these sessions will be kept confidential among the administration with the following exceptions: 1) Information about child abuse (including sexual abuse) or child neglect; 2) Information threatening harm to oneself or others (including rape, physical violence, murder, suicide, or terrorist threats). These must be reported to the Department of Social Services.

### **Learning Differences**

CSCHS is committed to making it possible for all students enrolled in the high school to experience academic success. Because of this, CSCHS has on its faculty an Academic Resource Specialist whose sole purpose is to provide academic support for students with identified learning needs. Parents or students should contact the Academic Resource Specialist if they believe formal academic support is needed.

The role of CSCHS will be to help the student gain confidence and skills to minimize the effects of any learning disability or difference. Accommodations and/or modifications will be made as determined appropriate and/or necessary for the purpose of enhancing students' opportunity for academic success. Generally, this process will involve a conference with the involved student, the student's parents, the Academic Resource Specialist, and the student's teachers. A formal plan will be put in place that everyone is aware of and willing to participate in.

**Accommodations** are adjustments and revisions to process without any reduction in the grade level expectations of work the student is expected to complete.

**Modifications** are adjustments in expectation for performance and/or the amount of work students will be required to complete for a given course. Modifications are noted on transcripts and require administrative and parental signatures.

### **Testing**

During his or her years at CSCS, the student will take a variety of tests. These are used to assess the student's achievement and aptitude throughout high school, and to assist in instructional strategies. Below you will find the tests given for each grade level:

9<sup>th</sup> Grade: **ASPIRE – (Pre-ACT) Test** - Given during a school day in October at CSCS.

- 10<sup>th</sup> Grade:           **ASPIRE** - (Pre-ACT) Test - Given during a school day in October at CSCS. Tests basic knowledge and some reasoning ability. Also provides a career and interest inventory.
- 11<sup>th</sup> Grade:           **PSAT/NMSQT** - Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (Given during a school day in October at CSCS. Focuses on reasoning ability in addition to knowledge. Students who score well may qualify for college scholarship opportunities.)
- 11<sup>th</sup> Grade:           ACT\* American College Test

Most colleges and universities require either the SAT or ACT. The ACT is given to 11<sup>th</sup> grade students in the spring and both ACT and SAT are available at various other locations in Colorado Springs. Seniors should see their counselor for additional information. Juniors are strongly encouraged to take these tests as well.

## College Planning

Students planning on pursuing a college education should be careful to take the following steps:

1. College representatives often visit CSCS and are available for interviews. CSCS does not send lists of its students to colleges or the military for purposes of recruitment. Students should initiate contact with the colleges in which they are interested.
2. The optimal time for students and parents to visit prospective universities would be during their junior year and the fall of their senior year. Missing classes to visit colleges during the spring semester of their senior year is not recommended.
3. In cases where the SAT or ACT entrance examination is required, a student should apply in the spring of his or her junior year OR early in the fall of his or her senior year. CSCS' code number is 060269.
4. A student should apply to the college(s) of his or her choice at the proper time. Early in the fall of the senior year is best.
5. Students needing financial aid and/or wanting scholarships for college may begin working for scholarships in the ninth grade and keep a high standard through high school. A high grade point average is as essential as good character, determination to succeed, and involvement in a variety of activities. Most colleges offer scholarships to cover tuition. Local persons or civic groups offer awards and loans to assist in further education of worthy students. Every student wanting financial assistance must fill out the federal financial aid form (FAFSA) in January of his or her senior year, or as soon as possible after that date. This form is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
6. A student should work with his/her school counselor in preparing forms and letters in meeting due dates.
7. A transcript is a record of the student's grades throughout high school. Forms for transcript requests may be picked up in the registrar's office. Name and address of the college or university should be included on the request. Seniors must place an additional request for final transcripts at the end of their senior year.
8. Records -- A parent or student may request an appointment to see the student's file. The file may be examined in the office with an administrator present. Nothing may be removed from the student's file, but the parent may request a copy of material in the file. The student file contains copies of report cards, health records, CSCS enrollment form, and correspondence.

## College Entrance Requirements

1. Community colleges, such as Pikes Peak Community College, can prepare a student for many jobs that require only one or two years of formal training, as well as give him or her the equivalent of the first two years of a four-year sequence. A student needs a high school diploma for admission, but once the student is admitted, he or she must maintain the same standards required by most four-year colleges.

