

# CHRISTIAN SCHOOLS OF SPRINGFIELD

Student / Parent Handbook



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## **OUR MISSION STATEMENT**

By God's enabling power, we teach students to pursue spiritual, academic, and physical excellence by providing quality instructional programs in a loving atmosphere.

## **HISTORY OF THE SCHOOL**

Christian Schools of Springfield has been used of God to train thousands of students in the Greene County area for over fifty years. CSOS, a ministry of Baptist Temple, began under the direction of Dr. Harry Vickery in 1963. The burden of Dr. Vickery, the founding pastor of the church, was to provide a quality Christian education for children of all ages.

The first graduating class for CSOS was the class of 1972. Throughout the years of the school's existence, CSOS graduates have distinguished themselves in many areas.

CSOS is currently a member of the Missouri Association of Christian Schools and the American Association of Christian Schools (AACCS). AACCS serves as our accreditation agency. The school is primarily college preparatory in its emphasis, orthodox in its doctrine, and conservative in its approach.

### **I. 'ALWAYS RELEVANT' EDUCATIONAL PHILOSOPHY**

This philosophy of Christian Education is comprised of excerpts taken directly from *Christian Education: Its Mandate and Mission*, Bob Jones University Press, Greenville, SC. 1992.

Although the term Christian education does not occur in the Bible, the Bible speaks of the moral and spiritual instruction of believers in general and of children in particular. It places a high value upon knowledge, both of God and of His works.

The eternal Creator of all things existed before man and exists independently of man. God, however, has revealed Himself to man, speaking through His Word and His works. What we call *Biblical Christianity* is a system of certain basic truths that God has revealed. Among these truths, the following are fundamental to Christian education.

1. God created man in His own image. Of all created beings, only man is spoken of in the Scriptures as being created in God's image. (Gen. 1:26-27). Possessing the divine image, man reflects God not only in his moral, intellectual, and emotional capacities but also in his aesthetic sensibility, social inclinations, and other qualities of his personality.

2. The image of God in man was marred when man fell through disobedience to his Creator. (Gen. 3). His rebellion, which we call “the fall of man,” brought all mankind and all creation under the dominion of sin. All human beings, consequently, are born essentially evil, not essentially good, having inherited the evil nature of the first man, Adam (Ps. 51:5; Rom. 5:12). All stand condemned before God because of their sin and are in need of a Savior (Rom. 3:23; 6:23). The mind of the natural man is capable of intellectual but not in spiritual perception. (I Cor. 2:14).
3. God has provided for the restoration of His image in man through the person and work Jesus Christ. (II Cor. 5:17). Jesus Christ, the virgin-born Son of God, is the designer, Creator, and preserver of all things and is to have preeminence in all things (Col. 1:16-19). He is the answer to those persistent questions: Where did I come from? Why am I here? Where am I going? Speaking of Jesus Christ, the Bible declares “For of him [where I came from], and through him [why I am here], and to him [where I am going], are all things: to whom be glory forever. Amen” (rom. 11:36)
4. Jesus Christ, God’s only begotten Son, came into the world to redeem mankind by His substitutionary death on the cross (I Pet. 2:24; Luke 19:10; Rom. 3:24-26). His bodily resurrection proved Him the Son of God (Rom. 1:4) with power to save all who come to God by Him (Heb. 7:25). When He ascended, He gave gifts to the Church “for the perfecting of the saints” in the image of God (Eph. 4:7-12).

## **Education**

From the moment a child is born, certain forces are at work influencing his development. As his inherited powers and tendencies surface and interact with his environment and his will, he takes on the characteristics of his adulthood. Human growth, however, does not end with physical maturity. Some faculties of the personality are capable of expansion and refinement into old age. Education, whether of child or adult, is the directing of this total ongoing process of development toward specific objectives.

## **Purpose**

The purpose of Christian education is the directing of the process of human development toward God’s objective for man: godliness of character and action. It bends its efforts to the end “that the man of God may be perfect, thoroughly, furnished unto all good works” (II Tim. 3:17). This goal of godliness presupposes the experience of regeneration. As education in general begins with physical birth, Christian education proper begins with spiritual rebirth, when the life of God is communicated to the soul.

Growth in godliness proceeds step by step from regeneration toward full maturity “in the knowledge of our Lord Jesus Christ” (II Pet. 1:5-8). This growth, like regeneration, is made possible by divine grace (Titus 2:11-13). His full conformity to the image of God in Christ—his Christ-likeness—is the goal of Christian education (Rom. 8:29).

## **Recipient**

The focus of the educational process is, of course, the student, a unique individual created for a specific purpose in God’s plan. He must be properly qualified and motivated if he is to perform his cooperative role. Without a regenerated, willing student, Christian education cannot carry out its purpose.

## **Responsibility**

In the Scriptures God has commanded two institutions to educate: the home and the church. As an extension of either or both of these institutions, the Christian school has a Biblical mandate to educate.

## **The Home**

The Bible makes clear that education is to begin in the home (Gen. 18:19; Deut. 6:7; Prov. 22:6; Eph. 6:4; II Tim. 1:5; 3:15). It makes parents responsible for their children and charges them with an educational task.

## **The Church**

The New Testament indicates that the responsibilities of the church include edification as well as evangelism (Matt 28:19-20; Acts 2:42; II Tim. 2:2). The Scriptural representation of the church as a body—an organism that grows and matures—implies a teaching function for this institution. Also, the recognition of the gift of teaching by the New Testament (Rom. 12:4-7; I Cor. 12:28) assumes the necessity of teaching in the local churches.

## **The Christian School**

Christians have a Biblical mandate to educate in their home and in their churches. In order to reinforce the educational ministries of these institutions, Christian parents or church members, acting either individually or in concert, may elect to form a Christian school. The work of the Christian school is an extension of the Christian educational ministries of the Christian home and the church. Its purpose, therefore, is the development of the student in the image of God. This purpose determines both the content and the means of instruction.

### **Content**

In Christian education, students are taught to know God and to imitate Him in His character and in His works (I Chron. 28:9).

### **The knowledge of God**

The whole body of Christian educational theory rests upon the recognition that all truth is of God. He is the God of truth (Ps. 31:5); His Son is the Lord of truth (John 14:6); His Spirit is the Spirit of truth (John 14:16-17). All truth comes from a single source and, therefore, is one harmonious whole. Students come to know God by studying His revelation of Himself in His Word and in His works. Therefore, the Bible is the center of the Christian school curriculum. The presentation of Biblical truth diffused throughout the teaching of all subjects.

This knowledge of God implies more than just knowledge about God. The knowledge of God that is unique to Christian education is a personal knowledge that begins with repentance of sin and faith in Jesus Christ as Savior and develops through obedience to and communion with God. To know God is to be born into the family of God and to live in fellowship with Him. (I John 5:20; Phil. 3:10).

The works of God are also an important part of the Christian school curriculum. The creation reveals the Creator, and that which reveals God is a proper study for man. Indeed, the Scriptures themselves invite man to consider God's earthly handiwork and hold him responsible for recognizing in it the work of God (Job 38-39; Rom. 1:18-20).

God is especially revealed in man, who having been created in the image of God is the highest of God's work on earth. It is for this reason that the Christian school gives emphasis to the "humanities": the study of man's language, his literature, his artistic achievements, the record of his history, the logic of his mathematical reasoning, and other forms of his personal and cultural expression.

The glories of the vast universe and the myriad wonders of man's earthly habitation testify that their Creator is a God of order, of beauty, and of power (Ps. 19:1; Rom. 1:20). The perfect suitability of man's physical environment to his needs and the fact that God committed the earth to man to subdue and enjoy (Gen. 1-2) witness to the goodness of God in His love for and delight in His human creation. The Christian school curriculum includes astronomy, physics, chemistry, biology, mathematics, and related subjects because they provide knowledge of God's nature and His work in this world.

### **The Imitation of God**

Students learn of God so that they may imitate Him. They are to become "followers of God" (Eph. 5:1).

In following God they imitate both His nature and His works. The imitation of God's nature results in holiness of character (I Pet. 1:16). The fruit of the Spirit (Gal. 5:22-23) is the expression of the holiness of God in the believers character. The imitation of God's works results in service (Mark 10:45).

Academic subjects—whether in the humanities or in the natural sciences, whether general or strictly vocational—are studies not as ends in themselves but as means of improving the student as a servant of God. The student learns that bodies must not be abused or neglected but developed and disciplined for the service of God and presented to Him for His use and His glory (Rom. 12:1-2; I Cor. 6:20).

