

# City Christian Schools

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## WELCOME

We, the staff of City Christian Schools, welcome you to a new school year. With expectation and excitement, we look forward with you to see the wonderful things God has for us this year.

It is our prayer that this may be a time in your life when “you may be filled with the knowledge of His will in all spiritual wisdom and understanding, so that you may walk in a manner worthy of the Lord, to please Him in all respects, bearing fruit in every good work and increasing in the knowledge of God.” (Colossians 1:9-11 NAS) May you have a good and prosperous year.

## DIRECTORY

Following are the names and phone numbers of the teachers and administrative staff at CCS. We offer them for your convenience because we want to be available to you when you have a need. We would ask you to be considerate of the staff and limit calls to the home to those questions that must be answered immediately. When possible, we prefer that you choose the email method of communication first. If that is not possible you may call CCS during the regular school day of 8:00 a.m. to 4:00 p.m. and leave a message for the teacher to return your call.

### Administration Position & Phone

Ed Mason, Principal.....	<a href="mailto:ed@citybiblechurch.org">ed@citybiblechurch.org</a> .....	503-252-5207
Becky Montigue, Director of Development.....	<a href="mailto:bmontigue@citychristianschool.com">bmontigue@citychristianschool.com</a> .....	503-889-5568
Diane Callahan, Office Manager.....	<a href="mailto:dcallahan@citychristianschool.com">dcallahan@citychristianschool.com</a> .....	503-631-3143
Carissa Workman, Finances.....	<a href="mailto:ccs@citychristianschool.com">ccs@citychristianschool.com</a> .....	503-481-3491
Ching Chiang, International Students Coordinator.....	<a href="mailto:cchiang@citychristianschool.com">cchiang@citychristianschool.com</a> .....	503-889-5565
Chris Walters.....	<a href="mailto:cwalters@citychristianschool.com">cwalters@citychristianschool.com</a> .....	503-889-5561
Carolina Hoglund, Events Coordinator.....	<a href="mailto:choglund@citychristianschool.com">choglund@citychristianschool.com</a> .....	503-737-0815

### Teachers & Monitors

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Natalie Atkinson.....	<a href="mailto:natkinson@citychristianschool.com">natkinson@citychristianschool.com</a> .....	541-281-6809
Shelley Ball.....	<a href="mailto:sball@citychristianschool.com">sball@citychristianschool.com</a> .....	360-521-2644
Sheryl Belefski.....	<a href="mailto:sbelefski@citychristianschool.com">sbelefski@citychristianschool.com</a> .....	503-502-2624
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Kathy Crow.....	<a href="mailto:kcrow@citychristianschool.com">kcrow@citychristianschool.com</a> .....	360-750-1992
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Bryan Lewellen.....	<a href="mailto:blewellen@citychristianschool.com">blewellen@citychristianschool.com</a> .....	503-889-5573
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Denise Syfrett.....	<a href="mailto:dsyfrett@citychristianschool.com">dsyfrett@citychristianschool.com</a> .....	360-834-5061

# 2011-12 CALENDAR

## August

- 10-19 High School Curriculum Registration
- 30 New Parents' Orientation
- 31 International New Student Test Day

## September

- 1 International New Student Orientation & Registration Day
- 1 Kindergarten Parents' Orientation—noon-6 pm
- 6 First Day Of School—Tuesday
- 9 Magazine Sale Begins
- 12 Magazine Turn In Day
- 15 Magazine Turn In Day
- 16 International Picnic
- 19 Magazine Turn In Day
- 21 School Pictures
- 22 Final Magazine Turn In Day
- 27 Elementary Talent Show Tryouts
- 28-30 Outdoor School

## October

- 5 Mid-Quarters Mailed
- 6,7 NO SCHOOL—Teachers' Training
- 15 PSAT—Saturday (High School)
- 20 Elementary Talent Show Rehearsal—1:30 pm
- 21 Elementary Open House/Talent Show—6:15 pm
- 27 Picture Retakes
- 31 Harvest Party

## November

- 8 ASVAB
- 9 1st Quarter Ends
- 10 NO SCHOOL—Teachers' Training/Work Day
- 11 NO SCHOOL—Veteran's Day
- 21-22 ½ Day Of School/ Parent-Teacher Conferences
- 23 ½ Day Of School—Thanksgiving Vacation Begins
- 24-25 NO SCHOOL—Thanksgiving Vacation

## December

- 6 Principal's Party—Elementary & JH Principal's List & Honor Roll
- 14 Mid-Quarters Mailed
- 15 Elementary Winter Musicale—8:30 am
- 16 ½ day of school—Christmas Vacation Begins!
- 20-31 NO SCHOOL—Christmas Vacation

## January

- 3 School Resumes
- 16 NO SCHOOL – Martin Luther King Day
- 18 HS/JH Good Conduct Award Day
- 20 UP Day
- 27 NO SCHOOL—Teachers' Training

## February

- 2 2<sup>nd</sup> Quarter Ends
- 3 NO SCHOOL—Teachers' Work Day
- 8 Semester Grades Mailed
- 15 Principal's Party—Elementary & JH Principal's List
- 20 NO SCHOOL—Presidents' Day
- 22 Grandparent's Day

## March

- 7 Mid-Quarters Mailed
- 16 Spring Open House/Musicale—5:30 pm
- 26-30 Spring Break

## April

- 10 Science Fair
- 12 3<sup>rd</sup> Quarter Ends
- 13 NO SCHOOL—Teachers' Work Day
- 18 Report Cards Mailed
- 27 NO SCHOOL—Auction

## May

- 1 Royal Court Luncheon
- 2 Principal's Party—Elementary Good Conduct & JH Principal's List
- 7-11 CAT Testing
- 16 Mid-Quarters Mailed
- 18 High School Banquet
- 25 Invitational Relay At Portland Christian
- 25 Last Day To Say Scripture
- 25 Library For Checking Out Books
- 28 NO SCHOOL—Memorial Day
- 30 HS/JH Good Conduct Award Day

## June

- 8 High School Graduation—7:30 pm
- 13 K & 1<sup>st</sup> Grade Graduation—8:30 am
- 13 JH Awards Assembly—1:30 pm
- 14-15 Screening For Incoming K & 1st Graders
- 15 Last Day Of School—½ Day!
- 15 HS Awards Assembly—8:15 am
- 15 Elementary Awards Assembly—9:30 am
- 15 Uniform Exchange—8:00-9:30 am & 11:00 am -noon
- 25 Report Cards Mailed

Those days designated to be 1/2 day will close at 12:15 pm.  
The school office is open between 8 am and 4 pm.

Revised 7/22/11

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**\*Bold italicized passages denote adjustments in the handbook from last year.**

## CITY CHRISTIAN SCHOOL MOTTO

**City Christian School's Mascot:  
LION**

“Behold, the Lion of the tribe  
of Judah...” Revelation 5:5

**City Christian School's Motto:  
The Lions ROAR!**

**We are RESPECTFUL  
We are OBEDIENT  
We are ALWAYS SAFE  
We are RESPONSIBLE**

ACRONYM	CCS Motto: The Lions ROAR	WORD MEANING	MEMORY VERSES
R	We are <b>RESPECTFUL</b>	<b>RESPECTFUL:</b> We will treat God, others, and property as we would want to be treated.	<b>“Whatever you want men to do to you, do also to them.”</b> Matthew 7:12  <b>“Honor all people.”</b> I Peter 2:17
O	We are <b>OBEDIENT</b>	<b>OBEDIENT:</b> We will obey God, His Word, and the authorities He has placed in our lives.	<b>“Be careful to obey...that you may be successful wherever you go.”</b> Joshua 1:7
A	We are <b>ALWAYS SAFE</b>	<b>ALWAYS SAFE:</b> We will do and say things that keep ourselves and others free from harm.	<b>“Whoever listens to Me will dwell safely, and will be secure without fear of evil.”</b> Proverbs 1:33
R	We are <b>RESPONSIBLE</b>	<b>RESPONSIBLE:</b> We will do what is right, keep our word, be prepared and dependable.	<b>“Whatever you do, do it heartily, as to the Lord and not to men, knowing that from the Lord you will receive the reward of the inheritance; for you serve the Lord Christ.”</b> Colossians 3:23-24

Bolded portions of Scripture are for younger students' memorization.