2. Four-year colleges and universities (Christian included) vary in their admission requirements for freshmen. Almost all colleges require the SAT or ACT. It is essential to study the requirements of the various schools so that there will be no question of admission when a student is ready to enter. CSCS strongly recommends that students take college preparatory classes in order to be best equipped for these institutions.

## **Vocational Planning**

In the area of vocational preparation, CSCS seeks to cooperate with other agencies in the area that can provide training in a wide variety of skills. These would be available to seniors who have completed or are in the process of completing the basic core requirements. Opportunities such as auto mechanics, welding or cosmetology are now available through the community colleges. Incoming seniors are advised to make arrangements with the counseling department in the spring of their junior year if they wish to take courses outside of CSCS. The College and Career Center is located in the guidance office where you can find college catalogs in book form. The book catalogs can be checked out. There are also files on current career information. Standardized tests (described earlier) also provide some career information.

## **SPECIFICALLY FOR PARENTS**

### **Procedural Reminders**

1. Always resolve conflicts directly with the person involved. If no resolution can be reached, the person's supervisor may be contacted. Matthew 5 and 18 describe the proper handling of grievances in our school community.
2. Observations of classes are to be pre-arranged with the principal.
3. Initial contacts with teachers can be made by e-mail or phone. However, teachers generally respond more quickly via e-mail. Teachers will attempt to get back to you within 48 hours. There will be times in which it will be difficult for the teacher to respond in that time frame, because of teaching, coaching responsibilities, illness, other meetings, etc.
4. Please join us in assuming the best about each other. An important principle is that when something negative is heard about someone else, don't assume it is true. Check with the person directly to determine the facts before drawing conclusions.
5. Parents, or teachers, may not excuse students from one class to attend or complete work for another class. Avoiding class constitutes truancy.
6. If your son or daughter skips school, please do not excuse it as a legitimate absence. Help students learn the appropriate lessons of being accountable for their actions.
7. Parents certainly have every right to pull their students from school for family needs or emergencies, but the result may not be best for the child. Respect the reserved times (exams, etc.) during the school year.
8. High school students will be responsible to be in class on time, even when they ride with someone else. If a carpool or transportation arrangement is consistently late, find some other way to get to school. For those students involved in athletics, be sure to check with each coach to determine when the school provides transportation and when it is expected that students provide their own.
9. Please observe all traffic flow patterns in the campus parking lot as well as in the Pulpit Rock lot. Do not drop students off on Mallow Road by the crosswalk. The fifteen minutes immediately following school dismissal can be a crowded and aggravating experience. Your cooperation is appreciated in the interests of the safety of all students.
10. CSCS would appreciate communication on parent-sponsored functions that involve a large portion of a class or the student body. Many conflicts can be avoided by not only making sure the calendar is clear of conflicts, but also ensuring that a consistent message is sent when promoting the event, including costs, chaperones, behavior expectations, etc.
11. Your attendance at parent/teacher/student conferences is greatly appreciated.
12. Join us in regularly praying for each other. We are engaged together daily in spiritual warfare.



## **VOLUNTEER TRAINING REQUIREMENTS:**

No one may volunteer in the classroom, in our lunchroom, or drive on field trips without going through the CSCS Volunteer training. Records of volunteers who have taken the training are kept in the school business office.

New volunteers are required to go through a volunteer application process. This includes the completion of an application packet as well as a background check in order to volunteer on campus or during school events off campus. Here are the steps:

1. Parent completes a volunteer application packet (available on-line) which includes completing the On-line Volunteer Training PowerPoint and test.
2. Parent interviews with the principal/supervisor.
3. CSCS conducts a reference check.
4. CSCS completes the background check (form is available in the school office).
5. CSCS issues a photo volunteer ID.

## **Suggestions to Help Students with Studies**

- 📖 There are three universally accepted habits that almost guarantee success in school: do all assignments completely, hand them in on time, and ask questions when you don't understand. If a student will follow these faithfully, he or she will have better success.
- 📖 Students should have an organized and complete assignment notebook.
- 📖 Keep distractions of any sort to a minimum.
- 📖 The hours reserved for study should be planned as much as possible.
- 📖 Show interest in your child and in his or her work. Research and common sense both confirm that the most successful students also have involved and interested parents who encourage and support their teens as well as model hard work in their own lives.
- 📖 All necessary tools and materials for work should be available, including paper, pen or pencil, ruler, books, compasses, calculators or computer, and other helps.
- 📖 Emphasize learning and appreciation, not just marks or grades. Reading and studying are as important as written assignments.