### **The Instruments**

The teacher in the Christian school stands in much the same relation to his students that Paul stood in with regard to his Corinthian converts when he wrote, "Be ye followers of me" (I Co. 4:16). What the student knows of God is often what he sees in his teacher.

“Ye became followers of us, and of the Lord,” Paul reminded the Thessalonian (1 Thess. 1:6). It is for this reason that the Christian school must pay careful attention to the character and conduct of its teachers.

A Christian school should be concerned about the professional as well as the spiritual preparation of its teachers.

The position of the teacher is one of authority and service, and the two are intertwined. In Scriptural leadership, he who leads must also serve (Matt. 20:25-28). The Christian teacher exercise authority over the student in order to serve the student in his quest for Christ-likeness.

The Christian school administrator exercises authority over both the teacher and the student in order to serve the teacher in his service of the student. The chief responsibility of the administrator is to provide the most favorable environment possible for the communication of Christ to the student.

## **II. AN OVERVIEW OF OUR PROGRAMS**

### **A. The Early Education Program**

It is our philosophy that early childhood should be a time of fun, warmth, security, exploration, and discovery. Preschool children are creative and receptive; our program strives to nurture and encourage these qualities in our students. Our purpose is to provide an atmosphere that encourages the spiritual, social, emotional, physical, and intellectual growth and development of your child as a whole person.

Planned within the framework of philosophy and purpose, the curriculum includes sharing and conversation time; stories, songs, finger plays, creative art activities and crafts, game and large muscle activities, field trips, food preparation, science and nature activities, learning about our community helpers, exposure to shapes, colors, numbers and letters. The Bible curriculum is included in the academic program each day and is interwoven into each academic area.



## B. The Elementary Program

The Christian Schools of Springfield Elementary Department has a well-rounded academic, social, physical, and spiritual program to offer students in grades K5 through 6th.

Academically, we want to instill in our students a positive attitude toward learning. Through a Bible-based curriculum which includes Bible, Phonics/Reading, Writing, Math, Science, Music, Physical Education, Art, Language/English and Computer Skills, we strive for personal achievement.

We set out to develop leadership skills and a “team spirit” through our intramural athletic program, and participation in various school-wide activities. These programs are available based upon those desiring to participate.

We strive to provide an atmosphere that will promote self-esteem and encourage the acceptance of others. God’s Word is used to teach character building, one of the most important aspects of our students’ development.

## C. Before School and Extended Care Program

In order to provide a “secure, loving environment”, Christian Schools of Springfield Early Education Center (CSOSEEC) offers before school and extended care program for students in K5 through twelfth grade. Before school is from 7:00 to 7:50 and extended care is from 3:30 to 6:00.

There is an additional charge for these specialized services contracted through CSOSEEC.

## D. Secondary Program

The secondary division has two diploma programs available: general and college preparatory. The general diploma is designed for the student who plans to enter the work force immediately after high school or who intends to pursue a technical education. Over the years the majority of our students have been in the college preparatory program.

Throughout the curriculum we seek to help students discover that “all truth is God’s truth”. Spiritual emphasis and values are presented in Bible classes, chapel, assemblies and in the classroom.

Our athletic program includes several sports, as enrollment permits. CSOS teams compete against other Christian schools and organizations in Missouri.

### **III. FACILITIES / VISITORS**

#### A. School Address

*2660 N Grant Ave  
Springfield, MO 65803*

#### B. Building

- The Main/Administrative Office
- The Elementary School
- The Library
- The Senior High School
- The Early Education Office
- The Early Education Center
- The Junior High School
- The Kitchen and Cafeteria

#### C. Visitors on Campus:

Parents are always welcome at CSOS and should feel free to visit the school and classrooms. Parents who come to school during normal school hours for any reason are asked to go directly to the school office, identify themselves, and receive a visitors' pass. Any visitor to a classroom should make an appointment with the office in advance.

#### D. Lost and Found

A "lost and found" is located in the building. All materials from "lost and found" are disposed of at the end of each quarter or at the discretion of the caretaker.

### **IV. GENERAL PROGRAM INFORMATION**

The Parent/Student Handbook provides a detailed explanation of our school policies, rules, discipline procedures, facilities, departments, and special programs. It is the responsibility of the parent and student to be familiar with the content.

Christian Schools of Springfield, as a private institution, reserves the privilege of setting and maintaining its own standards for student conduct, dress, cleanliness and scholarship.

The rules and guidelines, as set forth in the Parent/Student Handbook are taken seriously by the administration and staff. It is not necessary that a student or parent agree with every rule and policy the school endorses. It is expected however, that the parents and student cooperate and support with a positive attitude the policies as long as the student is enrolled at Christian Schools of Springfield. For instance, in relying on

the teachings of Scripture, Christian Schools of Springfield believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this handbook. If the parent or student senses cooperation and a positive attitude is not possible, then we encourage the family to find another school whose policies and programs can be supported.

The school maintains the right to refuse admittance to anyone who fails to meet entrance requirements and to suspend or expel any student who violates the standards set down in the Parent/Student Handbook, or other rules of conduct and attitude as defined by the Administrator.

## **V. STANDARDS AND POLICIES**

### **A. Three Important Qualities**

The decision for an individual to commit his life to Jesus Christ as his personal Savior is the beginning of a personal walk with God. We believe there are three underlying principles to instill in a child's life to ensure success in the future. The home, school and church should all be working toward this end.

#### **1. The first is *OBEDIENCE*.**

Genuine freedom and maturity is the by-product of coming to a place where a young person is not threatened by someone telling him what to do.

- Doing what he is told
- Doing it when he is told
- Doing it with the right attitude

These are the three stages a student struggles with as he/she is growing up, and they seem to become greater struggles as the student prepares to graduate from school and leave home. Our goal is to help students distinguish between the right to disagree with authority and the need to obey that authority with a good attitude. Making this distinction is the true mark of being ready to face the future in relating to authorities that will always be in their lives. We are committed to building these values.

2. The Second principle is *RESPECT*.

This is fundamental to getting along with people! It starts in the home with attitudes toward parents, brothers and sisters. The same attitudes carry over into school, church and other key relationships. The necessity of admitting wrong, as well as forgiving others, is foundational to successful human relationships.

3. The Third principle is *RESPONSIBILITY*.

When a person is given things to do, he/she develops the discipline to get the job done even when the motivation is not there to do it.

All of the goals or policies of CSOS will in some way or another contribute to the development of these three qualities. Because the Bible is the Word of God and it identifies specific values, conduct, attitudes and character qualities that a Christian should be developing in his Christian life, we are able to define in clear terms these standards of excellence.

Understanding human nature, we are not so naïve to think that we cannot have the same problems any other school could have, but with our standards we are committed to consistently deal with these problems.

## B. Goals and Objectives

Our goals and objectives in the education of your children are:

- To prepare students spiritually by instilling in them a love for God the Father, God the Son and God the Holy Spirit, and a personal sense of responsibility to be all God wants them to be.
- To prepare students to live successfully by teaching them spiritual, academic and physical excellence.
- To encourage students to think clearly, logically and independently.
- To offer an instructional program that meets the academic needs of students.
- To develop an understanding of the world in which they live and the ability to appreciate and adjust to their environment.
- To develop a sense of responsibility in each student as a citizen and a Christian.
- To develop a moral, ethical and spiritual sense which will aid students in appreciation of their own personal worth and that of others.
- To provide them with opportunities to develop an understanding of and an appreciation for the arts as well as contributing to them.
- To provide opportunities for developing skills necessary to making a living.
- To offer opportunities to participate in wholesome forms of recreation.

- To prepare each student for an outstanding position in life and to prepare for spiritual leadership in school, home, church, community, state, nation and the world.

### C. Principles Behind the Rules

A person seldom reacts to the principles behind a certain policy or rule. For example, NEATNESS, MODESTY and the desire to create an ENVIRONMENT CONDUCIVE TO EDUCATION without having to “police” the appearance of young people, are the underlying motives for the school’s dress code, classroom procedures and policies. How these goals are achieved by specific rules, however, creates broad differences of opinion. This is why in the 5th-12th grade the student and the parents are required to sign the statement that the rules and policies will be respected with a good attitude by obeying them while the student attends Christian Schools of Springfield.

We do not require a student nor the parents to agree with everything, but to cooperate with the school. We know that there is more intrinsic value being built into the life of the student who learns the above distinction in life than in justifying a disregard for a specific policy on the basis of individual rights or conviction. We strongly feel the student and parents will be happier going to another educational institution that does not prohibit their convictions if they feel cooperation with a good attitude is not possible.

### D. Behavior

In our effort to create an environment conducive to learning, these general guidelines are to be followed: Students are not to talk during class without the teacher’s permission.