# CITY CHRISTIAN SCHOOL MISSION STATEMENT

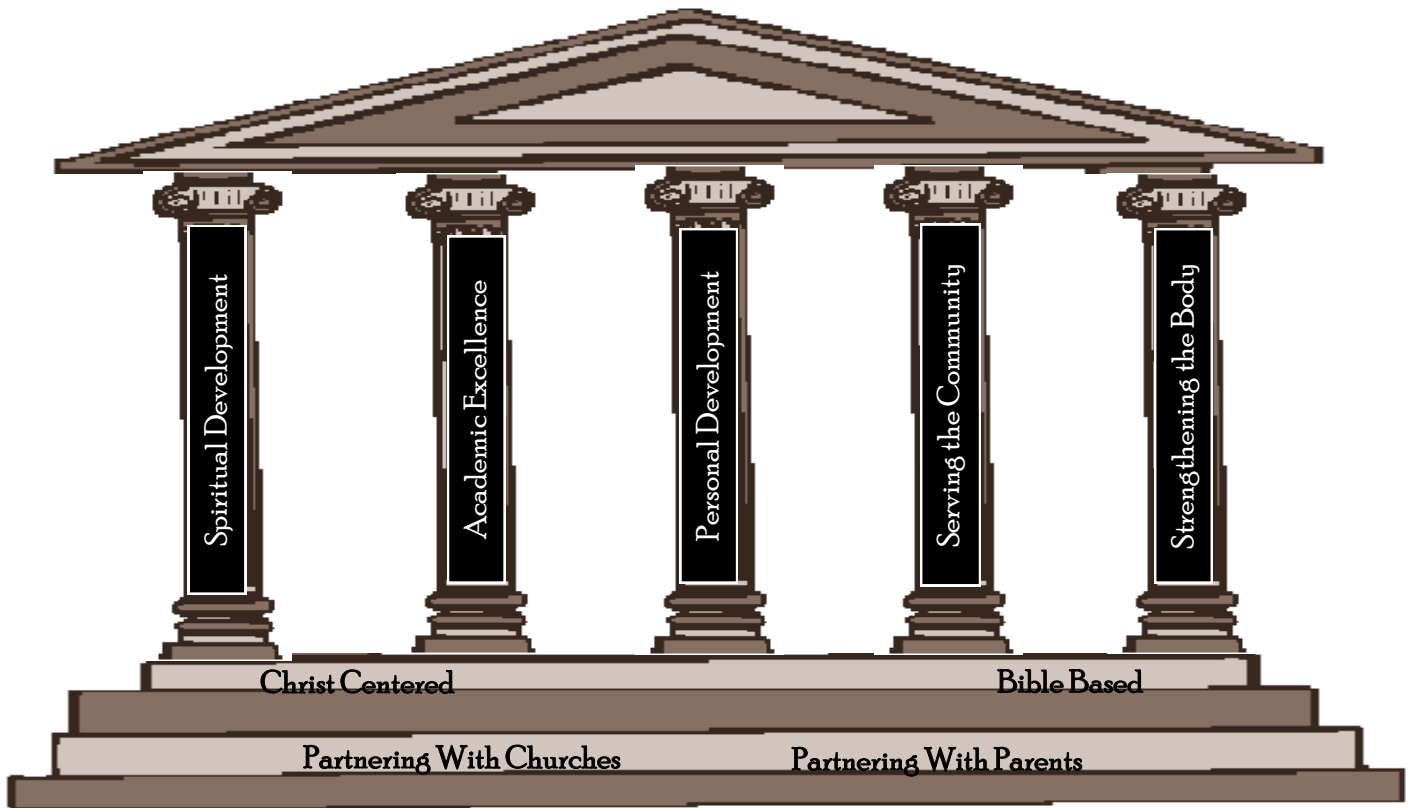
City Christian Schools work together with the home and church to provide a Christ-centered spiritual, academic, and physical foundation in a nurturing environment to produce citizens who will be a transforming influence in the world.

City Christian Schools partner with parents in educating their children that all truth is God's truth, including history, mathematics, science, physical education, music and the arts.

We at City Christian Schools endeavor to train up children in the principles of the Word of God and to train these children academically so they will reach their full potential in their God-given gifts. We realize that we are assisting the parents of these children in this task.

No child will be refused on the basis of race, national origin, color, or gender.

## City Christian Schools Mission Statement



**Producing Godly Citizens Who Are A Transforming Influence In The World**

# PAYMENT POLICY

## A. Rates

Tuition rates are charged on an annual basis. Tuition rates include the academic school year that begins in September and ends in June. A multi-family discount is available for families with more than one student in City Christian School and a 5% discount is given for families who pay an annual contract in full by cash or check. Payments that are paid by credit card will be charged a convenience fee for the transaction.

## B. Payment due policy

Prior to attending class, CCS and Smart Tuition financial contracts will be drawn up and signed by the parent or guardian. If you are not paying your contract in full, your first payment on your payment schedule is your tuition down payment plus any applicable school fees. Families who choose to be invoiced by Smart have a payment due date of the 20th of each month, whereas families on the auto-deduct plan can choose a due date from the 1st, 10th, or 20th of each month.

## C. Work exchange policy

City Christian School does not have a program to exchange work for tuition or fees.

## D. Late payment policy

Smart Tuition, our tuition management company, assesses a late fee of \$30 for payments that are not received by the end of the day on the due date.

## E. Vacation policy

Tuition charges are based on an annual contract for the school year. City Christian School will be open Monday thru Friday with the exception of the following days: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, Christmas holidays, and spring break. There are also several "teacher training days" built into the schedule.

## F. Rate changes

Our tuition rates are set for the beginning of each academic school year and will remain unchanged until the beginning of the next school year.

## G. Termination policy

### 1. Conditions & notice from City Christian

City Christian School reserves the right to remove a child from our school if:

- It is determined that a child is not developmentally ready for our program.
- A satisfactory solution cannot be agreed upon when dealing with discipline issues.
- Family account is more than 60 days past due, the child(ren) will need to withdraw from school and will not be allowed to re-enroll until the past due amount is brought current. In addition, any and all past due amounts must be paid in full before family will be allowed to register child(ren) for any following quarter term. City Christian Schools reserves the right to withhold grade reports, diploma and academic records of any student or former student with an account balance greater than \$50.00 as stated in ORS 339.260.

### 2. Parents removing a child from City Christian:

When removing a child from City Christian, charges will remain in effect until the school office has been notified by the parents that the child is being withdrawn.

## GOD'S WORD OUR STANDARD



We are living in a world that wants no standard, that desires no absolutes. This type of living is only an avoidance of truth, the truth as expressed in God's Word. The Bible sets down a very clear standard of living, unwavering principles by which we establish our lives. The staff of CCHS desires to see this standard of God's Word as our standard in instruction and character. Pray for us as we become students of the Great Teacher, Jesus, and, in turn, impart His wisdom and knowledge in our classes.

## HISTORY AND VISION

City Christian Schools began as Temple Christian Schools, a vision of Bible Temple in 1974 with 105 students, grades 1-9. The driving force for the creation of this school was the need for students to learn quality academics from God's perspective. Under the principalships of Larry Wade, Howdy Sligar, Bruce Paulson, Bob MacGregor, Ted Bottler and currently Ed Mason, City Christian High School and Junior High have been striving consistently to meet these ends. Our desire is to see every student encouraged and motivated to become all that God wants them to be in academic, social, physical, artistic and, most importantly, spiritual areas.

## ATTENDANCE

Parents should make a serious effort to see that their student is in school every day on time at 8:15 a.m. Please allow enough time for students to go to their lockers before classes begin.

All high school students must be enrolled in a minimum of five credit hours.

## ABSENCES

A student is allowed only 15 absences, excused and/or unexcused, per semester. 10 absences per quarter will result in a maximum grade of 59%. If a student exceeds 15 absences, including days missed by leaving school early, he/she will receive no credit for the semester in the class or classes from which he or she was absent. Absences resulting from school-related activities such as sports, field trips, special church services, etc. would not count against their absence record. Absence reports are included in all quarter and mid-quarter grades. **Please monitor these carefully.** (See suspension rules under

discipline.) **A tardy becomes an absence after 19 minutes of class.**

We request that a note from home come to the school excusing all planned absences, including medical appointments, counseling appointments, lunch with parents or staff.

Please plan family vacations to coincide with school vacations. **Class time is very important.**

## EXCUSED ABSENCES

For the safety of your students, a phone call to the school from the parent is required first thing in the morning on the day of the absence.

## LEAVING CAMPUS

A student who leaves during the school day for any reason must have parent approval by note or phone, then, sign out at the office and have the secretary's initial. One parent cannot excuse another parent's child from class or remove a child from school without the parent's permission.

## UNEXCUSED ABSENCES/SKIPPING

1. An absence remains on our records as unexcused unless the school receives approval by the parent or school staff within a week. Absences may be excused up to one week following the absence. Unexcused absences come under the title of skipping classes.
2. Any absences from school or individual classes that do not have the approval of the parents or the school officials will be considered skipping.
3. Any school work missed during a skipped class will not receive credit.
  - a. The first instance will result in a detention. The second instance may result in the student being suspended from school until a change in behavior is assured.
  - b. Leaving campus without permission is considered skipping.

