



**CCCS**

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# ***Student / Parent Handbook***

**2020-2021**

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## Philosophy / Mission / Goals

Copper Country Christian School (CCCS) exists to instill godly knowledge and values in students, striving to educate not just students' minds, but also their heart, soul, and strengths. CCCS desires that students and alumni are defined, not by our standards, but by God's standard of righteousness and excellence.

This handbook describes the rules and procedures that CCCS will use to accomplish its mission. It does not hold all the policies and procedures but those that are most essential for the school family to understand. On occasion, the school administration may need to define additional rules relating to daily operation and student conduct.

### Mission

CCCS exists to glorify God by working with parents to educate their children's hearts, souls, minds, and strengths so that when students graduate from CCCS, they are prepared to think, live, and lead from a biblical worldview.

### Core Values

CCCS is guided by the following core values revealed in the word "ARROWS."

- **ATTITUDE**—should be positive, uplifting, and gracious; Psalm 17:32
- **RESPECT**—for God and His Word, for authority, for others; 1 Pet 2:17
- **RESPONSIBILITY**—in work ethic and dealing with others; Col 3:23-24
- **OBEDIENCE**—in attitudes, words, and actions; 1 Pet 1:14-15
- **WORDS**—that honor God and build up others; Eph 4:29
- **SERVICE**—in our communities and local churches, as well as in loving others; Gal 5:13

### Student Creed

I will build a legacy of excellence by guarding my life with ARROWS. Arrows help me pursue godliness through growing my relationship with Christ, demonstrating respect toward my God-given authority, cultivating personal integrity in all that I do, and developing my desires and abilities for God's service.

### School Verse – Luke 2:52

"And Jesus increased in wisdom and stature, and in favour with God and man."

### Statement of Faith

Wisdom rests on truth. Here are the biblical truths at the core of the teaching of CCCS. The full doctrinal statement and statement of faith may be obtained from the school office.

A brief summary of the nine articles:

- The verbal inspiration of the Bible (Old and New Testament)
- The triune God
- The deity and humanity of Jesus Christ

- The sinful nature of man and his salvation by grace through the blood of Christ
- The ministry of the Holy Spirit in the believer's life
- The gifts God bestows for the perfecting of the saints
- The resurrection of both the saved and the lost
- The spiritual unity of those who have accepted Jesus Christ as their personal Savior
- The Biblical view of marriage and human sexuality

## **Code of Conduct**

We couldn't claim to teach wisdom if we never taught children how to behave. For this reason, the code of conduct is one of the most important tools available to CCCS. If we did not put the following restrictions on our students, we would be cheating them and their parents, and we could never fulfill our mission.

### **Respect for Scriptures and Circumstances**

For the wise man, everything begins with the fear of the Lord. The things of God are most important to the man who is truly wise. Wise men and women do not make light of the Scriptures or those who teach them. A wise man does not complain about his circumstances. He accepts them from God and responds appropriately.

### **Respect for the Truth**

We expect our students to be truthful. Lying or deceitfulness is not tolerated at CCCS.

### **Respect for Self**

A wise man does not destroy his body. It is God's gift, created in His image. No student may partake of smoking, vaping, alcohol, recreational or unauthorized prescription drugs or chemicals on school property. Failure to comply may result in immediate expulsion. CCCS does not endorse tattoos. Tattoos must always be covered.

### **Respect for Others**

A wise man respects others because they are made in the image of God. A wise man is a gentleman. He is polite not to merely put on a show but because polite behavior reflects what is most important. Polite behavior is the mark of a leader as well since it leads others to what is most important. We expect CCCS students to behave as ladies and gentlemen. Their conduct toward the opposite gender should be above reproach.

Students will be expected to...

- Be polite and show respect to their elders and teachers.
- Comply with requests from authority (be obedient).
- Use appropriate language verbally and in writing, neither using foul nor suggestive language.
- Be kind to fellow students, refraining from hitting, ridiculing, and bullying of any kind.
- Respect those around them by not being disruptive in class, chapel, or the hallways.
- Respect the opposite gender by refraining from any physical contact before, during, or after school, on school property, or at any school function. Be appropriate with the opposite gender by refraining from isolating themselves from adult supervision.

### **Respect for Property**

Respecting others includes respecting property belonging to others. Students will not deface or harm the building and its contents, including textbooks and class materials. Lockers and textbooks may be inspected periodically, and fines incurred for misuse.

Students will be expected to...