1. This is obtained by raising the hand and waiting for the teacher’s recognition.
2. Students are not to leave their seats without permission.
3. The students are to show respect and a cooperative attitude to the teacher and their peers at all times.
4. Eating any food outside of the designated area is not allowed unless permission is granted by the teacher. Chewing gum is NOT allowed ANYWHERE on campus.
5. No radios, headsets, IPod, mp3, laptops, recorders, beepers, electronic games, toys or any other equipment may be brought to school without permission by the faculty. If these devices are brought to school, they are to be turned in to the homeroom teacher first thing in the morning to be returned to the student at the end of the day.

E. Personal grooming such as combing hair, putting on make-up, etc., should be confined to the restrooms.

#### F. School Property

1. Destruction of school or church property will result in the student being required to pay the cost of repairing, refinishing or replacing the same in addition to appropriate disciplinary action.
2. The main sanctuary of the church is off limits to all students during the school day except for those times when special assemblies are being held. No student is to be in the sanctuary without a teacher being present, or without permission from a teacher.

#### G. Music Standards

It is our strong conviction that what a person chooses to put into his mind will affect his values, morals and convictions. A student at Christian Schools of Springfield who chooses to listen to music which openly contradicts the Christian values of moral purity and respect for authority, or encourages Satanic involvement, promiscuity, drugs and other anti-Christian behavior is making the probability of receiving a Christian education more difficult. It is for this reason that the school discourages its students from listening to music that would contradict Christian teaching. Attending night clubs is prohibited. The aforementioned music is not allowed at the school or at school - sponsored functions

## **VI. GENERAL SCHOOL POLICIES**

#### A. Nondiscriminatory Policy

It is the policy of Christian Schools of Springfield that no student shall be subjected to discrimination on the grounds of race, color, sex, national or ethnic origin in the administration of its educational and admission policies.

#### B. Registration Policy

Parents may register their students at the administrative office of Christian Schools of Springfield between the hours of 7:45am and 3:30pm, Monday through Friday. Registrations will be accepted on a first come, first served basis. If a class is closed your child's name may be placed on a waiting list. Any student seeking to enter Christian Schools of Springfield is required to comply with the following:

1. Read the Parent/Student Handbook.
2. Complete all necessary paperwork.

3. Take any necessary entrance exams given by the school.
4. Complete an interview along with his or her parents.
5. Meet the school's academic admission criteria.
6. Each new student admitted is on a nine-week trial period.
7. Applicants for K5 must meet CSOS age requirement, which is 5 years old by October 1st.

#### C. Tuition and Fees Payment Policy

For Information concerning tuition and fees, contact the main school office. A complete explanation and schedule for tuition and fees is available.

1. Family Payment Plan Options - Families may select from one of three plans at Christian Schools of Springfield, annual, semiannual or 10 monthly payments.
2. All families must sign the Tuition Payment Preference Contract.
3. If payments are not received by the 7<sup>th</sup> of each month, a \$25.00 late fee will be assessed unless an approved payment plan is in place.
4. Please expect a \$35.00 service charge for any check received that is returned by the bank for insufficient funds.
5. If a previous year's balance remains unpaid on the first day of school, this balance must be paid for the student to be admitted to class. Should this be necessary, the student will be readmitted following payment on satisfactory arrangements established for payment.
6. Pre-registration money will be applied to a delinquent account paying the previous year's unpaid balance. In the event that this is necessary the pre-registration discount and the place being held in the class are both forfeited.
7. No official school records will be released, including report cards, transcripts and diplomas, when an account has an arrears balance. When a student withdraws from school, all balances due must be paid in full before records are released.

#### D. Withdrawal Policy

When a student is withdrawn from the school, whether at the request of the parent or Christian Schools of Springfield the family's financial liability is determined based upon the number of days the student is enrolled. A prorated adjustment, plus any

miscellaneous charges incurred, will be applied to determine the final bill amount. Registration, book fees or any other fees are non-refundable and will not be prorated. All balances due must be paid by the date the student withdraws or all school records must be held by the school until the account is current.

#### E. Textbooks and Library Books Policy

Most textbooks and library books are supplied by the school for the students. Other materials, such as a King James Bible, paper, pencils, and notebooks must be furnished by the student. It is the student's responsibility to properly care for his/her books. The student is responsible for all library books checked out in his/her name and is to return them on the date it is due. If a student loses or damages a book, he must replace it. A fine of \$.05 is charged per day for overdue books. If a student is absent and excused on the date material is due, the student must present his/her absentee slip to the librarian, or fines will remain. A fine will also be charged for any damaged or lost books.

The library is open during posted hours to those who wish to browse and read quietly for recreational purposes or for study. It is not to be used for social visiting. The library will be closed for school holidays. All material must be returned one week before Christmas and two weeks before the end of the school year. The library will be open during this time, but no materials will be loaned.

Students may only have two (2) books out at a time. Books are loaned for a period of two (2) weeks. Books may be renewed only one (1) time. Reference books may not leave the library. NOTHING may be borrowed from the library without clearing it through the librarian.

In the case of lost or damaged textbooks, workbooks, or library books, the student's account will be billed for the total price of repair or replacements. Final report cards will be held until any fines or fees are paid.

#### F. Visiting School Policy

1. Parents who wish to visit the Kindergarten, Elementary, Junior High or High School must make arrangements through the administrator.
2. Students not enrolled in the school may not be on the premises for any reason without authorization from the principal's office.
3. Students from other local schools may visit only if parental interest is shown by initiating admission procedures.
4. Please refer to page 6.



## G. Clinic Policy

### 1. Illness:

It is the student's responsibility to inform his/her teacher when he/she feels sick or becomes injured. If the student's temperature is one degree or higher above normal (98.6 degrees), had diarrhea, or is vomiting, a parent/guardian will be contacted to take the child home.

It is the parent's/guardian's responsibility to provide transportation for the child.

The student should be free of fever and symptoms before returning to school.

Please do not send your child to school if he/she:

- Has a temperature above normal (98.6 degrees)
- Has been vomiting
- Is suspected or know to have a contagious condition (e.g., impetigo, ringworm, pinkeye, lice, flu, chicken pox, etc., or is not sufficiently recovered from an illness). Doing so only prolongs the illness and spreads illness throughout the student body and faculty.

### 2. Accident or Injury:

Parents are contacted in a timely manner in case of accident or injury. Only first aid is administered by the school. In case of major injury or life threatening situations, emergency medical treatment will be summoned (911) to assess the student's conditions and transport him/her to an emergency medical facility if needed.

It is the parent's/guardian's responsibility to provide the school with current emergency contact names and telephone numbers. Emergency information is required for contacts at home, work, and other responsible adults. Every effort will be made to contact a parent/guardian or designated adult.

### 3. Medications:

The dosage schedule for any medication should be planned so that it can be given outside of school hours whenever possible. If it becomes necessary for your child to take physician prescribed medication during school hours it must be administered by a designated adult.

Medications for kindergarten and elementary students must be transported to and from school by parents only. Please do not tell your child to give the medication to the teacher by themselves. We will not be responsible if you do.

We will administer the medications only when:

- It is brought to us in the original pharmacy bottle with the student's name, physician name, medication dosage, and frequency to be administered printed on the bottle.
- A properly executed Medication Authorization form is signed and dated by the student's physician and parent/guardian and on file in the school.

Junior and Senior High School only: The school will administer only that which has been designated by the parent/guardian and that which is on file.

#### H. Communicable Diseases

CSOS desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host, infected person or animal to another person.

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school principal. The reportable diseases include the following: Acquired Immune Deficiency Syndrome (AIDS), Aids Related Complex (ARC), Amebiasis, Animal Bite of Humans by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chancroid, Chicken Pox, Conjunctivitis, Dengue, Diphtheria, Encephalitis, Erythema Infectiosum (5th disease), Giardiasis (acute), Gonorrhea, Granuloma Inguinale, Hansen's Disease (Leprosy), Hemorrhagic Fevers, Hepatitis, Histoplasmosis, Human Immunodeficiency Virus (HIV), Impetigo, Infectious Mononucleosis, Legionnaire's Disease, Leptospirosis, Lymphogranuloma Venereum, Malaria, Measles (rubeola and rubella), Meningitis, Meningococcal Disease, Mumps, Paralytic Shellfish Poisoning, Pediculosis Capitis, Pertussis, Pesticide Poisoning, Pinworm Disease, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever, Rickettsia, Ringworm, Rubella including congenital, Salmonellosis, Scarlet Fever, Schistosomiasis, Shigellosis, Smallpox, Staphylococcal Infection, Streptococcal Pharyngitis, Syphilis, Tetanus, Toxoplasmosis (acute), Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Cholera, Vibrio Infections, Yellow Fever, and any other communicable disease that may not be listed.