## TARDIES

1. Tardies are something the school takes very seriously. Classroom doors will be locked when the class bell rings. Any student not in the class will be tardy. Locked out students must report to the office to obtain a pass to enter class. **Each tardy** exceeding 10 per semester or 7 per quarter will result in detention.
2. Any student late to first period may be excused if the office receives a written note or phone call with explanation from the parent within 5 days. Each excused tardy exceeding 10 per semester or 7 per quarter will result in detention.

In order to be excused, notes must contain the following:

- a. Name of student
  - b. Date
  - c. Time
  - d. Reason for tardy
  - e. Signature of parent
3. A **late arrival** becomes an absence after 19 minutes of class. When late arrival for athletes is granted by the principal, the 19-minute grace is already included in the announced arrival time.
  4. **Late arrival, with no excuse from parent**, will result in the following consequences:

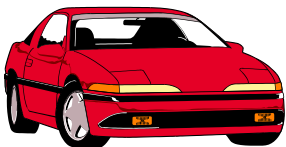
0-5 minutes ~ 20 minute detention

6-19 minutes ~ 40 minute detention

**Remember, a tardy becomes an absence after 19 minutes.**

Students excused to work in the office or visit the Gen Church office, etc. are excused only for the period noted on the pass.

## AUTOMOBILES



See "Campus Facility Rules",  
( pg. 12, #14)

## AWARDS

Recognition of accomplishment is an important part of encouraging a student to be successful. We believe that all students should receive positive recognition and the awards we offer are part of that concept.

**MONTHLY** character awards will be given for each class. Nominations will be presented by the student council in the high school and by the teachers in junior high.

**Christian Character Award** recognizes an area of Christian character displayed by the student.

**QUARTERLY** recognition for academic accomplishment includes:

**Honor Roll for grades 7-12** is achieved by 90% average in classes and recitation of Scriptures for the quarter completed.

**Principal's List for grades 7-12** is achieved by 93% average in classes and recitation of Scriptures for the quarter completed.

## SEMESTER

**Good Conduct Recognition:** Each semester a special activity will be planned for those who meet certain criteria in two of three categories. These include:  
No more than five tardies  
Principal's List  
One or less discipline detentions

In addition, each student must also have a minimum 2.0 or higher GPA, 20 tardies or less, 2 hours or less in detention, no suspensions (in-house or home), 10 or less absences, **and not failing a class**.

Qualifications for these activities will be determined at announced deadlines preceding the end of the 2<sup>nd</sup> and 4<sup>th</sup> quarters. Qualifications for the spring Good Conduct trip will begin the day after the deadline for the winter Good Conduct trip.

**YEARLY** awards are given at the year-end awards ceremonies for:

**Christian Character Ribbon** is awarded to each student to honor a particular strength of godly character observed in that student during the school year.

**Scripture Memory Award** is a plaque or bar available to every student who recites every monthly Scripture for the year. All monthly Scriptures must be completed by the end of each quarter to qualify for the scripture memory award at the year's end. Fourth quarter scripture must be completed by *May 25th*. Late scriptures may be made up – maximum of three per school year. Students entering late in the year must make up the Scriptures from previous months in order to earn this award, although they may qualify for other awards by saying only the Scripture due following their enrollment date.

**Perfect Attendance Award** is available to every student. Perfect attendance is for full days in school. Half or full days may be exempt for weather and other emergencies. Up to four class periods may be excused for appointments. Excess of 20 tardies in the year will disqualify a student from this award.

**Special Recognition Award** is awarded to a student who has shown consistency or advancement in one or more areas of character or academics and has visibly put forth personal effort to bring this about.

**Scholastic Achievement Award** recognizes a student who is taking college prep courses and is among those with the highest percentage. Scripture memory award is required. Junior High has no college prep course designation.

**Christian Character Award** is for leadership, Christian character qualities, and a growing relationship with the Lord. Scripture memory award is required.

**Teacher's Award** is given for overall leadership in attitudes, Christian character, academic achievement, and involvement in school activities. Scripture memory award is required.

**Pastor's Award Trophy** (our highest award) is based upon outstanding leadership in spiritual maturity, character development, and academic achievement. Scripture memory award is required. One is awarded for junior high and one for high school.

**Valedictorian & Salutatorian** medallions are awarded to the senior in attendance with the highest and second highest academic standing over four years, and has completed 24 of the 26 college-preparatory classes. Scripture memory award is required. Minimum 2 year full time attendance at CCS including all of the Senior year.

**Note:** Valedictorian and salutatorian will be determined at the end of the third quarter of the senior year. This will be determined by numeric average (%) rather than GPA.

Honor cords at graduation will be worn by students earning an accumulative numeric average of 90% through the first semester of their senior year. Two cords are earned by those with a 93% average. (For Letterman's awards, see "Letterman's Qualifications" on page 16.)

## **BUS PASSES**

Youth bus passes are available through Tri-Met. The current cost for students 18 and under is \$26.00 per month. If you plan to ride the bus, carry some kind of identification with you that will verify your age. Students coming to or going from school on Tri-Met buses are asked to show behavior that does not bring a reproach on the school or the name of the Lord. Students are asked to remain seated while the bus is in motion and to show due respect to the bus driver and other passengers.

## **CAMPUS FACILITY RULES**

1. **OFF LIMIT AREAS** are any places where there is no permission to be, including:
  - a. The upper campus (PBC area)
  - b. The gym and Ivy Hall are off limits except for PE, organized sports and supervised activities.
  - c. Chapel when unsupervised.

- d. Elementary restrooms are off limits for junior high and high school students.
- e. Before, during, and after school, the church sanctuary, elevator, choir and orchestra rooms, church foyer including restrooms are always off limits without a pass or adult supervision.
- f. Parking lot and automobiles after morning entry until school is dismissed except for students who have earned off-campus privileges.
- g. Others as indicated

Students may wait in the CCS north entrance, but there is to be no waiting in the upper hall or on the stairway.

At 3:30 p.m., interior doors are locked and the school and grounds are to be vacated except for scheduled supervised activities. The high school building opens at 7:00 am and the elementary at 8:00 am.

City Bible Church requests that parents and students also respect shrubbery, hedges, and flowerbeds.

## 2. PHONE

Important calls may be made from the school office with a pass from the teacher. Office staff will prioritize calls.



Cell phones—See personal property, pg. 11

## 3. PASSES

A hall pass must be used to travel from one area to another during class time. The pass will be presented to the teacher at the destination and returned to the issuing teacher before the end of the period. Students excused to work in the office or visit Gen. church etc. are excused only for the period noted on the pass. Students are expected to use the restroom between classes. When a student leaves class to use the restroom, re-admittance comes by an unexcused pass from the office. Grace is given in the emergency situation.

## 4. HALLWAYS

There will be no bouncing balls, *running or other disturbances* while using the church-school hallways or indoor stairways.

While moving singularly, in groups, or as a class from place to place - through hallways, up and down ramps and stairs, or along sidewalks - students are expected to maintain consideration for others, whether it be students working in other classrooms or personnel working in other areas of the church or school property.

## 5. SPECIAL SERVICES/ACTIVITIES

Parents that want their students to attend performances, assemblies, services, funerals, etc. during school hours may send a note to the teacher requesting the student be excused from class.

One parent cannot excuse another parent's child from class or remove a child from school without the parent's permission.

## 6. CONCERT COURTESY

Students that have written permission from a parent to attend a concert or assembly individually will need to adhere to the following guidelines just as all classes in attendance are expected to do.

- Sit with parent, teacher or other overseer.
- Do not talk during the announcements or performance.
- Do not leave your seat for any reason other than an emergency.
- Eat refreshments only if intended for the students.
- Make up all assignments by the assignment due date.

## 7. VISITORS

Parents are welcome to visit City Christian School at all times.

We request all visitors wear a visitor's pass during school hours. Please check in at the school office.

CCS is a closed campus. Students may not bring guests to attend school for all or part of a day. Applicants to CCS may be scheduled by the school office staff to visit classes occasionally.

## 8. PERSONAL PROPERTY

Confiscation and serious disciplinary action will result if you bring or possess weapons, knives (including pocketknives), fireworks, matches, lighters, illegal drugs, and other dangerous items at school.

The following items will be confiscated when seen at school:

- Laser pens, squirt guns, water balloons, roller blades, scooters, and skateboards.
- Electronic devices are a distraction to learning and are not to be used on school property.
- Lap tops are not acceptable at school. High school supervisor may give permission for exceptions.
- No incoming or outgoing cellular phone calls are acceptable during class or any time that is disruptive to school functions. Cell phones must be turned off and put away. Cell phones will be confiscated if they are seen or heard any time other than lunch or break times. Earphones are never acceptable. A cell phone used for other uses such as video, internet or music is reason for confiscation. *Consequences for cell phone misuse are:*
  - *1st offence— phone confiscated for day*
  - *2nd offence—turn phone in to the office*
  - *3rd offence—meet with principal*



Playing cards are not acceptable in class or Study Halls. Exceptions may be allowed during lunch or class parties.