## **Who to Contact When Questions Arise.....**

- Admissions office – 599-3553
  - New student applications
  - Foreign/exchange student questions
- Front office – 535-2727
  - Announcements
  - Attendance
  - Emergency situations
  - Event information
  - Lockers
  - Lost and found matters
  - Faculty member contact numbers
  - Visitors
- Academic Resource office – 535-2727
  - Learning needs assessment
  - Learning needs support
- Athletic office – 535-2727
  - Athletic participation guidelines
  - Athletic schedules
  - Athletic event cancellations
- Chaplain's office – 535-2727
  - Hospital visitation
  - Grief and Prayer support

- Counseling/Registrar office – 535-2727
  - Academic internships
  - Academic probation
  - College/Career information
  - College Fair
  - Graduation requirements
  - Standardized testing
  - Student schedules
  - Transcripts
- Student Government office – 535-2727 x 2201
  - Opportunities to serve on Student Government

If you have a question or an issue that needs attention and are not sure who to call, contact the front office and they will put you in contact with the appropriate person.

## Colorado Springs Christian Schools Technology Acceptable Use Policy

### Introduction

Colorado Springs Christian Schools believes that technology is a tool with many benefits to offer students when used and applied wisely within their lives. It is our goal to educate students about efficient, ethical, and appropriate use of those resources. Within the context of our mission statement as a school, technology resources will be used to meet the goals in our curriculum. Specifically, students will have the opportunity to enhance their learning through:

- a wealth of additional resources for reference and research,
- use of multimedia and productivity tools,
- consulting with experts in a variety of fields,
- learning to conduct searches, evaluate resources, and locate relevant material, and interact with up-to-date primary sources.

### Appropriate Use of Technology

When considering their use of technology, students may be guided by the following definition of “appropriate use”.

Appropriate use of technology is use that:

- promotes and furthers education at CSCS,
- consists of positive communications with friends, family, classmates and teachers,
- includes interaction with organizations and places of business when that activity would be approved by parents or teachers (such as college applications, employment, volunteer work, etc.),
- may include photos/videos that are in good taste and **only with the knowledge and consent of those whose pictures are being taken or used,**
- additional uses that are neither distracting to education nor contain anything harmful, threatening, defamatory, obscene, sexually explicit, harassing, or racially, ethically or otherwise objectionable.

### Technology Education

In order to assist students in learning to use technology resources appropriately, the school will do everything it can to ensure that students access the resources appropriately. This includes providing:

1. A reliable Internet connection that is protected by filtering software. Filtering blocks most sites that are objectionable for content, language, or a variety of other things that the school has defined as inappropriate, such as releasing personal information.
2. A password protected school e-mail account for grades six through twelve. While this email address is web-based and accessible via the Internet from home or school, students agree to use this address according to the guidelines of appropriate use previously defined. This is only applicable for middle and high school students. As a school provided email account, student accounts may be accessed or viewed by school personnel. Personal, non-school email accounts may be accessed by students as needed provided that the guidelines of appropriate use are followed.
3. Reasonable supervision will be provided for students using the Internet in labs, libraries, and classrooms on school-provided machines.
4. Education in the use of technology that clearly defines appropriate and inappropriate use. Students will receive instruction in conducting online research via the Web and other online sources and taught to manage the information found.
5. Network and technology access to students who complete a training session (available online) on acceptable use of technology at CSCS and sufficiently pass a quiz over the content of the session (middle and high school students only.) All students must submit an Acceptable Use Policy form signed by the student and parent (elementary students require only a parent signature.) Elementary students will receive appropriate training throughout the school year to develop a foundation for their technology skills and knowledge.

*Note: Often, class instruction will include entire classes using electronic resources and the Internet as tools in the research process. Additionally classes may use technology resources to conduct experiments, develop projects and complete course content. If a student does not have a signed Acceptable Use Policy (AUP), they will be responsible for working with the teacher/librarian to find an alternative method to complete the research/assignment.*

**Wireless Networking and Personal Devices** In an effort to advance students' access to technology as an educational tool, CSCS provides a wireless network and supports the appropriate use of students' personal devices on the network. Students accessing the wireless network and/or using personal devices on school grounds and within the classroom must comply with the guidelines of this policy.

### **Personal Devices**

Students are not required to provide their own devices or technology equipment; this is completely optional and meant only to complement the school-provided technology currently available to students on campus.