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, our school

may require an independent physician's examination of the student or employee to verify the diagnosis of a communicable disease. The school reserve the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

#### I. School Lunch Policy

Christian Schools of Springfield does not operate a hot lunch program. Tuesdays and Thursdays students are given the opportunity to order pizza by the slice. Food that is to be warmed in the microwave is allowed with a 2 minute warm-up limit. Students are encouraged to eat a balanced lunch. CSOS has a closed campus lunch program. Students may not leave the campus during lunch time.

Lunch box advertising should be appropriate. Designated eating areas will be assigned. Students are responsible to keep the eating areas clean: no food is to be thrown, no loud talking or shouting, area is to be left in an orderly condition.

#### J. Attendance Policy

In order for your child to gain the most in school, he/she must be in regular attendance. As an educational institution, we discourage any absence from classes other than those that are absolutely necessary. We cannot educate your child if you keep him out of school when it is not necessary. Please help us by not asking us to excuse your child from school except when it is unavoidable. A student may not be awarded a credit if he has not been in attendance for instruction for a minimum of 162 days. Therefore, a student in grades 7-12 will fail each class for which he was absent in excess of nine days during the semester. This will make it necessary for him to make up these credits. The only exceptions to this policy are absences due to sickness, injury, or insurmountable family emergencies. Therefore any absence after number nine due to injury or sickness will be excused when accompanied by a doctor's medical excuse to be brought to the school office within three days of returning to school. Any absence due to a family emergency will be excused only by approval of the principal. If a student exceeds eighteen absences in a year for any of these reasons, he must make up all academic assignments. If the assignments are not made up, the student may be asked to repeat the grade. In order for a student to receive credit for a full day's attendance, he must be in school from 8:00am until 1:00pm.

##### Arrival:

8:00am - 9:00am

9:01am - 11:00am

11:01am - 3:00pm

Excused or unexcused tardy

1/2 day absence

1 day absence

Departure:

8:00am - 11:00am	1 day absence
11:01am - 1:00pm	1/2 day absence
1:01pm - 2:55pm	1 day present

1. Acceptable Time of Arrival and Departure

a. Arrival

Students are to be dropped off on the south side of the building. Students enter in the double doors under the awning. Kindergarten through tenth grade students will go to the cafeteria. Eleventh through twelfth grade students will go to the big room upstairs after 7:30am before this time they are to be in the cafeteria.

Classes begin at 8:00am. Any student entering the room after this time is considered tardy and must obtain an admission slip from the office.

b. Dismissal

All students, K5 through Grade 12, will be dismissed at 3:00pm. When the dismissal bell rings, the students walk to the staging area. Elementary students stay on the asphalt in lines until the signal is given by the staff member on duty. There is to be no running in this area. Students will then go to the curb, teachers will dismiss classes (one class at a time) to go to restroom and get their snacks. Students will then be dismissed to play on the playground or sit on the curb. In inclement weather (i.e., rain, bitter cold, and snow) students will go to cafeteria and be picked up at the double doors.

Extended care begins at 3:30pm. Any student remaining at 3:30 will be charged for extended care through the day care.

Students will not be allowed to stay after school for upcoming church activities without parent or activity leader's supervision. Students are not to be in the buildings after school except for scheduled school activities or with permission. If a student is involved in any extracurricular activity, we would remind parents that it is their responsibility to provide transportation home following the activity. Please do not leave a younger student at school if an older sibling has a practice or an activity. Please make arrangements for the younger child to be picked up at dismissal time or to go to extended care. There is a charge for all students using extended care.

2. Absences

Excused absences are permitted for the following reasons:

- Personal illness
- Death in the family
- Other circumstances judged by the principal as legitimate

A note signed by the parent is required to explain the reason a student is absent immediately upon the student's return to school. Excused absences will permit the

student to make up class work or homework by the end of the equivalent number of school days the student was absent, extensions beyond this are at the teachers discretion.

### 3. Prearranged Absences

If a parent/student knows in advance of an excused absence of three or more days, he/she must inform the principal in writing before the absence occurs. If the principal approves, the teacher will be informed of the fact.

### 4. Skipping Class

Skipping class is a serious offense and may result in a one day out-of-school suspension. It will also be recorded on the student's discipline record. The student will still be responsible to complete all academic work for that day with credit. For the Secondary student, skipping school could result in expulsion.

### 5. Tardiness

A student is considered tardy to class if he/she is not in his/her classroom by his/her desk or where his/her teacher wants him/her when the bell rings at 8:05. Five unexcused tardies to class equals one unexcused absence. All tardies require a note of explanation from the parent with sufficient reason for the student's late arrival in order for the tardy to be marked as excused.

### 6. Early Dismissal

Parents may contact a child through the school office. When it is necessary for the parent to take a child out of class for doctor or dental appointments, or other reasons during the day, a note, a phone call, or a visit to the school office must precede release. No student will be released except through the school office. When a parent comes to pick up his/her student for such reasons as are mentioned above, the parent is to come to the office to sign the student out. ONLY authorized persons may sign out students. Identification may be requested. If a student is driving himself/herself to an appointment or leaving early for other reasons mentioned above, a note, call or visit from the parent is still required, and the student must sign out in the school office before he/she will be permitted to leave the campus.

### 7. College Days (High School)

Seniors will be permitted 3 half-day visits to local colleges or a 4-day visit to a college out of the local area. Approval must be obtained from the office prior to the visit and verification must be presented upon returning to school. No college days will be permitted after May 1st.

## 8. School Closing

During inclement weather; parents should tune to the following stations which will announce whether the school will close or open late:

- a. KY3 - channel 3
- b. KOLR - channel 10
- c. KSPR - channel 33

School cancellation will be called in to the station by 6:00am. If weather becomes inclement during the day, be alert for notification and call the school ONLY in case of extenuating circumstances. The school will not call individual homes.

## L. Dress Code Policy

With the objective of neatness, modesty, and an atmosphere conducive to education, Christian Schools of Springfield has established a dress code policy. This policy is delineated on a separate handout entitled Dress Code.

**NOTE TO PARENTS:** We request that parents please dress appropriately when coming on school property or to school functions. Smoking on school or church property is not allowed.

## M. Field Trip Policy

Field trips are arranged by the teachers to various sites that are relative to the education and cultural training of the students. A nominal fee may be assessed.

Parents may be invited to serve as chaperones, but we request that preschoolers not accompany them. School dress code should be followed by parents as well as students.

## N. Fire/Tornado Drills

Announced and unannounced fire/tornado drills will be conducted during the first month of school and then periodically through-out the school year. At the beginning of the school year, the teachers will instruct students concerning fire/tornado drill procedures.

Fire/tornado drills are to be taken seriously and horseplay during a drill will be dealt with severely. Students and teachers are to exit the building quickly and quietly in a single file and are to remain away from the building until signaled to return.

Tampering with fire alarms or fire extinguishers is a criminal offense.

## O. Intruder Drills

Announced and unannounced intruder drill will be conducted during the first month of school and then periodically through-out the school year. At the beginning of the school year, the teachers will instruct students concerning intruder drill procedures.

## P. Telephones

School telephones are business telephones and are not to be used by the students, except by permission.

NOTE: Only emergency messages will be conveyed to students during regular school hours. Much unnecessary inconvenience can be avoided if parents and students will communicate in the morning.

#### Q. Textbooks

All hard - backed books are the property of the school. Therefore, proper care should be used in handling textbooks. They are not to be written in. All textbooks are to be covered. When the cover is damaged, it must be replaced. Workbooks or soft - covered books that remain the property of the school must also be covered. Any textbook or workbook which is issued to the student and then lost must be paid for by the student. Textbooks that remain the property of the school that are damaged excessively will be charged on the bill to be paid by the family.

#### R. Transportation

Christian Schools of Springfield does not provide bus transportation. The traffic flow pattern is to enter on Grant Ave and exit onto Talmage Street.. **MAXIMUM SPEED THROUGH THE PARKING LOT IS 5 MPH. PLEASE WATCH FOR CHILDREN DARTING FROM BETWEEN PARKED CARS. YOU MUST PARK IN A PARKING SPOT (NOT THE DRIVE LANES) TO DROP OFF AND PICK UP CHILDREN.**

#### S. Vending Machines

Vending machines are available for student use. These machines are school property and are to be treated with care. If a machine does not vend properly, do not pound on it. Rather, go to the office and your money will be refunded.