### 9. ARRIVAL & DEPARTURE

Students are expected to maintain strict safety standards, especially in regard to traffic safety before and after school. The designated waiting area is near the flagpole. Students are not to wait on the sidewalk west of the double glass door entrance or in the paved area.

*Safety Patrol—The patrol’s job is to remind students of safety rules learned in the classroom and to guide them in safe crossing from the school parking lot to the front door. Patrol receive instruction in guidelines at training and patrol meetings. Pay attention to the Student Safety Patrol. They are there for our children’s safety.*

See Traffic Flow Map on page 26.....

These are the guidelines:

- a. Parents are strongly urged to drop off and pick up their children along the sidewalk adjacent to the elementary play area.
- b. In the lower lot traffic cones will be used to guide and control traffic and parking. Please respect them. Students are to stay within the designated area during traffic hours. If your child is not waiting at the pickup point, please wait for them in a designated parking spot.
- c. Please load and unload from the passenger side only to avoid traffic lanes.
- d. *Students should always use the designated walk ways. Keep our students safe!*
- e. Parents and students should be alert to **and respect** any direction given by the staff member on duty during these times.
- f. Please do not park in the paved playground area (marked by cones) during school hours.
- g. Do not park or wait for your child between the grassy parking strip and the church entrance, as it blocks vehicles that come and go from the church offices.
- h. The high school building opens at 7:00 am and elementary at 8:00 am.
- i. Students may be outside until 3:25 p.m. At 3:25 pm, the elementary waiting/playground area will no longer be supervised. Students must go home immediately unless enrolled in after school programs or supervised athletics. During rain, students may wait in the CCS north entrance, but there is to be no waiting in the upper hall or on the stairway. **IT IS IMPERATIVE THAT PARENTS PICK UP THEIR STUDENTS BY 3:25 PM.**
- j. After school, students may be in the high school foyer **or the playground waiting area**. Roaming halls and being in off limit areas is prohibited. At **3:30** p.m., the interior doors are locked and the school grounds are to be vacated, except for scheduled supervised activities.

- k. Students may leave the school campus only with parental approval by note or phone call to the school office. JH and HS students will be required to sign out at the school office but not sign in upon return. Students leaving the school grounds without proper permission will be subject to disciplinary action. One parent cannot excuse another parent's child from class or remove a child without the parent's permission.

## 10. PHOTOCOPIES

Students may request photocopies by bringing the material to be copied to the office with ten cents per page. Plan ahead, as copying is done only as the administration staff has the time. Photocopy machines are not available for student use except when serving as an official teacher's aide. Computer printer is available only for emergencies at 10 cents per page (black & white).

## 11. PLAYGROUND

There is no supervision before school and after 3:25 p.m. Students must treat the equipment with respect and care. They must also show respect for other students and not use the time that has already been assigned to another class. Students must not use the swings or the bouncy bee by the parking lot.



- a. Students will keep to the sidewalks and not disturb adjacent landscaping.
- b. Students may use south half of soccer field.
- c. Chapel is off limits without supervision.

## 12. BOOKS & MAGAZINES

The principal or high school supervisor must approve books, magazines, and other printed media or it will be confiscated and not returned.

## 13. LOCKERS

Hallway lockers must be locked when not in use. Do not share the combination. Anything posted should reflect a Christian lifestyle. Periodic checks will be made without notice by the principal or designee, and any negative or questionable materials may be removed. Students who trade lockers without permission will be disciplined and required to return to their original locker. Personal locks may not be used on school lockers. No stickers should be put on the outside of lockers.

## 14. VEHICLES

If a student finds it necessary to drive a vehicle to school, it must be parked in the designated high school parking area. The automobiles and parking lot are off-limit areas after morning entry until school is dismissed except for

students who have earned off-campus privileges, work release, or have other reasons with permission. **Give close attention to pedestrians and the campus speed limit of 15 mph.** Parking in non-designated areas will result in disciplinary action. Keep our Christian testimony in the neighborhood by following all traffic rules.

## CHAPEL

Chapel is held once a week and consists of worship, praise, testimonies, special music, use of spiritual gifts and speaking and teaching of God's Word. It is an important factor for each individual in establishing his relationship with the Lord Jesus Christ. Often a guest speaker or staff member will share. Occasionally the schedule will include small group discussions, music or drama presentations, etc. Devotions will be held daily in first period classrooms with teachers and students taking part in a short time of committing the day to God.



## CLASSROOM PROCEDURES

1. Respect the teacher and class at all times.
2. Do not cause a disturbance.
3. Remain in your seat until excused or dismissed by the teacher.
4. Wear the required school uniform only.
5. Respect all property and belongings.
6. Note passing is prohibited. Notes found containing questionable material will be mailed to parents and may lead to additional disciplinary measures including suspension.
7. Do not bring gum to school or chew gum on the premises. City Bible Church has a no-gum policy in the church, schools, and on the grounds. Please honor our pastor's request.

In the event of inclement weather, official information regarding school closure for City Christian Schools can be accessed by the following options:

1. Tune in to most local TV or radio stations between 6:30-7:30 a.m. for announcement about City Christian Schools.
2. Go to <http://FlashAlert.net> (You can link from [citychristianschool.com](http://citychristianschool.com).)
  - Click on View News in the left column
  - Click on the Portland button
  - Select "Private schools—Portland area"
  - Select City Christian

## CONFERENCES

A parent-teacher conference will be held at the close of the first quarter of the school year. This conference is mandatory for parents of all students. Required attendance of both parents may be requested by a teacher.

Conferences early in the school year give us the best opportunity to perceive a student's needs and make adjustments as agreed upon by the classroom teacher and parents. We believe these appointments are well worth the extra effort required of the staff to make them successful. We request that you also make them a high priority on your schedule. Check the calendar in this handbook and reserve the dates now on your personal calendar. At conference time, a \$10.00 charge will be assessed per student to those parents who do not show for scheduled appointments.

## DISCIPLINE PROCEDURES

1. Discipline referrals will be given for inappropriate behavior.
2. Referrals may be made for the following reasons:
  - a. Gum
  - b. Out of uniform
  - c. Eating in class
  - d. Five minute tardy
  - e. Passing notes
  - f. Off limits
  - g. Disruptive conduct
  - h. Disobedience
  - i. Disrespect
  - j. Defiance of authority
  - k. Cheating
  - l. Skipping
  - m. Closed campus violation
  - n. Theft
  - o. Forgery or lying
  - p. Automobile misuse
  - q. Mischief
  - r. Vandalism
  - s. Bad language
  - t. Indiscreet physical contact
  - u. Fighting/assault
  - v. Sexual harassment
  - w. Alcohol, drugs, tobacco
  - x. Language indicating violence
  - y. **Plagerism**
  - z. Other
3. Action taken may include:
  - a. Detention
  - b. Referred to principal
  - c. Parents contacted by phone
  - d. Conference with parents
  - e. Fine
  - f. Suspension
  - g. Expulsion
  - h. Sentences
  - i. Written assignments
  - j. Work detail
4. Behavior, whether during or after school, that brings reproach upon the name of Jesus Christ and City Christian Schools may be cause for any of the above disciplines.
5. Discipline detentions will be served on Thursdays. All students must attend the first Thursday following the issue of the detention. Athletic practices, music lessons, carpooling, work, etc., are not acceptable reasons to miss detention. If a student misses the scheduled detention day, the student will receive an additional detention doubling the amount of time as the original detention. Detention time assigned

per offense will increase for repeat offenses. Detention begins at 3:10 and not allowed to begin after 3:20.

6. Accumulation of 4 hours of detention time will result in a one day "in-house" suspension, with possible work detail. When a student receives an "in-house" suspension resulting from 4 hours accumulated detention time, the student may be placed on discipline probation. Additional detention "in-house" suspensions may result in dismissal from school.
7. Student activities during detention time are the discretion of the administration and will not include classroom homework.
8. Classroom controls may include calisthenics, wall sits, report on an assigned subject, etc. and will be tracked on an individual basis.
9. Suspended days count towards the 15 day absence limit, but in-house suspension does not count towards the 15 day limit. Home work may not be made up for "at home" suspension, but it may be made up for in-house suspension, though the due date cannot be postponed. Any class assignments, tests, projects, etc. must be completed and turned in on the announced due date. All suspensions eliminate students from qualifying for "Good Conduct" trips. In-house suspension does not disqualify a student for a perfect attendance award.

## DRESS AND GROOMING

The uniform requirements are stated in the Uniform Information Guidelines handbook. Notes from parents excusing out of uniform will not always be accepted by the school as reasons for excuse.