- Conduct themselves with self-control with no roughhousing or running in the building.
- Respect classroom and faculty/staff belongings, including desks and personal items by not sitting at or touching anything on a teacher's desk.
- Respect others' property by not taking anything that doesn't belong to them for any reason.
- Complete their own work. Unless directed by a teacher, all assignments/quizzes/tests should be done without assistance. Any cheating or plagiarism will result in no credit for the assignment and possible disciplinary actions.

## **Communication**

Open communication is critical to a smoothly run school. CCCS uses varying methods to best communicate with school families. CCCS communicates through the following:

- Email updates from the office informing parents of scheduling changes and necessary reminders.
- Gradelink - updated weekly with accurate to-date student grades, progress reports, attendance, etc.
- Report cards every quarter.
- Parent-teacher conferences during 1st/3rd quarters. Conferences run from 6:00-8:00 p.m. Appointment times will be available for signing up online one week before conferences.
- Appointments with parents as needed.

Please contact teachers directly to coordinate meetings with them. Contact the school office with any suggestions or concerns.

## **Admission**

### **Nondiscriminatory**

Admission to CCCS is open to any young person who meets the entrance requirements. CCCS admits students of any race, color and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at CCCS. It does not discriminate based on race, color, or national and ethnic origin in the administration of all policies and procedures.

### **Procedures**

The following is the procedure to apply for enrollment at CCCS:

- Read, complete, and return CCCS's enrollment application.
- All parents, plus any student entering 4th-12th grades must interview with the school principal and a school board member.
- All parents and secondary students are required to read the student handbook before admission to CCCS. A signed covenant is required for admittance.

The administration will determine the prospective student's eligibility for enrollment based on the application and interview.

### **Mid-Year Transfer**

Mid-year transfer students must complete the general admission steps outlined above. Prorated tuition rates are determined by the amount of time remaining in the school year. Any fees must be paid in full at the time of transfer.

## **Withdrawal and Dismissal**

Withdrawals from school must be made through the school office, not through teachers. Tuition is due and payable through the end of the month in which a student withdraws. Prepaid tuition is refunded for any remaining months of the school year. Fees are nonrefundable.

The CCCS administration may dismiss a student whenever the student has violated the policies of CCCS. These difficult decisions are the full responsibility of the administration and are not open to review. Tuition is due and payable through the end of the month in which a student is dismissed. Prepaid tuition is refunded for any remaining months of the school year. Fees are nonrefundable.

## **Tuition**

The CCCS Board calculates the tuition and fee rates from the projected enrollment and operating costs for the school year.

CCCS offers three payment plans.

- Pre-pay full tuition in August
- Prey-pay tuition at the beginning of each semester
- 10-month payment plan that divides tuition into 10 equal payments from August to May-- payment is due by the 1st of each month.

If a family falls behind on their payment plan, they must contact the treasurer, Mike Clawson, before the next payment is due. If an account is more than 90 days past due, arrangements must be made with the approval of the school board for students to remain in school.

If an account is not current at the end of each marking period, transcripts, diplomas and school records will not be released.

## **School Procedures**

### **Hours**

Office Hours	8:15 a.m. - 3:45 p.m.
School Days	8:30 a.m. - 3:30 p.m.

Unless otherwise specified, evening school programs will begin at 7:00 p.m. Graduation is held every year at 6:00 p.m. on the Friday before Memorial Day and is a required event.

### **School Closings**

If CCCS closes for any reason, families will be notified through the following:

- Email
- Facebook
- ABC 10 Website

### **Attendance**

#### **Unplanned Absences**

CCCS expects regular attendance of all students. If a student is absent, please call or email the office before 9:00 a.m. Students are required to make up assignments within a reasonable amount of time. If you would like to pick up homework, please notify the office.

If a child is absent due to illness for an extended period, the parents should make arrangements with teachers in order to complete work.

### **Planned Absences for Secondary**

For planned absences, secondary students must...

- Make arrangements to get as much work as possible ahead of time.
- Have assignments completed as soon as possible upon returning to school.

### **Leaving School Before Dismissal**

If a student needs to leave school early, the student's parent must contact the teacher for elementary and the office for secondary. The student's parents must sign the student out at the school office before leaving school and sign in at the office upon returning.

### **Student Drivers**

- Any student with a valid driver's license may drive to school.
- Student drivers must obtain permission from parents and the office before transporting other students in their cars.
- Student drivers may not leave the school grounds or visit their cars during the day without permission from the school office.