#### T. Volunteers/Aides and Room Parents

If any parent feels he/she would like to help with classroom activities, accompany students on field trips, help with parties or special projects or render aid in sporting events, etc., please contact the appropriate teacher. The teacher will clear it with the principal before the day assistance is to be given. It is not the policy of Christian Schools of Springfield to reimburse anyone assisting a teacher. Please remember the school dress code when assisting with class activities.

#### U. Mid-American Association of Christian Schools (MAACS) Competition

Students in grades four through twelve are encouraged to participate in exciting competition, in the fields of Bible, Academics and Fine Arts.

#### V. Music

##### 1. Concerts

With the availability of personnel and student interest, a Christmas program is produced by the elementary students and the music department hosts a spring concert and/or recital. The Jr. and Sr. High choral group/concert may participate in these as well. The upper level may travel as the opportunity arises.

##### 2. Private Lessons

Private piano lessons are available at a nominal cost for grades three through twelve on a first come, first served basis. Additional instrument lessons will be available

when possible.

## **VII. KINDERGARTEN**

### **A. Enrollment**

1. All students entering K5 must be 5 years of age by October 1st.
2. All Kindergarten students must be completely potty trained.
3. Each family must present a copy of the student's birth certificate, immunization record and health forms
4. There are no academic prerequisites.

### **B. Curriculum**

The entire kindergarten department uses Christian school curriculum. This is supplemented with work sheets in the various subjects to add extra emphasis in needed areas. Teachers also use visual aids, which include charts, flashcards, games, and flannel graph figures. The program is academically challenging.

### **C. Subject Information**

1. Bible: Bible is the most important subject taught at Christian Schools of Springfield. Teachers make this an exciting time for the students. Included in this time are singing and memory verse recitation.
2. Music: Students have music time during the week. During music time students learn songs they will use in their school programs.
3. Numbers: Each student has a numbers book and extra work sheets for math time. Teachers carefully prepare for the class so that it is a fun time for the students. During math, teachers may use games to help the students learn important concepts.
4. Phonics: The curriculum produces early readers. The students are ready to read and are interested in books at this age. K5 classes will have reading groups and each student will have his/her own book. Flashcards and charts are used often for reinforcement of phonics concepts.
5. Science: The K5 students have a science book. It is important that students are taught at an early age that God is the creative source of everything that we see.
6. Writing: Neatness and the correct formation of letters will be taught.

### **D. Schedule**

The Kindergarten school day begins at 8:00am for all students. Students are dismissed at 3:00pm.



## E. Grading

Once a week sample papers will be sent home. These packets may include a writing paper, an art or coloring paper, and a phonics or math paper. Positive comments and areas which need improvement may be noted by the teacher on these papers. Other papers completed during the week will be sent home. Report cards are sent home after each quarter. They should be signed and returned the next day. Progress reports go home every three weeks. They should also be signed and returned the next day.

## F. Discipline

Communication, organization, consistency and prayer are the keys to effective discipline. Most discipline is handled in the classroom; however, when it is necessary, a student may need to visit the principal's office. Some examples of behavior that would justify an office visit would be: repeated aggressive behavior (pinching, hitting, biting, etc.), poor attitude when corrected and repeated classroom disturbances. The classroom teacher will maintain close communication with the parents if discipline problems arise.

## G. Kindergarten Graduation

Kindergarten graduation is towards the last of May. Measurements for their caps and gowns will be the first week of April. Kindergarten teachers will plan a pre-graduation photo time. Notices are sent home with specific details.

Kindergarten graduation is one of the highlights of your child's kindergarten year. Bring your friends! Bring your family! Further details are available in the spring.

# VIII. ELEMENTARY

## A. Introduction

The Christian Schools of Springfield Elementary Department has a well - rounded academic, social, physical, and spiritual program to offer students in grades one through six.

1. Academically, we want to instill in our students a positive attitude toward learning. Personal achievement is our main goal.
2. We strive to provide an atmosphere that will promote self-esteem and encourage acceptance of others.
3. Individually, students develop coordination, agility and fitness as they work together to build unity.
4. God's Word is used to teach character building, one of the most important aspects of our students' development.

B. Admissions Policy

1. All students must meet the age requirements of Christian Schools of Springfield.
2. Each family must present a copy of the student's birth certificate, immunization forms, health forms, and Report of Vision entering K5.
3. Each family must present the student's latest achievement test results and latest report card.
4. If complete achievement test scores are unavailable, the student may be tested by Christian Schools of Springfield.
5. If the report card and achievement test scores are presented, the student MAY BE tested at the discretion of the administration.
6. Students whose achievement test scores or entrance test scores are below grade level may:
  - a. Be recommended for supplementary instruction if a subject area is 1 year below grade level or if the subject Stanine average is 3 or below.
  - b. Be required to repeat a grade or be placed back a grade if he/she enrolls after the school year has begun.

C. Academic Policy

1. PROMOTED
2. RETAINED - Held back in the same grade. This will be determined by the following:
  - a. Grades 1 and 2:

A student will be retained in the same grade if he/she fails two core subjects (Reading, Phonics, Math) for the year.
  - b. Grades 3 - 6:

A student will be retained in the same grade if he/she fails two core subjects (Reading, English, Math) for the year.
3. RETAINED, PENDING SUCCESSFUL COMPLETION OF SUMMER SCHOOL (when available)

This will be determined by the following:

<u>Class failed</u>	<u>Class required</u>
Math	Math
English, Phonics, or Reading	Language Arts
Science and History	Subject Reinforcement

#### 4. PROMOTED, SUMMER SCHOOL RECOMMENDED

Summer School will be recommended for students who earn a "D" in Math, Reading, or English.

#### D. Curriculum

A consistent Christian emphasis is presented in each classroom subject being taught. We want to lay a good foundation in first grade. This foundation can be built upon and expanded each successive school year.

Phonics, reading, spelling, writing, English, mathematics, science and history are taught in grades one through six.

#### E. Special Curriculum Courses

##### 1. Art

The classroom teacher or art teacher provides various projects for the students throughout the year. We strive to use a variety of art media and activity in our curriculum.

##### 2. Athletics

In addition to our physical education program, we offer opportunities for our fourth, fifth and sixth graders to participate in intramural competition, as interest and participation permits.

##### 3. Bible

Each day our teachers present a lesson from God's Word. It is complemented with memory verses, songs, and other related activities. Our primary goal is to make the Word of God more meaningful to the lives of our students. We want them to learn the truths of the Scriptures so that they may apply these truths to their daily lives.

##### 4. Chapel

Once a week students meet together for a chapel program.

##### 5. Computers

Elementary classes have access to computers in their classroom. Programs are provided to supplement our basic academic curriculum.

##### 6. Field Trips

- a. Field trips will ordinarily be purposeful extensions of actual classroom activity.
- b. Each class will have at least one trip per school year.

##### 7. Library

Elementary classes visit the school library as needed and as the schedule permits.

##### 8. Music

Various programs may be presented during the year. Students have the opportunity to participate in these programs.

## 9. Physical Education

Students in grades one through six participate in physical education once a week.

## 10. MAACS

Elementary students in grades four through six are eligible and encouraged to participate in the Mid-America Association of Christian Schools (MAACS) Competition. MAACS provides exciting competition in Bible, Academics, and Fine Arts.

## F. Homework Policy

1. Homework is completed properly and turned in on time. Homework is not to be done in spiral notebooks; it should be done on notebook paper.
2. Students in grades one through six will use an assignment pad.
3. General late assignment policy.
  - a. Assignment not returned on due date: ten points deducted from grade and note sent home (detention notice).
  - b. Assignment not returned on second day: twenty additional points deducted from grade.
  - c. A grade of no higher than 60% will be given on the third day if the assignment is turned in. If no assignment is turned in a "0" will be given.

## G. Grading

Grades are available online by going to [csos.org](http://csos.org). An enrolled student will receive a user name by email; on the email is a link to set up a password. Once a password has been set go to [csos.org](http://csos.org) and click on the parent login. This will open a login page, enter user name and password and this will open the Reporting Period. Teachers are always willing to meet with parents by appointment to discuss the student's progress.

1. Take - home papers are sent home with the students so that parents can be made aware of their child's progress, as well as see what skills and concepts are being taught.
2. Grades will be posted on the school website within 24-36 hours of the assignment being completed and turned in to the teacher.
3. A three and six week report will be sent home informing the parent of their student's grades.
4. Report cards are sent home at the end of each nine-week grading period quarter.
5. Parents must sign and return all academic reports.