**Please foresee uniform cleaning needs. This is not an acceptable excuse for incomplete uniform.**

A lost item must be replaced within two (2) weeks of the time it was lost.

The uniform must be worn properly at all times during school and including lunch. Students out of uniform will receive detentions. Students with blatant violations will receive a detention and be sent to the school office to call parents and correct the problem. This time out of class will be counted as an unexcused absence.

Spirit gear may be worn only on designated days.

Young men must have their face clean-shaven daily with neatly trimmed mustaches and goatees allowed.

### **Underwear should not show.**

Hair should be discreet, avoid extremes, and be in keeping with the standards of CCS and CCHS. Hairstyles should not distract from the countenance in any way. Any dyeing of the hair is to be in natural colors only. Check your uniform handbook for other guidelines.

## **OUT-OF-UNIFORM DAYS**

Check your uniform handbook for guidelines.



## **EMERGENCY DRILL PROCEDURES**

**CODE RED** is the signal used should we have any type of emergency that requires students to be in their classroom immediately, with the door locked.

### **EARTHQUAKE**

Earthquake drills will be practiced on a regular basis using the drop, cover, hold procedure. At the all-clear sign from the teacher, students will file out of the room using the fire drill procedure.

### **EMERGENCY DISMISSAL**

When teachers are notified of an emergency dismissal, a specific dismissal time will be stated. Students must go to their homeroom preceding dismissal. Students may notify parents of the early dismissal by cell or the office will call parents. Permission to leave, however, must come from the parent to either the office staff or the homeroom teacher. Parents arriving to pick up students may call the office from their cell phone when they arrive on campus to have the student excused immediately.

As soon as parents are notified, all students within walking distance and those with cars will be excused and the roster noted.

All students must check out with their teacher.

Homeroom teachers note how, when, and with whom each child leaves. Dismissal roll sheets marked with individual departure times will be turned in at the office when the teacher leaves for the day.

## **FIRE**



1. Fire extinguishers and alarm boxes are located throughout the facilities for the protection of persons and property. These are not to be removed or set off except in the case of an emergency. To do so will cause the offender to be suspended and fined.
2. Remember when exiting during emergencies:
  - a. Walk quietly - do not run or push.
  - b. Do not talk.
  - c. Stay in single file.
  - d. Listen to the teacher's instructions.
  - e. Do not play in or out of the building.
  - f. When an exit is blocked, a teacher may give a command of "reverse." Then do an about face and wait for the teacher to lead you out another exit.
  - g. All students must join their homeroom class at the designated outside gathering point if they were away from the class at a special activity when the alarm is sounded. The teacher will take roll and account for every child.

An Evacuation Diagram can be found on pg. 23.

## **STUDENT EMPLOYMENT**

CCS encourages students to keep work hours to a minimum during the school year for the development of academic and ministry pursuits.

## FIELD TRIPS

Students participating in off-campus functions are required to obey teachers and any other appointed leaders. Students are not to leave the group or location in which they have been asked to remain. The dress code and appearance of students should be in keeping with the dress code of the school. Students with a history of behavioral issues may be excluded from class field trips at the principal's discretion. Students are responsible to make up any work missed during a field trip.

Students are reminded that whenever they leave the campus, they represent City Christian Schools, City Bible Church and, most of all, the Lord Jesus Christ.

See Vehicle Rules, pg. 24.

## GRADES AND ASSIGNMENTS



### 1. Grading

- a. Report cards are sent home through the mail except those given at conference time.
  - b. We at CCHS encourage regular communication with the home. Parents have all been provided direct access to their student's information through the Info-Direct program via the internet.
  - c. For those families that do not have computer access to Info-Direct, weekly report forms can be requested. Reports cover **only the previous week's work or activities**. If past issues have not been resolved, they will not be included again in this report. The weekly report form includes the following information: a grade of D or below on daily work, quizzes, or tests; absences; tardies; and missing assignments. If you would like more information than what is provided on these forms, or if you have any questions regarding the information covered, please contact the teacher whose name appears on the
- d. Mid-quarter reports will be sent home the middle of every quarter for whole credit classes. Although these are not official grades, they do reflect the progress of the student up to that point in the quarter and will include absence and tardy records.
  - e. The end of the fifth week of the first and second semester for full credit class is the deadline for dropping a class. Withdrawal from a class after the mid-quarter report must be done immediately or will result in a failure for the quarter.
  - f. Basic Skills: The semester deadline for transferring into Basic Skills is the second mid-quarter. Any failing courses beyond that deadline cannot be recovered through the Basic Skills program.
  - g. Failure for the junior high years is implemented when there are four (4) semester courses failed of core curriculum: Bible, math, history, science, English, literature/reading and spelling (spelling and literature count as half of a core-curriculum grade). Those students unable to complete the year's work will be evaluated for advancement on a case-by-case basis.
  - h. Advancement to 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades is made on the basis of successful completion of credits. The student will have to have completed a minimum of 4 credits to be considered a sophomore, a minimum of 10 credits for a junior, and a minimum of 16 credits for a senior, with 24 credits required for graduation.
- questions regarding the information covered, please contact the teacher whose name appears on the form. The weekly report form is for your information only. Missing or late work indicated on this form has passed the make-up deadline and cannot be made up.

## Academic Grade Codes

A+	98-100	D+	68-69
A	93-97	D	63-67
A-	90-92	D-	60-62
B+	88-89	F	0-59
B	83-87	P	Pass
B-	80-82	NP	No Pass
C+	78-79		
C	73-77		
C-	70-72		

## 2. Assignments

- a. All assignments must be completed with acceptable quality and handed in on time.

For math assignments, 10% will be deducted daily for up to 5 days. After that, a maximum of 25% can be awarded, if turned in during the quarter. For all other high school course assignments, 30% will be deducted from the grade for one day late, 50% will be deducted for two days late. On the third day, the grade will become a 0% until it is turned in. Then a maximum of 25% can be awarded, if turned in within the quarter.

Projects and major assignments are required in order to complete the class regardless of GPA. No final grade will be issued until the missing project/major assignment is completed.

In junior high all late work will be deducted 15% each day it is late, except math.

- b. Students must take responsibility to complete assignments missed because of absence. Students attending any portion of the school day are responsible to turn in assignments for all classes due that day. This includes students leaving for sports events. School work should be turned in as soon as possible and no later than the number of days absent. A test, quiz, or assignment announced before a single day's absence will be made up on the day of return.
- c. The monthly scripture memorization constitutes 10% of the grade of the Bible class. For credit, it must be said by the end of the assigned month.
- d. Extra credit may not be allowed in every class, but when it is, it can never bring up a grade average beyond 10% and can never raise a grade to exceed 100%.

- e. Wednesday homework load should be lighter than other school days. We will attempt to avoid scheduling tests and major papers to be due on Thursdays.

## 3. Plagiarism

*(Definition taken from the English Department of Concordia University)*

- a. Plagiarism is the use of another's thoughts, words, or ideas without providing appropriate and complete documentation of your sources. This includes, but is not limited to, use of text-based sources, (books, articles, etc.), media sources (movies, videos, television and radio broadcasts, etc.), and electronic resources (CD-ROMS, Internet, World Wide Web, e-mail discussion listserves, etc.) without proper documentation. Plagiarism also results from using all or a portion of a classmate's or other's work as part of your own text without proper documentation. A complete explanation of plagiarism may be found in: A Writer's Reference, 2<sup>nd</sup> ed. by Diana Hacker, pp 261- 264, as well as in many other academic handbooks on grammar and usage.
- b. City Christian Schools looks very seriously at plagiarism in any form and considers it academic dishonesty. Colossians 3:23 says, "Work hard and cheerfully at whatever you do, as though you were working for the Lord rather than for people." (NLT). If a student is caught plagiarizing, it will result in redoing the assignment (for a reduced grade), or a grade of "0" for the assignment, parental notification, and/or a consultation with the principal.

## 4. Cheating

If a student is caught cheating on any assignment, whether homework, quiz, or test, the student will receive a grade of "0" for all work that was affected by the cheating. The student may also receive a discipline referral for the offense. Multiple acts of cheating will result in a suspension from school (time to be determined by the principal) and possible expulsion from school.

## HAIR STYLES

See Dress & Grooming, pg. 13

## HOURS

Regular classes begin at 8:15 a.m. and end at 3:00 p.m. Those days designated as ½ days will conclude at 12:15 p.m. Office hours are from 8:00 a.m. to 4:00 p.m. during the school year. Summer office hours are from 9:00 am to 3:00 pm.

## INTERPERSONAL RELATIONSHIPS

A couple is defined as a young man and young woman who appear to be romantically interested in each other. Romantic interests among our students are discouraged. Problems will be referred to the principal.