### **Drop-off & Pick-up**

Most of our students are picked up and dropped off by parents. We ask that all members of the CCCS family enter the school parking lot using the first driveway by the mailbox. When the parking lot is full, we ask that parents exit the parking lot using the second driveway by the soccer field to avoid traffic jams and confusion.

- School doors are locked at 8:30 once the school day starts.
- School doors are unlocked at 3:15.
- Students and parents entering the school between these times need to use the school doorbell to be let into the school.

### **Class Preparation**

Students should be prepared for class with necessary supplies, books, and assignments. Students should not need to go to their lockers for any reason during the middle of class or study hall.

### **Lunch**

Elementary students eat lunch in their classrooms with their teacher for supervision.

Secondary students eat lunch in the kitchen with rotating teachers/office staff for supervision. Secondary students may leave the lunchroom and eat elsewhere on school grounds provided they sign out on the lunchroom sign-out sheet and they are going somewhere with adult/teacher supervision.

### **Medication Policy**

If a student requires specific medication during school hours, the medication must be accompanied by a parent-signed Medication Form authorizing the office staff to administer the medication. Please clearly label packaging with the name of the medication, the student name, and dosage information.

Acetaminophen, ibuprofen, band-aids and other basic first-aid supplies are located in the school office and available to students with minor complaints. Parents must give approval for the office to administer medication on the Medical Emergency Form filled out at the beginning of each school year.

### **Social Media**

CCCS students are expected to conduct themselves in a manner that reflects Christ and CCCS in their online presence. Failure to comply will result in a conference with the principal and a request to remove any non-compliant material. CCCS students are to refrain from the following:

- Cyber bullying/disrespect and name calling
- Using, liking, or sharing profanity or references to violence, sex, drugs, or alcohol
- Sharing any videos taken on CCCS grounds without permission from the office

### **Phone Calls/Cell Phones**

Students may use a school telephone for personal calls only with the permission of a teacher or school staff member. If students bring phones to school, phones must be turned off and stored in students' lockers. Students must obtain permission from the school office to use cell phones during the day. Calls must be made from the school office.

Any student not adhering to the cell phone policy will be required to turn in his/her cell phone to the office every morning.

### **Restricted Items**

CCCS restricts the following items from school or school activities because they distract from an educational setting:

- Video Games
- Playing or Collectible Cards
- iPods, MP3 Players
- Headphones
- Objectionable Reading Material
- Gum

CCCS restricts the following items from school or school activities because they represent a threat to either the student possessing them or to other students and staff at the school. Possession of any of these items at school or any school activities will likely result in immediate expulsion.

- Weapons, explosives, and lighters
- Alcohol, recreational marijuana, and illegal drugs

# Academic Procedures

## Grades

Copper Country Christin School uses the following grading scale for all grades.

Letter	Fixed	Range	4 Point
A	98	93-100	4.00
A-	91	90-92	3.67
B+	88	87-89	3.33
B	85	83-86	3.00
B-	81	80-82	2.67
C+	78	77-79	2.33
C	75	73-76	2.00
C-	71	70-72	1.67
D+	68	67-69	1.33
D	65	63-66	1.00
D-	61	60-62	0.67
F	50	Below 60	0.00

Up-to-date grades are posted on the student's Gradelink account throughout the semester. Access to Gradelink is given at the start of the school year or at any time in the school office.

## Homework

CCCS believes homework is a vital part of a student's education. Teachers use homework as a tool to give extra practice, help students explore on their own, and cement what they learn in class. CCCS expects parents to ensure their students complete their homework. Although parents may assist with homework, work should primarily be the student's. Homework is NOT a group or partner effort with other students. Individual teachers set homework policies for their classes.

## Late Work

The late work penalty for secondary students is:

1 day: -10%      2 days: -20%      3 days: -30%

When an assignment is 2 days late, the teacher will inform the parent of the late assignment.

## Textbooks

CCCS does not always endorse the entire content of a textbook or reference book used in school curriculum. To meet academic standards, we use textbooks from various sources. CCCS grounds its philosophy on the bedrock doctrines and principles taught in the Bible.

The school furnishes textbooks for students' use. Lost, abused or damaged books may result in a fine to cover the cost of replacing the book.

## Locker Use

CCCS provides lockers for students' convenience. Students may not go into one another's lockers.

Students are to keep lockers clean and organized. Lockers are subject to inspection by administration and faculty.

## Graduation Requirements

Seniors who have completed graduation requirements may participate in commencement exercises.