## 6. Grading Scale:

<u>Letter Grade</u>	<u>Percentage Grade</u>
A+	100% - 97%
A	96% - 93%
A-	92% - 90%
B+	89% - 87%
B	86% - 83%
B-	82% - 80%
C+	79% - 77%
C	76% - 73%
C-	72% - 70%
D+	69% - 67%
D	66% - 63%
D-	62% - 60%
F	59% - 0%

A - Excellent, B - Above Average, C - Average, D - Below Average, F - Failure, I - Incomplete, S - Satisfactory (non-credit)

## H. Discipline

Discipline is important for learning. Through discipline students achieve desired goals and work to their highest potential. Our main objective is to train and build Christian character. The elementary staff wants to keep parents informed as much as possible concerning their student's progress in conduct as well as academics.

1. The following guidelines are used by a teacher and the administration in addressing discipline problems.

- a. Each teacher communicates the classroom rules to the students.
- b. The consequences for breaking the rules are also communicated to the students.
- c. Detention will be assigned at the discretion of the teacher based on letter "b" above.

2. Detention

- a. In addition to a detention given for classroom misbehavior, detentions may be given for disrespect, direct disobedience, profanity, destruction of school property, fighting, cheating, disruptive behavior, forgery, etc.

b. A detention requires a student to stay after school in detention hall for a designated time. The parent will receive a detention notice before the detention is to be served. The notice is to be signed and returned the following day. If the student is not picked up by the end of detention he/she must go to extended care at an additional cost.

### 3. Accumulated Detentions

Detentions will be accumulated throughout the semester. If detention does not correct the behavior, then a parental conference, suspension or expulsion may become necessary.

### I. Good Conduct Recognition

1. Students receiving no detentions for the entire year will be honored and recognized with an award.
2. Special incentive programs are used to motivate students to good classroom behavior.

### J. Honors

There is an annual Awards Day Program. Students who excel in different areas are awarded for their achievements.

General Awards:

<b>Highest Honors: All A's</b>	Good Conduct
<b>High Honors: All A's and B's</b>	Bible
<b>Honors: No more than one C</b>	Music
Perfect Attendance	Athletics
Christian Character	Subject Specific

## IX. SECONDARY

### A. Introduction

Christian Schools of Springfield is committed to providing each student with skill, characteristics, activities, and experiences that will help him/her to seek excellence in their spiritual, academic and physical life. Graduates of the school have been accepted readily by various universities and colleges throughout the country.

### B. Admissions—Standards for Returning Secondary Students

Our goal is for our students to be at least at grade level.

Standard: Students are to maintain a cumulative GPA of 2.0 and are not to fail more than one class each semester. Exceptions to this standard may be made only with the approval of the administrator.

Transition Standard: Students are to maintain a cumulative GPA of 1.5 and are not to fail more than one class each semester. Exceptions to this standard may be made only with the approval of the administrator.

### C. Admissions - Standards for New Secondary Students

We will accept, as space is available, students new to Christian Schools of Springfield, who based upon past performance, and interviews with the prospective student and parents, will successfully meet the above criteria. Students will be admitted on a first come basis after meeting admission criteria and standards. The administrator would have final say on any exceptions.

### D. Junior/Senior High Academic Requirements

#### 1. Junior High General Course Loads:

##### 7th Grade:

Bible (Life of Christ)  
 English (Writing, Grammar, Literature, Vocab)  
 Life Science  
 Math (Fundamentals of Math)  
 World History  
 Physical Education  
 Computers  
 Keyboarding

##### 8th Grade:

Bible (The Story of the Old Testament)  
 English (Writing, Grammar, Literature, Vocab)  
 Earth Science  
 Math (Pre-Algebra)  
 American History  
 Physical Education  
 Computers  
 Spanish

#### 2. Senior High Requirements for Graduation:

Students must take the full course offering for each grade level at Christian Schools of Springfield. A student must obtain a minimum of 24 credits to graduate. The following credits are required:

- English 4 credits
- Math (Algebra I required) 3 credits
- History (U.S. History and Civics required) 3 credits
- Science 3 credits
- Bible/Philosophy 4 credits
- Physical Education/Health 1.5 credits
- Foreign Language 2 credits
- Practical Art 1 credit
- Personal Finance 0.5 credit
- Fine Art 1 credit
- Elective 1 credit

Specific courses are required depending upon the high school track (general or college preparatory) in which a student is engaged.

### 3. CSOS College Dual Credit Program

Seniors may participate in a program that allows them to take college courses for future credit with that institution. A student who wishes to participate must meet the following conditions:

- a. At least four high school courses (including Bible) must be taken at CSOS.
- b. The overall high school GPA through 11th grade must be 3.0 or higher.
- c. The student must be taking the college preparatory course load.

### 4. School-to Work Vocational Partnership Program

Seniors who are in the general high school track may take vocational courses at a local VO-TECH school, provided the conditions are met:

- a. At least four high school courses must be taken at CSOS.
- b. The overall high school GPA through 11th grade must be 2.0 or higher.

## E. General Information

1. A course may not be dropped by the student unless the administrator is convinced that the student cannot academically succeed in the subject in question.
2. Physical education is required. A student who cannot participate in P.E. for any period extending more than two days for medical reasons is required to bring written verification from a physician indicating the reason and length of time the student should be excused from P.E. A Doctor's note is also necessary if, for medical reasons, a student cannot take P.E. for the full semester or if participation is restricted to certain types of exercising. Such notes are to be turned in to the school office and must be renewed on a yearly basis.
3. Note to junior and senior students: Three transcript of credits earned will be sent free of charge to one college of your choice. There will be a charge of \$4.00 for each additional transcript sent thereafter.
4. All eleventh grade students are encouraged to take the Preliminary Scholastic Aptitude Test (PSAT).
5. In its curriculum, Christian Schools of Springfield has established a two track course outline: college and career. The courses and credit requirements are structured to prepare the student for his desired goal. Because of the college entrance requirements, it is necessary that the student follow the courses listed in the college



track while in Christian Schools of Springfield. All student with a GPA of 2.5 or better are required to take the college track courses with few exceptions as determined by the administration.

6. Information regarding the other college admission exams will be supplied through the school office so that students will be aware of the dates test are offered and of test content.

7. All students in grades 7-12 will be assigned to a homeroom. During Homeroom/morning assembly attendance is taken, announcements are made, and moneys collected. It is the responsibility of the student to find out what announcements were made in the event of an absence or tardy.

#### F. Homework

1. Homework is an important part of the student's educational process. Everything cannot be learned in the time allotted for each class; therefore, it is necessary for a student to do work beyond class time. Homework assignments will be graded for completeness, accuracy and neatness. A parent's signature may be required on assignments if the teacher needs input for the parent that the student made a conscientious effort to complete his assignments. All homework must be done by the student. A parent may assist the student by seeing the work gets done or by explaining how to do the assignment. Homework is due at the beginning of each class period. Any late homework may receive no grade higher than a 75%. Ten points may be subtracted for each additional day that assignment is late. Failure to do homework may result in a parent/teacher conference. Parents are encouraged to require their students to bring home their papers, test, and projects for them to see.

2. Suggest Guidelines for Helping a Student with His/her Studies:

- a. See that the student has an organized and complete way of recording assignments. We suggest each student have and use an assignment notebook. It is wise for the parent to check from time to time, if your student consistently tells you that he has no homework.
- b. Be sure the student is provided with a quiet, well-lit study area and that all necessary materials for work are available.
- c. Keep distractions to a minimum. Electronic communication should be minimized.
- d. Parents should check periodically to make certain the work is being done.
- e. Parents, please allow time for study since tests and quizzes occur weekly. In some cases, it may be necessary for us to ask parents to spend extra time helping their students with some areas of their homework.

## G. Tests

Classroom tests play a central role in the evaluation of pupil learning and can be used for a variety of instructional purposes. Because of the importance placed upon testing, it is imperative that parents be aware of test dates to ensure their student's attendance and preparation. Tests are to be graded and recorded by the teacher and then returned to the student for review. (Standardized tests are returned to the teacher after review). Teachers offer class help. Check with the teacher for day and time.

## H. Grading

A three and six week report will be sent home informing the parents of their student's grades. Report cards are sent home at the end of each nine week grading period. Website: [csos.org](http://csos.org) and the Parent Login give the family access to grades and current averages. Teachers will have assignments graded and logged into the site within 24-36 hours.

Grading is on a percentage basis of one hundred percent (100%). An example of how that 100% might be broken down is as follows: 40% is for test; 30% is for quiz grades; and 30% is for homework. (While this is the norm, some classes may differ slightly from the standard). The various grades are then averaged to arrive at a total number of percentage points using the school's adopted system.