Personal devices may include, but are not limited to:

- Laptops and netbooks
- Tablets and iPads
- Smartphones, iTouch, etc.
- E-readers

Some devices are not authorized for use, these devices include:

- Personal wireless access points
- Gaming devices (network gaming devices are prohibited)

While the CSCS network is being accessed, personal devices become an extension of our network. As such, guidelines of appropriate use and the Acceptable Use Policy apply. Logging on to the network

constitutes agreement to school guidelines/policies and acceptance of the terms of use. Devices connecting to the network must have virus protection software installed and activated. Personal devices may be monitored at any time through visual or electronic means.

### **Personal Devices in the Classroom**

Within the classroom, use of personal devices is entirely subject to the teacher's discretion. Students must comply immediately (on first request) with teachers' requests to turn off or put any device away.

Any question regarding a student's appropriate use of a device or if a student uses a device in a manner that is distracting within the classroom, the teacher may require the student to discontinue use or take other appropriate action as necessary. See page 27 for consequences.

Classes may engage in activities prompting teachers to encourage students to bring a personal device to class. Students may occasionally work in groups to make use of the technology available. While every effort will be made to allow each student access to technology within the classroom, at times, alternate activities may be provided for those students without access to technology.

### **Safety and Security of Personal Devices**

CSCS is not responsible for lost, stolen, or damaged equipment. Students are responsible for keeping their equipment secure at all times.

When the school network is accessed via Wi-Fi (wireless network) or physically through the wired network, students Internet content is filtered and usage may be monitored. Students using personal devices that access the Internet via cellular technology (3g/4g, EDGE, etc.) cannot be monitored or filtered by the school. Parents should be aware of this distinction when purchasing or sending devices with their students, and do so at their own risk. If students are found to be using cellular devices inappropriately, they will lose the privilege of having or bringing those devices to school.

### **Technical Support**

Technical support for personal devices is not provided by school personnel. Limited support may be provided to assist students with connecting their device to the network. The provisions for technical support of personal devices are as follows:

- Technical support is not provided by teachers or in the classroom. Students needing technical support for connection issues should contact their campus support person (varies by campus) after school hours.
- Technical support by school support personnel for connection issues may not exceed ten minutes. If the problem persists beyond this time frame, information pertaining to the problem specific to the student's device will be sent home to parents so that they may pursue resolution of the issue.
- Technical support is available after school, one support session per student, to assist with the original device network connection. Online and hardcopy technical support materials are available as needed.
- Power outlets are limited in our current facilities. Students must monitor their power usage and manage their device so that power/recharging is not a prohibitive issue for completing classwork or assignments.
- Wireless printing is available in the libraries. Printing is limited; see the library media specialist for more information. Students are encouraged to have a flash drive in the event that wireless printing is not available.

### *Wireless Networking and Personal Devices Policy Violations*

Misuse of the wireless network may result in the same disciplinary action as other violations of the Acceptable Use Policy including but not limited to removal from the network, detention, suspension, expulsion, and/or legal prosecution depending on the severity of the infraction. In addition, any device (including a personal device) involved in a serious violation, may be kept for a period of time if needed for evidence. In such an event, parents will be notified.

Only authorized individuals are allowed access to the network. Any CSCS student aiding an unauthorized individual (including students without network access) to circumvent the network, network security, or the filter will be disciplined as stated above.

### **Technology Ethics**

Technology access for students is a privilege, not a right. All technology at CSCS, whether provided by the school or a personal device, must be used appropriately and according to the guidelines of this policy. All users of technology must adhere to the following Code of Ethics:

*I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others with whom I communicate and collaborate.*

*I agree to follow Colorado Springs Christian Schools' rules. I will strive to apply Philippians 4:8 to my technology use: "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."*

The technology user is responsible for his/her actions when using the Internet and network this includes any action made under his/her login name. Students MUST be logged in under their own name to access the network. Unacceptable use of the network may result in suspension or revocation of these privileges and/or further disciplinary action as warranted. Student accounts may be monitored for compliance at the discretion of school personnel. Some examples of unacceptable use are as follows:

1. Using the network for any illegal activity, or non-permitted activities such as downloading or storing music, games, utilities, personal programs, chat, or other social networking sites/software.
2. Using the network for accessing any pornographic or otherwise inappropriate sites.
3. Using the network for financial gain or initiating any financial transactions, including obligating CSCS to anything, financial or otherwise.
4. Degrading, vandalizing, or disrupting equipment, settings, or system performance. Any security problem must be reported to the technology coordinator and not shared with other users. This includes a responsibility to report use or knowledge of unauthorized passwords, access methods, or other vulnerabilities. In addition, unauthorized actions include adding, moving, copying, or deleting programs or files, or modifying/adding to any existing programs. The physical care of school technology and computers is a high priority, as such, students may not have food, drink, gum, or candy in restricted areas.
5. Accessing or vandalizing the data of another user, or using the login of another user – with or without that user's permission. This includes invading the privacy of individuals by reading mail that belongs to others without their permission.
6. Giving access to login and password to another student. Students must protect their login information as they are responsible for violations occurring under their account and liable for loss of privileges even if the account was violated by another student.