Semester equivalents:

- ½ credit in Bible, Math, Science, English, Social Studies
- ¼ credit in all other classes that do not meet daily.

Course	Credits	Semesters
Bible	4	8
Math	4	8
Science	3	6
English	4	8
Social Studies	3	6
Electives	7	
<b>Total</b>	<b>25</b>	

## Senior Trip

Depending on the size of the class, seniors take a trip during the spring semester each year. Seniors will have opportunities to earn money through various class fundraising activities.

In years where a class trip occurs, seniors are expected to go on their senior trip. If a student opts out, any funds earned are forfeited. While on the trip, seniors are under all school rules of conduct. If behavior warrants, a senior may be sent home from the trip at the parents' expense and will not be allowed to participate in any remaining school activities, including commencement.

## Dress Code

### Philosophy

Copper Country Christian School maintains personal appearance standards. We strive to provide an environment focused on learning, ever pointing attention to a better opinion of God and not ourselves.

### Standards

#### All Students

- No hats, sunglasses, or cleats in the school building
- No extreme hairstyles, streaked, or unnaturally colored hair
- Business Casual” will be the minimal expectation of dress on Wednesdays.
- As spectators at school events, students should adhere to the school dress code. For athletic events, all students may wear CCCS gear or outfits compliant to the school dress code.
- Closed-toe shoes for K5-6th grade
- OSHA regulations require that shoes and socks be worn in high school science classes.

#### Pants

- Blue jeans may be worn at any time except on Wednesdays. Students may wear jeans, sweatpants, or shorts (no shorter than two inches above the knee) for physical education classes/service projects.
- Jeans, wind pants, and khakis may be worn, provided they do not show excessive wear, fading, or patches.
- Pants may not be excessively baggy, long, short, or tight.
- Writing on pants, other than company labels, is not permitted.

### **Shirts**

- Sporty t-shirts or sweatshirts may be worn during academic classes. Underwear shirts may be worn during P.E. only.
- Shirts are not to be unbuttoned below the top button. Shirts without buttons must not expose the chest below the area where the second button would come on a traditional shirt.
- Any writing or images on shirts must not be crude or insulting, nor should they have sexually suggestive themes.
- Shirts must have sleeves and not be too short or skin-tight. The midriff or lower back should not be visible.
- No see-through material, tank tops, or “spaghetti straps” are allowed at any time.

### **Female Students**

- Skirt hemlines must be to the bottom of the knee.
- Shorts/leggings are encouraged under skirts for ease of modesty.
- Clothing must be loose fitting.
- Piercings are limited to the ear. No extremes.

### **Male Students**

- Hair is to be neat and trim, above the ears, off the shirt collar and above the eyebrows.
- Sideburns must be shorter than the bottom of the earlobes.
- No facial hair, piercings, or jewelry; except for watches and class rings

### **Violations**

Students failing to abide by dress code will call home to have appropriate clothing brought to school.

Secondary dress code infractions are deemed as either minor or major depending on the seriousness of the offence. Minor infractions will result in the student receiving a needs improvement notification. Three minor infractions will result in a major infraction.

For major dress code infractions, the student will receive an unacceptable notification and will sit in the office until appropriate clothes are dropped off at school. (Behavior notifications are explained in the discipline procedures section.) Any classes missed while waiting for clothes will result in an F for missed assignments.

As already noted, we require neatness and modesty. Students should avoid obeying the “letter of the law” and breaking the “spirit of the law” by pushing the limits of the dress code. We ask that parents also support the “spirit of the law”.

# Discipline Procedures

## Overview

Although self-discipline pervades every aspect of education at CCCS, when a student does not behave in accordance with the school's policies, specific disciplinary action may be necessary. Each time a student's behavior is either harmful to others or disruptive to the educational goals at CCCS, disciplinary action will be taken.

## Elementary Discipline

Teachers determine the appropriate discipline for minor offenses in their own classrooms and use the Behavior Notification System as needed.

Disruptive or harmful play at recess will result in the student being made to walk laps around the basketball court (or in the hallway if weather is poor). This way the student can still expend energy while not being allowed to be rude or hurtful to others. For extreme actions, the office may also use the Behavior Notification System to inform parents of events that occurred.

## Secondary Discipline

Teachers will determine appropriate disciplinary measures for minor offenses within their own classrooms and use the Behavior Notification System as needed.

## Behavior Notification System

CCCS uses a Behavior Notification System to help keep track of both major and minor infractions. A teacher or staff member fills out a "needs improvement" or an "unacceptable behavior" report in Gradelink, and gradelink automatically sends an email notification to parents.