<u>Letter Grade</u>	<u>Percentage Grade</u>
A+	100% - 97%
A	96% - 93%
A-	92% - 90%
B+	89% - 87%
B	86% - 83%
B-	82% - 80%
C+	79% - 77%
C	76% - 73%
C-	72% - 70%
D+	69% - 67%
D	66% - 63%
D-	62% - 60%
F	59% - 0%

A - Excellent, B - Above Average, C - Average, D - Below Average, F - Failure, I - Incomplete, S - Satisfactory (non-credit)

1. Honor Roll is determined on the following basis:

- a. Highest Honors - All A's
- b. High Honors - All A's and B's
- c. Honors - No more than one C per quarter

2. To receive honors cords for senior graduation, the student must have an overall grade point average of 3.0 or higher for the four years of high school.

3. Incomplete Grades

Incomplete work must be made up within 72 hours unless special permission is obtained from the administration. If an incomplete is caused by absence, the time allowed is equal to the time missed, unless special permission is obtained from the administration. When the grace period has passed, the incomplete will be averaged in as a "0".

4. Semester Grades

The semester grade may be computed by one of the following means:

- a. Option 1
  - 1. The two nine week (quarter) grades count 50% each.
  - 2. The semester exam is figured into the quarter grade.
- b. Option 2
  - 1. The two nine week (quarter) grades count 40% each.
  - 2. The semester exam counts 20% of the grade.

Examinations: Christian Schools of Springfield is responsible for facilitating the development of exam and test taking skills. Since examinations are the culminating experiences of college courses, all students need practice in organizing, reviewing, and synthesizing at the secondary level. The single exception may be the senior who has a 93 average or above for a full year course. There are no exceptions for semester courses.

I. Academic/Behavioral Requirements for Participating in Extracurricular Activities

Christian Schools of Springfield seeks to maintain a strong interscholastic sports program competing against other Christian schools and organizations. Athletic competition contributes to the development of the total individual physically, socially, emotionally, intellectually, and spiritually. Our athletic program is designed to give all persons an opportunity to engage in some type of sports activity.

The office has prepared a calendar which includes game times for each sport. Departure times and approximate return times will be announced. We ask that parents be prompt in picking up their children after games and practices. This will eliminate unnecessary phone calls and extended waiting for students and supervisors.

Student athletes are expected to manifest the highest standards of Christian living and conduct at all times. Incidents of smoking, drinking, drugs, gambling, or lewd dancing will not be permitted. Poor conduct may result in dismissal from the team. Excessive demerits may also as determined by the principal, prohibit participation. To be eligible for cheerleading, one must maintain the same Christian testimony and academic levels as the student athlete.

Christian Schools of Springfield believes that Academics take priority over our athletic program; therefore, the following requirements must be met by all student athletes.

1. A student athlete must show due diligence and academic progress as determined by the Principal
2. Being ineligible means the athlete will not dress out in uniform, or sit with the team on the team bench. They may attend home games, but as a spectator only.
3. Student must attend at least three (3) classes on the day of the game or will not be allowed to participate unless excused by the principal.  
Student must attend school on Friday to attend a game played on Saturday unless excused by the principal.

#### J. Promotion Policy

A student failing more than two (2) academic subjects in a school year cannot be promoted to the next grade. Students failing one or two academic subjects will be promoted only if they successfully complete the subjects in Summer School. Some high school credits may be made up in future grades. Questions should be directed to the principal.

#### K. Summer School

All required courses failed must be made up. Non-required courses failed do not have to be made up as long as minimum credit requirements are met.

#### L. Honors/Awards

At the close of each year, the school has three award ceremonies.

1. A Sports Banquet and Award Ceremony is held in the spring. Individual awards, certificates, letters and pins are presented at that time. Trophies include: Most Improved, Most Valuable Player, Mighty in Spirit, and Warrior Award.
2. Elementary and Secondary Award Assembly is held on the last day of school with parents invited. Various academic and achievement awards are presented by the teachers to the recipients and their classes.
3. Trophies are presented at the Kindergarten Graduation and Awards night. Trophies are awarded in the following areas: Honor Roll all four quarters, Highest Average per class, Perfect Attendance, Pastor's Award, Principal's Award, and

Teacher's Award.

M. Senior High Bell Schedule (Subject to Change)

Seven Period Schedule:

8:00-8:05	Students enter building
8:05	tardy bell for homeroom
8:15-8:35	Opening exercises, announcements, devotions
8:40-9:25	First Period
9:30-10:15	Second Period
10:20-11:05	Third Period
11:10-11:55	Fourth Period
12:00-12:20	Lunch
12:25-1:10	Fifth Period
1:15-2:00	Sixth Period
2:05-2:50	Seventh Period
2:50-3:00	Dismissal

Eight Period Schedule:

7:00-7:50	Students enter building
8:00	Tardy bell for homeroom
8:00-8:45	First Period
8:48-9:33	Second Period
9:36-10:21	Third Period
10:24-11:09	Fourth Period
11:12-11:57	Fifth Period
12:00-12:45	Sixth Period
12:45-1:11	Lunch
1:16-2:01	Seventh Period
2:04-2:50	Eighth Period
3:00	Dismissal

N. Chapel

Special services are scheduled once a week.

O. Vehicle Registration and Driving to School

1. All students are required to register any motorized vehicle driven to school with the school office.
2. Proof of insurance must be given to drive a vehicle on campus.
3. Under no circumstances are students permitted to leave the school grounds before dismissal time without permission from the principal.
4. Cars and other vehicles:
  - a. Students must park in the student parking area.
  - b. No student is to go to his/her vehicle during school hours without a faculty

member's permission.

c. A five mile per hours speed limit is to be observed on school property and surrounding roads leading to and from parking area.

d. Upon arrival at school, students must leave the parking area and go immediately to the assigned waiting areas near their classroom building.

e. Scratching, peeling off or reckless driving of any kind may result in loss of driving privileges.

#### P. Senior Class Trip

The school sponsors a trip for the senior class. Students raise some of the money throughout the year. Students are assessed the balance. Faculty members and /or parents serve as chaperones.

#### Q. Yearbook

The yearbook staff produces a yearbook.

#### R. Discipline

##### 1. Policy for Rule Violations in Junior and Senior High School

When a rule or policy is ignored, broken or violated, it will be documented by the teacher or school administration.

It is the desire of the school that the correction, discipline or punishment is clear that failure to correct someone when he is wrong, proves there is no love or concern for the person's well-being, everyone by nature will be prone to break the rules. To allow this to continue is, by default, to communicate to the student that his wrong behavior under certain conditions is acceptable. It soon causes him and his peers to believe these rules are not important and further builds a disrespect that the school does not mean what it says. The school seeks to maintain the distinction between academic irresponsibility and ethical misconduct. Academic irresponsibility such as failure to do homework and unexcused absences, will be reflected in the student's grade and contact between the teacher and parent should facilitate an attempt to get the student to be responsible for maintaining acceptable passing grades. Ultimately it is the responsibility of the parent to contact the teacher to facilitate the student's maintenance of acceptable grades. Parents are encouraged to stay abreast of their children's grades and assignments on the school's website.

##### 2. Ethical Misconduct or Rule Infractions

These areas are dealt with by a system that is categorized into two classifications: minor infractions and major infractions.

a. Minor infractions include: unexcused tardiness, talking, horseplay, disruptive behavior, wasting time, unprepared for class, lack of cooperation. The disciplinary procedure for minor infractions may involve a verbal warning and/or a demerit that is accompanied by a detention. Parents are notified by a demerit slip brought home by

the student if a demerit is issued. If these infractions are repetitive or excessive, they may be considered major infractions.

b. Major infractions include: disrespect, disruptive behavior, defiance, profanity (written, verbal or by gesture), arguing/fighting, dishonesty (to include cheating on quizzes, test, and homework, lying or stealing), cutting classes, immoral behavior, public displays of affection, or vandalism. The disciplinary procedure for major infractions is demerits, detentions, and probable referral to the principal's office for further disciplinary measures.

c. Speaking out in class without permission will be addressed swiftly and sternly. A repeat offender (issued a demerit on three separate occasions) will be assessed multiple demerits with increasing time after school for each subsequent offense. If this does not solve the problem, the student will be sent out of class to sit in the office missing all subsequent classes for the day. Disruption of class will not be tolerated. This includes making noises, speaking out without permission, etc.

### 3. Behavior Resulting in Referral to the Principal's Office

a. Anytime a teacher refers a student to the principal's office for a behavioral problem, the student may be required to remain out of that class or out of all classes until the parent(s) are contacted and/or a meeting is scheduled with the principal to discuss the problem.

b. The disciplinary action is implemented by the principal and is suited to the nature of the referral. Disciplinary actions may involve any of or a combination of the following measures: a week of work detentions to be served after school, removal from the class with loss of credit, suspension from school (considered and unexcused absence), and withdrawal from school.

c. The second time a student is referred to the Principal's office in a semester will be considered a serious matter. The student may be put on probation for the remainder of the semester or until the end of the school year.

d. If a student establishes a pattern of being referred to the principal's office, a conference with the parents will be required to discuss the possibility of more serious disciplinary action being taken.