1. Pairing off and separating themselves from the main flow of students or activities is not permitted, including off-campus or on-campus lunch time, or after-school sports activities.
2. Physical contact of any kind is not permitted.
3. No developing of romantic interest or dating will be allowed between PBC and City Christian Schools' students.



## LETTERMAN'S QUALIFICATIONS

Letterman's Award in sports is given to the student who has actively participated as a member of an OSAA varsity sports team, fulfilling a designated amount of playing time.

Letterman's Award in academics is given to the student who achieved 90% average in the first three quarters, having met the Scripture memory work requirement on time for the first three quarters during the academic year. Letterman's Award may be earned for state competition in OSAA non-athletic solo events.

## LOST & FOUND

All lost and found articles are to be turned in at the CCHS workroom. All CCHS uniforms not labeled will be turned in at the CCS office. All other items will be placed in the church lost & found. Any student needing to look in the lost and found can come to the office or workroom with a pass. Valuables will be retained in the school office.

## LIBRARY GUIDELINES

1. All books and videos must be properly checked out by the adult in charge of the library.

2. The librarian, teacher, or monitor must be present in order to use the library.
3. Books should be returned within the three week loan period and videos in one day.
4. Upon receipt of a lost or damaged book/video notice, replacement value of the lost or damaged item must be paid.
5. Silence is golden! Please keep a quiet atmosphere to allow students to read and study.
6. Students may check out two books.
7. A ten cent per day fine applies for overdue books until the book is returned. Non-school days are excluded. No additional items may be checked out until over-dues are corrected.
8. No eating in the library.



## LOCKERS

See Campus Facility Rules, pg. 12

## MUSIC LESSONS - Private

City Christian School allows high school students to be excused from study halls or lunch periods only to participate in private music lessons. Lessons must be held on the church property while students are under the school's oversight. Students may not be dismissed from class or chapel for private music lessons.

*Band and orchestra instrument lessons are available for CCS/CCHS students after school. Call Kathy Tompkins at 503-333-8391 for information.*

Lessons are available at City Bible Church through the School of Voice and Instrument. Call 503-255-2224 for information.

## PARKING

See Campus Facility Rules, pg. 11, #9

Students driving to and from school should park on the north side of the lower parking lot and west of the basketball hoops. Please observe 10 mph speed limit.

## LUNCH AND FOOD

1. Eating and socializing is to be done only in the lunchroom or the lawn area south of the building limited by the swings and the chapel.
2. Anyone forgetting his/her lunch will not be permitted to go off campus to purchase it. The student must remain on campus and make other arrangements. Students without lunch period need to bring a lunch that does not require the use of a microwave.
3. Please take individual responsibility for cleaning up or reporting the need for clean up.
4. Sports equipment is provided for lunch-time activities. School sports equipment hidden away in personal places will result in disciplinary action.
5. Food is not to be consumed on the gym floor, in halls, or in classrooms except under supervision.
6. Junior high students eat lunch in the Ivy Hall balcony.
7. City Christian Schools has a closed campus. This means that students will not be permitted to leave, including for lunch, without approval of the principal. It also means visitors are not allowed on campus without permission of the principal.

Seniors have off campus lunch privilege with a signed parent permission slip on file in the office.

Juniors may earn "off campus privilege" one day a week by meeting the following requirements:

- 75% grade average with no failures for the previous quarter
- All Scripture recited for the previous quarter

The privilege is earned for the entire quarter, unless he/she takes an underclassman or unqualified junior with him/her.

Juniors and Seniors taking an unqualified student will result in a one hour detention. Unqualified students will be given one hour detention for leaving campus without permission.

## OFF-CAMPUS LUNCH PRIVILEGE

(See #7 under Lunch and Food)

After JH & HS students have eaten their lunch and want to enjoy the remainder of their lunch break, they should remember the following guidelines:

### 1. OFF LIMIT AREAS

Areas included:

- a. The upper campus (PBC area)
- b. The gym and Ivy Hall are off limits except for organized sports and supervised activities.
- c. Chapel when unsupervised.
- d. Others as indicated.

Off limits occurs when outside students are not within sight and hearing range of the teacher or monitor on duty. A student must be able to see and hear the supervisor, and the supervisor must be able to see and hear the student.

Off-limit outdoor areas include the west bank, cutting through the hedge, and any flower beds, rocks, and cones. City Bible Church requests that parents also respect shrubbery, hedges, and flowerbeds. Pets are not allowed on campus without permission.

Elementary restrooms are off limits for junior high and high school students.

Before, during, and after school, the church sanctuary, elevator, choir and orchestra rooms, and church foyer including restrooms are always off limits without a pass or adult supervision. Students may pass through the foyer to the church offices to see their parents or make appointments with pastors.

During rain, students may wait in the CCS north entrance, but there is to be no waiting in the upper hall or on the stairway.

### 2. PLAYGROUND

Students must treat the equipment with respect and care. They must also show respect for other students. Junior high and high school students must not use the elementary playground equipment before, during or after school.

There will be no talking or bouncing balls while using the church-school hallways or indoor stairways. Also, special attention should be given to keeping hands off the walls. There will be no yelling near the buildings and no screaming under any circumstances. Students will keep to the sidewalks and not disturb adjacent landscaping.

## MEDICATION



The school does not dispense aspirin or Tylenol. If your child needs to take non-prescription medication such as aspirin, cold medicine (including cough drops) etc., it needs to be brought from home. Oregon state law prohibits the school from dispensing any type of prescription medication unless it comes from the parent in the original container with a note signed by the doctor. All prescriptions must be kept in the school office with a completed medication form.

Our medical recorder is not a registered nurse. The office staff is not trained to answer medical questions. Please do not send "home injuries" or other unusual physical symptoms to the office to be checked. Please see your doctor.

If your child is ill, please do not send him/her to school *to* expose others to the illness. We send students home if the fever is 100° or above. Sending sick students to school creates difficulty for the child and greater inconvenience for the parent when the student is sent home.

## NOTES OR WRITTEN COMMUNICATIONS

A message from parents or teachers should be written in its entirety in the parent's hand. Students should not write out a communication, needing only the parent's signature. Notes must be written in ink and include date and time affecting the issue.

## PHYSICAL EDUCATION

### 1. P. E. ATTIRE

The requirements for PE attire for grades 7-12 are found in the City Christian School "Uniform Information and Guidelines" handbook. Please refer to that book to answer any questions you may have.

### 2. GRADE ACHIEVEMENT

PE grades are based on attire, participation and attitude. Each day a student has no uniform he/she may be asked to participate anyway for that PE period, and his/her daily grade will be lowered.

### 3. PARTICIPATION

Students are required to attend PE classes even if not participating.

### 4. EXCUSES

Only written excuses will release a student from PE. These would be for health reasons due to an injury or sickness. Limitations on the type of participation may only be granted upon receipt of a note from a medical doctor or parent.

## SENIOR ACTIVITIES

A traditional senior outing will be authorized the last Thursday of the seniors' school year. Students are excused from school when academics are completed and graduation committee responsibilities are fulfilled. The school does not exercise responsibility or oversight of the activities. Parents must take responsibility for their student(s) personal participation.

## SCRIPTURE MEMORIZATION



Success in life can be achieved by the individual who memorizes, meditates on, and lives the Word of God (see Joshua 1:8). For this reason, a passage of Scripture from the *New King James* or *New Living Translation* version of the Bible is selected to be memorized each month. The monthly Scripture memorization will be incorporated into the grade of the Bible class equaling 10% of the grade. A Scripture memory award plaque or bar is available to every student who recites the Scriptures for the month at one sitting. All Scriptures must be completed by the end of each month to receive Bible grade credit. *Partial credit can be received if completed by end of quarter.* Fourth quarter and any make-up scriptures must be completed by the end of May. Monthly Scriptures must be recited in their entirety. No more than three helps or mis-takes per monthly Scripture are allowed. Students will recite their memorized Scripture to their study hall or other assigned teacher only. All students should receive a receipt as proof of Scripture said. This receipt should be kept by the student to verify the Scripture in case of any record keeping questions at the years end.

**SCRIPTURE TROPHIES** may be earned by any student in the school, grades 7-12, as we desire to honor those students that excel in Bible memorization. Scripture memory credit requires academics in other subjects be maintained and cannot replace required assignments from other classes, including monthly scripture memorization, although extra credit in Bible class (up to 5% only) is possible.