The escalation of minor infractions is as follows:

- First infraction, a "needs improvement" notification is sent to parents.
- Second infraction, a "needs improvement" notification is sent to parents.
- Third infraction, an "unacceptable behavior" notification will be sent to parents. Upon receiving an "unacceptable behavior" notification, parents will need to contact the school office to determine further action.
- For secondary students, a fourth infraction will result in a detention or other disciplinary action at the discretion of the faculty and administration.

Some minor offenses may automatically result in loss of privileges (including athletic privileges) and other disciplinary action at the discretion of the faculty and administration.

## Disciplinary Actions

If a student commits a major offense, the administration will decide what disciplinary action to take. The school may take the actions listed below whenever a student's behavior warrants. The administration will notify parents of these actions as soon as they are taken, and a Discipline Report will be filled out in Gradelink. This Discipline Report will remain part of the student's permanent record and will also be included in a records transfer should a student change schools.

## Detention

- Detentions are held as needed from 7:45-8:15 a.m. and 3:30 p.m.-4:00 p.m.
- Students and parents will be notified a minimum of one day before the scheduled detention.

- If a student misses a required detention, he must serve a make-up detention, plus one additional detention, both counting toward the student's semester detention total.
- While serving a detention, students must remain quiet and follow the instructions of the detention teacher.
- If a student violates the detention rules, an additional detention is required counting toward the students' semester detention total.
- If a student needs to miss a detention, parents must contact the office for approval.

### **In-House Suspension**

At the discretion of the school, we will place a student on in-house suspension if other measures fail.

While serving an in-house suspension, the student must come to school but will not be allowed to go to class or participate in his normal activities. He will remain apart from his peers and work on school projects and assignments.

### **Disciplinary Probation**

CCCS may place a student on disciplinary probation if the student repeatedly or flagrantly ignores, disobeys, or flouts school regulations or teacher instructions, or when the student's attitude is out of harmony with the spirit of the school.

Students placed on disciplinary probation will be subject to more severe disciplinary action for any offense. For example, an offense that may normally result in a suspension may, for a student on disciplinary probation, result in expulsion. A student on disciplinary probation may not participate in athletics, and in some cases, other extracurricular activities. Once a student is placed on disciplinary probation, his status will be reviewed each semester. If the student's behavior has been satisfactory, he may be removed from probation. If a student fails to respond satisfactorily to this action, suspension or expulsion may follow.

At the end of the school year, students on disciplinary probation will have their status automatically reviewed to determine whether the student will be allowed to re-enroll for the following year.

### **Expulsion**

We may expel a student from CCCS when his actions or attitudes are disruptive to the school atmosphere or are in disobedience to school regulations. Expulsion is mandatory for certain offenses, but in most instances, it is made necessary by the repeated violation of school policies.

Any student that is expelled may not return to CCCS as a student for one entire semester.

## **Extra Curricular Activities**

Students who participate in any extracurricular activity will always behave with wisdom. They will...

- Respect all the school's standards.
- Use appropriate language.
- Respect teachers, coaches, officials and their opponents.
- Forfeit activity privileges if their behavior is unseemly.

Participation in athletics is a privilege not a right. Any student may be withheld from a team by the coach or administration for displaying an improper attitude or using inappropriate language. If a student is scheduled for a detention that falls on the day of a game, he must serve the detention.

A student who receives two Ds or one F will not be eligible to participate in the athletic program. These are the minimum academic requirements for athletic participation. Eligibility is checked 4.5 weeks into each quarter and every week thereafter. During ineligibility, a student may not practice or participate in any way with the team.

## Conclusion

CCCS exists to help parents educate their children for God's glory. If a parent or student finds a problem with anything involving the school, the faculty and administration will work to resolve the issue.

Please follow these guidelines when dealing with a problem:

- Students should not discuss a discipline problem with a teacher in front of other students.
- The student may go to the teacher after class and ask to discuss the problem privately.
- The student may discuss the problem with his parents and ask the parents to arrange a conference with the teacher.
- Please do not discuss the problem with other parents.

Please follow the pattern for biblical conflict resolution when dealing with concerns.

- Please contact or make an appointment with the person involved.
- If the problem is not solved, request a conference with the principal. The principal may ask others to attend the meeting.
- If you are unsatisfied with the principal's decision, the principal can accompany you to a meeting with the school board.
- The decision of the school board is final.