Referral to the principal's office will be required for:

- Skipping school
- Cheating on tests or quizzes\*\*
- Stealing
- Cutting classes
- Vulgar Profanity

- Lying
- Fighting\*
- Open rebellion or disrespect for those in authority
- Leaving campus without authorization
- Flagrant destruction of school or church property
- Inappropriate moral behavior
- Repeated disregard of basic classroom deportment
- Defamation of the school, school rules or faculty
- Argumentative and/or negative communication or spirit

\*Engaging in fights is strictly prohibited. When a student is aggravated by another student, he should go to his teacher and his parents. This should result in a conference between the two students, the teacher, principal, or parents whichever is appropriate.

\*\*On any occurrence of cheating, the parent will be informed. The student will receive a zero (0) on the work. If the work is homework, the student will be disciplined. If the work is a quiz or test, the student will be put on probation for the remainder of the semester or until the end of the school year. If severe circumstances are manifested, a student may be expelled.

#### 4. Expulsion

The decision to expel a student is a serious matter. The following actions may result in possible expulsion based on the discretion of the administration: failure to meet academic standards, conspiratory cheating, lying, stealing, gambling, malicious destruction of school or church property, use of alcohol and/or tobacco, or any other behavior deemed inappropriate by the administration. The following conduct may result in immediate expulsion: acts of immorality, a boy and a girl spending a night together unchaperoned, use of narcotics and other dangerous drugs (including possession of drugs or drug paraphernalia), possession of a firearm or other dangerous weapon, etc. (on school grounds). Any criminal arrest that results in a conviction is an automatic expulsion. Defaming, argumentative, negative spirit or communication regarding the school, school rules, or faculty by a student and/or any member of the student's family is subject to expulsion. In the event that a student is expelled, they are not permitted back on campus or at any CSOS school event for a two year (twenty-four months) period from the anniversary date of the expulsion.

#### 5. Fighting

Administrative process and discipline: Fighting is a serious offense of school policy and risk to the security of the school community. It will not be tolerated and will be dealt with in the following manner:

- a. Any student involved in a physical fight will be immediately suspended from attending classes and all school events/activities, pending a complete



investigation.

b. Following a full investigation of a fight's circumstances, the student (s) determined to be a pursuer; instigator or aggressor in a fight will receive the following minimum consequences:

1) First fighting offense - student(s) will serve an additional 2-day suspension from all classes and school activities. Probationary status will ensue. A character building assignment will be assigned to the student(s) to teach principles of conflict resolution and to help prevent further physical confrontations. The assignment must be satisfactorily completed, reviewed and signed by a parent/guardian, and discussed with a school administrator before the student may resume attendance in classes.

NOTE: If a student has been verbally aggressive and offensive toward another student and such conduct precipitates a fight it may be considered the same as a physical contact resulting in the same disciplinary consequence.

2) Second fighting offense - expulsion from the school.

c. Students determined to have had a non - aggressive, self - defensive involvement in a fight will be on probationary status as determined by the administrator. The student must complete a character building assignment. The purpose of such assignment is to teach principles on conflict resolution to help avoid further involvement in physical confrontations. Any class assignments missed by this student may be made up within three school days following the investigation and resumption of class attendance.

NOTE: A student who is involved in repeated physical fighting may still be required to withdraw from the school.

d. Any individual not attending our school who instigates and participates in a fight on the campus will be reported to the local police. Charges will be filed with the police as needed. Such individual(s) may be prohibited from being present on our campus during school days and activities until further notice.

## 6. Drug Abuse:

Drug abuse shall be defined as the following:

Any and all substances taken into the body in any manner, excluding prescriptions properly applied, which have the capability of achieving a change in a person's mental or physical faculties. This would specifically include but is not limited to: marijuana, narcotics, amphetamines, hallucinogens, steroids, alcohol and any other stimulants or depressants.

a. Drug use, possession of drugs, and/or drug paraphernalia, transportation of drugs or involvement in purchasing or an attempt to purchase or the securing of drugs will result in immediate expulsion. In cases involving alcohol, such conduct may be subject to the above regulations, but will be dealt with according to the wisdom of the administration.

b. Voluntary disclosure of drug use or abuse on the part of a student and/or his/her parents genuinely seeking to permanently correct such conduct, though resulting in expulsion may not preclude enrollment for the following year if in all other areas the student was a model pupil (i.e. no demerits, good academic student, faithful to church, repentant, an asset to the school, etc.). This is a decision of the administrator. Minimum requirements, however, will include suspension from all extra-curricular activities for a minimum of four weeks, required drug counseling, and random drug testing as prescribed by the school administration and paid for by the parents without complaint.

#### 7. Methods and Procedures for Investigating Suspected Drug Abuse:

a. The school has the right to question students about suspected or actual drug abuse.

b. If a student is suspected to be involved in any way with drug abuse, a responsible official of the school will contact the parents to discuss the matter even though hard evidence is not available.

c. The principal is authorized to request a parent's or guardian's approval for an immediate laboratory test at the parent's or guardian's expense, or any student under the age of 18 reasonably suspected of using drugs or alcohol. Failure of the student to submit to these tests, or a parent or guardian to provide the requested authorization will be grounds for dismissal of the student. The principal is authorized to request any student at least 18 years of age reasonably suspected of using drugs or alcohol to give a written authorization for and submit to an immediate laboratory test for evidence of drug or alcohol abuse. Failure of the student to submit to these tests or a parent to provide the requested authorization will be grounds for dismissal of the student.

d. The administration is authorized to dismiss any student caught buying, selling, or otherwise distributing drugs.

NOTE: Christian Schools of Springfield reserves the right to add, amend or delete any rules or policies which it deems is in the best interest of the school and its goals.

#### 8. Process of Appeal

Should a parent or student at any time have a problem which he/she feels needs to

be discussed, it is recommended that the discussion begin privately with the teacher or immediate personnel involved.

If the problem has not been resolved in a satisfactory way, a request to see the principal along with the teacher should be made and an appointment will be scheduled. If the problem is unresolved, the same process should be pursued with the superintendent. Please follow the chain of command. The administration is committed to its personnel in handling problems in this manner and will, when warranted, encourage a parent or student to follow this procedure.

#### 9. Dating - Social Relationships

The public display of affection (i.e. physical contact of putting arms around one another, kissing, and holding hands) between students on campus or at any school function is not permitted.

#### 10. Lockers

Lockers are the property of the school and may be inspected at any time. Open food containers and bottles may not be left in the lockers. Nothing may be taped to the outside or inside the lockers.

#### 11. Stolen Articles

The school cannot be held responsible for clothing, money or other valuables lost or stolen. The school will do its utmost to protect and safeguard the valuables of students, but the basic responsibility is with each student. Students are urged not to have large sums of money or other valuable items in lockers during P.E. classes. Students are advised to provide their own lock to secure their belongings during class time.

#### S. The Christian Schools of Springfield Warrior Sports Program

We are concerned with the proper physical, moral, and intellectual development of our students; athletics provide a form of self-expression incorporating many other aspects of the educational experience. Considering athletic games as replicas of "The Game of Life", we see many desirable qualities of character development that can be achieved. Such desirable qualities of character include:

- |                                 |                                 |
|---------------------------------|---------------------------------|
| -Initiative                     | -Perseverance                   |
| -Self-discipline                | -Confidence                     |
| -Spiritual fellowship           | -Leadership                     |
| -Respect for rules and property | -Loyalty                        |
| -Cooperation and responsibility | -Humility in victory and defeat |

### 1. Special Athletic Awards

Awards programs will be held to honor athletic achievements. Recipients of athletic awards are decided upon by the coaching staff of each athletic program and then approved by the principal. Any participant whose status as a team member is terminated prior to the end of the last scheduled game of a particular sport (except for medical reasons), is ineligible to receive an award for that activity.

### 2. Behavior at Athletic Events

Although tempo of athletic competition often lends itself to becoming emotionally involved, we do not tolerate unsportsmanlike behavior from faculty, coaches, players, cheerleaders, or spectators. Respect is to be shown to game officials, opponents, and persons from schools with whom we compete at all times. Any complaints or disagreements are to be shared with either the coach or principal in private.

### 3. Eligibility on Game Day

An athlete or cheerleader must be in attendance by 11:00am on the day of the game in order to be eligible to compete. Any exception must be approved by the principal.