**12<sup>th</sup> Grade**

September	Romans 1:18-22,25
October	Romans 10:9-14
November	Psalms 93
December	Psalms 8:3-9
January	Daniel 7:13-14 / Matthew 12:25-28
February	Proverbs 8:12-21
March	Ecclesiastes 12:9-14
April	Colossians 2:6-10
May	2 Timothy 4:5-8

**11<sup>th</sup> Grade**

September	I Timothy 4:12-16
October	John 18:36-38
November	Colossians 1:12-17
December	Acts 17:24-28
January	II Peter 1:16-21
February	Isaiah 43:9-13
March	Acts 2:22-27
April	Galatians 1:3-8
May	Hebrews 10:35-11:1

**10<sup>th</sup> Grade**

September	Matthew 6:25-32
October	Luke 14:7-14
November	John 10:7-15
December	John 14:25-31
January	Romans 8:31-39
February	Romans 14:14-21
March	I Corinthians 13:1-7
April	Ephesians 6:10-18
May	I Timothy 2:1-7

**9<sup>th</sup> Grade**

September	Genesis 12:1-3; Gal. 3:26-29
October	Exodus 20:2-7
November	Exodus 20:8-17
December	Deuteronomy 6:1-6
January	Psalms 23
February	Psalms 139:1-10
March	Psalms 139:11-18
April	Isaiah 53:2-7
May	Isaiah 55:6-11

**8<sup>th</sup> Grade**

September	John 1:1-7
October	John 1:8-14
November	Matthew 5:1-12
December	Luke 8:5-15
January	Galatians 6:1-10
February	Ephesians 3:14-21
March	Philippians 2:2-11
April	Psalms 1:1-6
May	Proverbs 3:1-10

**7<sup>th</sup> Grade**

September	<i>Exodus 20:1-17</i>
October	<i>Proverbs 3:3-10</i>
November	<i>Galatians 5:22-26</i>
December	<i>Ephesians 5:1-8</i>
January	<i>Ephesians 4:25-32</i>
February	<i>Joshua 1:5-9</i>
March	<i>Philippians 4:4-8, 13</i>
April	<i>James 3:9-14</i>
May	<i>Acts 2:17-21</i>

**6<sup>th</sup> Grade**

<i>September</i>	<i>Psalm 91:1-8</i>
<i>October</i>	<i>Psalm 91:9-16</i>
<i>November</i>	<i>Romans 8:28-32</i>
<i>December</i>	<i>Romans 8:33-39</i>
<i>January</i>	<i>John 13:1-9</i>
<i>February</i>	<i>John 13:10-17</i>
<i>March</i>	<i>Hebrews 11:1-7</i>
<i>April</i>	<i>Hebrews 11:8-13</i>
<i>May</i>	<i>Apostles' Creed</i>

## SPORTS



City Christian Schools seek to provide all students who desire to participate in athletic events the safest conditions of participation. Student athletes will be required to have a sports physical for the first time participating

in sports at CCS and in the 7<sup>th</sup>, 9<sup>th</sup> and 11<sup>th</sup> grade year, prior to any sports participation. This examination must be completed before tryouts and submitted to the school office before your sports practice begins. The expense of the examination will be the responsibility of the student or parent/guardian. Official forms are available in the school office.

In addition to this, the parent/guardian are required to inform school officials of any physical ailment that places the student's health in jeopardy during athletic practices or events. Life threatening health conditions will prevent athletic participation (such as congenital heart defects, respiratory distinctions, or high blood pressure).

Any athlete who has sustained a serious injury or a health problem during a game or practice that requires physician's care may be required to show a medical release from that physician before the student may return to athletic participation.

We view sports as an excellent opportunity to build Christian character in an individual. Character development results from the discipline of the sport: discipline in consistent practice, in learning physical and mental skills, in controlling reactions, in working together as a team, and in displaying Christian attitudes.

Certain rules will be enforced to help maintain this discipline for both JH and HS students:

1. Student must be enrolled in JH or HS.
2. Student must have met OSAA qualifications the previous semester.
3. Student must be currently taking a minimum of five credits.
4. Student must be making satisfactory progress in core classes towards the school's graduation requirements.



5. All homework and tests missed because of athletics need to be made up immediately and are the responsibility of the student.
6. Parents may remove their children from sports teams at any time, but they will be ineligible to rejoin for the remainder of that sports season.

### During games in the gym:

1. Students playing or those watching the game are to be in the gym or on their way home, not loitering around the halls or grounds any time during the game.
2. Concessions are permitted in the gym area. No food or drinks are allowed on the gym floor.
3. Treat all participants with respect. Let the players play, let the coaches coach, let the officials officiate. Positively support your team, know the rules of the game, pursue victory with honor, win with class, lose with dignity, practice the "Golden Rule." Model good sportsmanship. It's all about respect!

## SUMMER SCHOOL FEES

CCS does not offer summer school but students who wish to make up a failed credit during the summer may talk to their administrator about the advisability. Some credits are available by paying a \$100.00 course fee per semester.

## UNIFORM REQUIREMENTS

See "Dress and Grooming", page 13

## STANDARDIZED TESTING

Three methods of testing are given to students:

1. CAT (Terra Nova II) tests are given yearly to grades 7-11 to evaluate each student's progress in all major areas, including reading, language and math. CAT tests show clearly those areas of yearly progress or areas where more guidance may be needed in the student's studies. These scores are recorded on the student's permanent record and given to the parents at the conference.
2. PSAT tests will be made available to sophomores and juniors on Saturday, October 18<sup>th</sup>. These tests are a pre-liminary to the college entrance exams (SAT I & II), which are usually taken the senior year by college-bound students. The fee for this test is approximately \$10.00. The time is 8:30 am to noon.
3. SAT and ACT tests may be taken by anyone. However, these tests are most appropriate for juniors and seniors.

**Information relating to these tests may be obtained from the school guidance counselor.**

## STUDENT COUNCIL HIGH SCHOOL

### LEADERSHIP EXPECTATIONS

Position Qualification and Maintenance

1. Give spiritual, moral, **social, and academic leadership** by their example.
2. Be a liaison between students and staff in regard to school concerns.
3. Attend council meetings.
4. Help oversee special school activities.
5. Be loyal to the church, school, and faculty.
6. Have personal life in order—submission to parents, salvation, etc.
7. Maintain election qualifications. Reviews occur at each semester and as the need arises.

### DUTIES



1. **PRESIDENT**
  - a. Establish dates and agenda for class and council meetings with the senior advisor.
  - b. Take leadership for council meetings.
  - c. Coordinate special school activities.
2. **VICE PRESIDENT**
  - a. Preside over any of the president's duties in his/her absence.
  - b. Perform duties assigned by the student council president.
3. **SECRETARY**
  - a. Take minutes at council meetings, distribute and post notes.
  - b. Submit information about school activities for announcements.
  - c. Write any needed correspondence during the school year.
4. **CLASS PRESIDENTS/ REPRESENTATIVES**
  - a. Attend student council meetings.
  - b. Assist in projects and activities.
  - c. Gather ideas from students to be presented at council meetings.
5. **SENIOR OFFICERS**—The senior class president will also plan senior activities, such as any fundraising, senior breakfast and graduation ceremony.
6. **INTERNATIONAL REPRESENTATIVE**  
Elected in the fall by the international students.
7. **WORSHIP LEADER COORDINATOR**  
Appointed by the WLT teacher.
  - a. Coordinates the worship team's schedule.
  - b. Communicates with worship leaders.
  - c. Prepares sheet music.
  - d. Attends student council meetings.

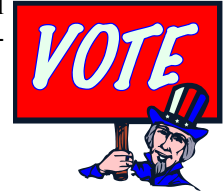
## ELECTION PROCEDURES

1. A student may run for office if he meets the following criteria:
  - a. A 75% grade average for the first three quarters.
  - b. Detention and tardy history of candidate will be reviewed by the CCHS staff.
  - c. Must have said all Scriptures for the year. (See scripture memory)
  - d. Must have approval of CCHS staff based on citizenship, academic responsibility, and overall conduct.
2. Any student meeting the above criteria may seek an office upon submission of a self-nomination stating his desire for a specific office, signed approval by a parent, and seconding signatures of two fellow students on the nominating form and the approval of CCHS staff.
3. All candidates will be given an opportunity to give a short campaign speech. Class representative speeches will be made to their homerooms. General student body office speeches will be made to the entire high school.
4. Elections will be held for president and secretary.

A winner is declared when one gains the majority of the votes. The candidate receiving the second most votes will be offered the position of vice president. If this is declined, the position will be offered to the next highest vote total.

Candidates not elected may enter the elections for class office. Because the juniors have more intimate knowledge and first-hand experience with their fellow classmates in regards to attitude, faithfulness, responsibility and leadership, the student body officer votes will be weighted so that the juniors will receive two (2) votes in place of one (1).

5. Senior class positions will be run in three consecutive votes.



6. After the officers are elected, class representatives are nominated by the same procedure and with the same criteria as the officers. The class will elect three (3) out of the list of students, indicating their preference for president. Final representation will include both genders for each class.
7. The CCHS staff will select one of the three class representatives as the main class president and the other two will be representatives.