7. Wastefully using finite resources. Examples of wasting finite resources are excessive printing, utilizing bandwidth and storage of data for unauthorized use.
8. Attempting unauthorized access to resources, including any action made to circumvent the filter or other security measures. Connecting unauthorized personal equipment (i.e. gaming devices, personal wireless access points) to the network. External storage drives may be used as a storage device only. Executing programs from an external drive on school-provided equipment is prohibited.
9. Posting, or otherwise making public, personal communications or private information without the author's consent is a violation of privacy and not permitted.
10. Posting, or otherwise making public, rude, offensive, or inappropriate messages on CSCS computers/technology or the Internet. This includes social networking sites, forums and the like. Inappropriate messages include comments that could be considered defamatory or libelous against CSCS or school personnel.
11. Downloading/executing viruses or attempting to circumvent virus protection programs.
12. Students are strongly encouraged to refrain from disclosing personal information to websites or people unless deemed necessary for educational purposes.
13. Occasionally, social networking tools may be used for instructional purposes and will be directed by CSCS Staff. Students may not access social networking sites for recreational purposes using the school network.
14. Inappropriate use of resources resulting in plagiarism.
15. Violating the spirit of the Colorado Springs Christian School's Mission Statement.

In the absence of prior written approval from CSCS administration, the student and parent also agree not to create or maintain a social networking site or other electronic publication about CSCS school personnel, or other students; this includes creating or maintaining a site/publication as though the site represents CSCS, school personnel or other students.

In the event that a student or parents' online activities cast an unfavorable light on the school, its personnel, or anyone in the student body, appropriate disciplinary action may be taken by the school. If such a determination is made, the student and parent shall cease all such activities and involvement. Families agree to cooperate with administration in an investigation of any such activities.

### **Disciplinary Actions**

If a member of CSCS administration determines that a violation of the Acceptable Use Policy has occurred, disciplinary action will be taken.

As deemed necessary, infractions of the guidelines and provisions set forth in this policy may result in:

- immediate, (temporary or permanent) removal from all technology and network access at CSCS;
- removal from the specific class in which the student is enrolled with the result of a failing grade;
- possible detention, suspension, expulsion, and/or legal prosecution depending on the severity of the infraction(s).

Disciplinary action appropriate to the violation will typically be decided upon by the Technology Coordinators, Technology Director, and the Principal involved. If any violation results in damage to equipment, the student and his/her parent, is responsible to pay full replacement value for the damaged items. Accidental damage or coincidental technology failure would not be charged to the student. By signing the agreement online, the student agrees to abide by these conditions. The student and parent (or guardian) must sign after they have discussed these rights and responsibilities together. The student and parent must understand that he/she

uses the Internet at his/her own risk. Considering the provisions stated above, CSCS cannot assume responsibility for:

- The reliability of the content of a source received by a user. Students must evaluate and cite sources appropriately.
- Costs that the students incur if they request a product or service for a fee.
- Any consequences of disruption in service that may result in loss or lack of resources. Though every effort will be made to ensure a reliable connection, there may be times when Internet service or network access is unavailable or scheduled for use by teachers, classes, or other students.
- Privacy of electronic communications or data stored or accessed through the network. The administration reserves the right to investigate possible misuses and to monitor any communication or data transfer made through the CSCS network.
- Access of an inappropriate site that may in rare cases evade the Internet filter knowing that every effort is being made to keep the Internet safe.
- Emails received in student inboxes; CSCS reserves the right to monitor and/or close a student e-mail account at any time.

### **Verification of Internet Safety Seminar**

Parents of CSCS students are required to view an Internet Safety Video Series in order for their student(s) to be given internet and technology access. The series can be found on the CSCS website. Please indicate on the Colorado Springs Christian Schools Technology Acceptable Use Policy signature page (included in your registration packet) when this requirement was met.