## STUDY HALL RULES



Study hall should be a productive place of study with a relaxed atmosphere. If a student wants help on one assignment from another student, a request to the teacher should be made. Under this circumstance, whispering is acceptable if the student remains on task. If the students become distracting through louder talking or laughter, they have lost their privilege to work together and need to be separated.

Students should arrive at study hall prepared to work with their assignments, textbooks, paper, etc. Students who have no work must bring a book (no magazines) to read that meets school standards. Guidelines and rules for study hall are the same as other classes.

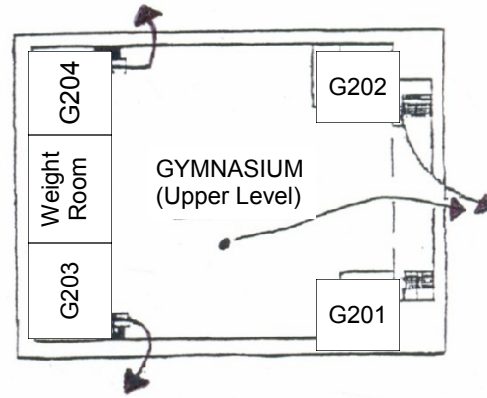
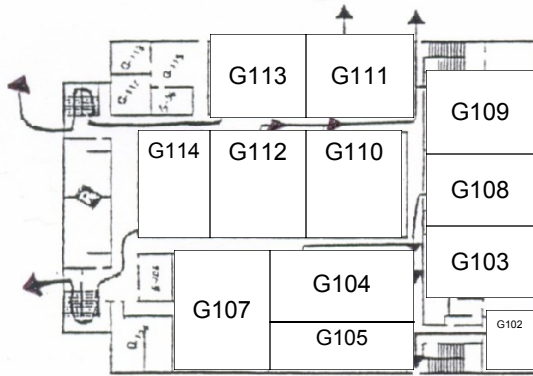
## VANDALISM

The willful destruction of personal, staff, or school property or the defacing of the same will not be allowed. Some vandalism does not damage property but requires clean-up; for example, toilet paper, thrown eggs, flooding rooms by stopping up sinks or toilets, setting off fire alarm and other such acts. Any such action may result in a one or two-day suspension, a \$50 fine and/or the payment of any costs related to the vandalism.



# EVACUATION DIAGRAMS FOR ENTIRE SCHOOL

All activities in Ivy Hall, including elementary lunch, will use central entrance

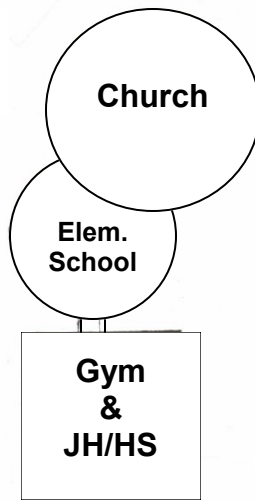
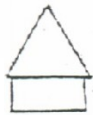


## Fire Drill Yard Assignments:

Swing Sets

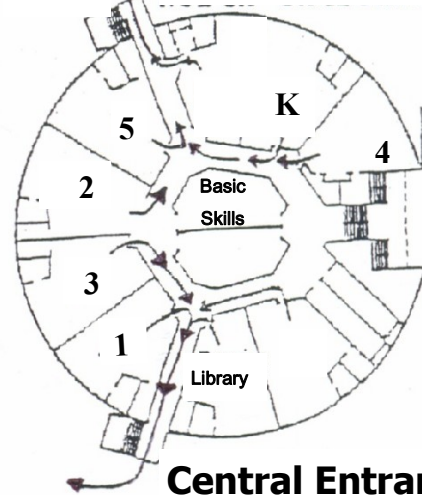
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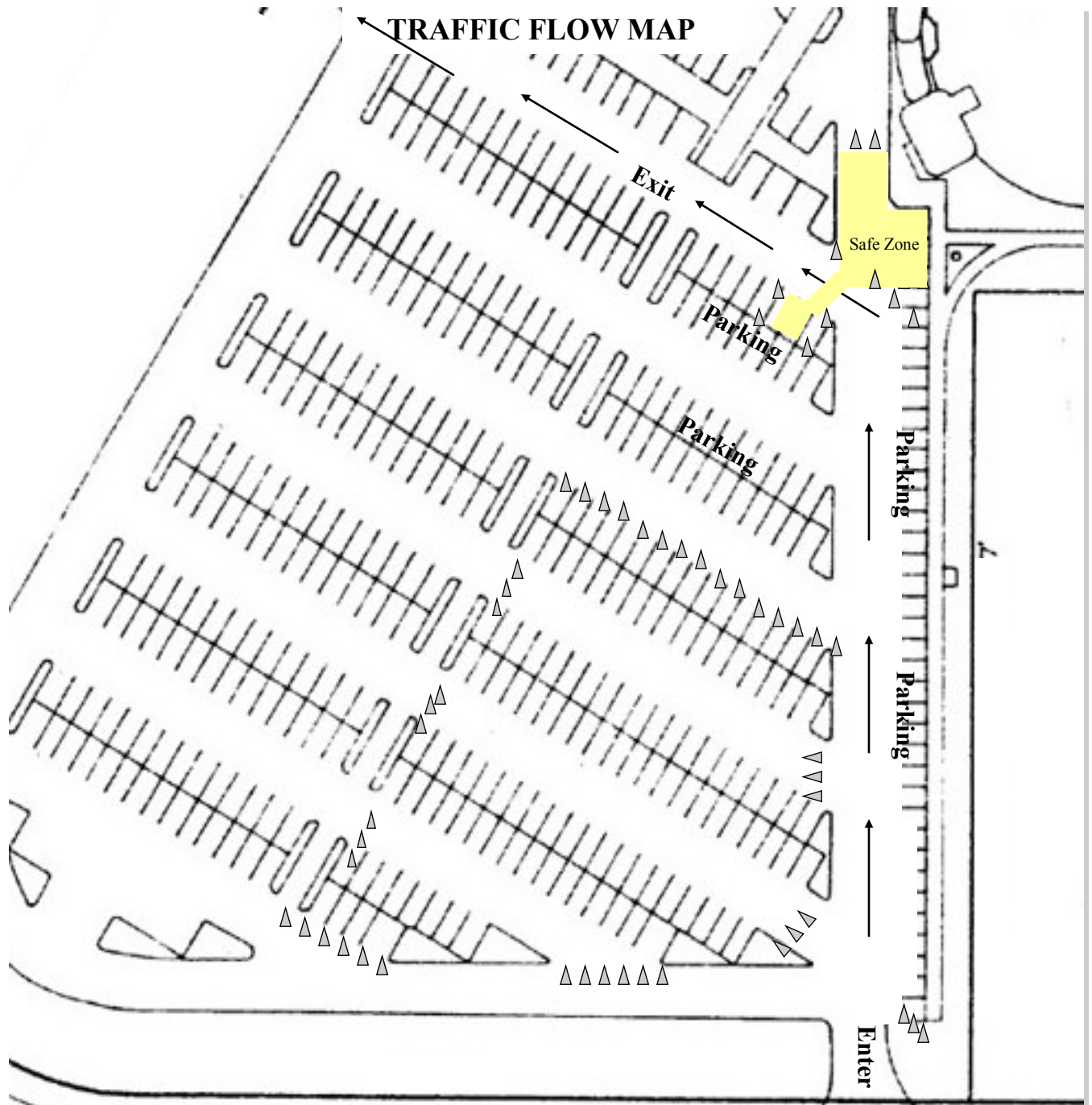


6, 7, 8 & HS  
ALL HIGH SCHOOL  
CLASSES

## CCS North Entrance



## Central Entrance



**City Christian School  
Arrival & Departure Plan**

*Our goal is to have our arrival and departure run quickly, smoothly and safely.  
Please follow these guidelines in order to best serve all involved.*

- Be courteous to other drivers.
- Always park in a designated parking spot before unloading children. Never from the road.
- Pay attention to the Student Safety Patrol. They are there for our children's safety.
- Do not exceed 5 mph.
- Use extreme caution, always aware of the presence of children and cars backing out of spaces.
- Do not park in the area next to the church offices.

*After school, please pick up students between 3:00 and 3:15 pm.*

# The Purpose of a Christian School

“The purpose of a Christian school is to teach that the Lord Jesus Christ is to be preeminent in all of life, including education. That comprehensive principle underlies every aspect of academic study, each activity, and all of school life. The Bible is specific in stating about Christ, “For by him were all things created, that are in heaven, and that are in earth...and he is before all things, and by him all things *consist...that in all things he might have the preeminence.*” (Colossians 1:16-18). “For of him, and through him, and to him, are all things: to whom be glory forever Amen.” (Romans 11:36) “All things were made by him; and without him was not anything made that was made.” (John 1:3)

There is a clear, critical difference between the Biblical and the secular viewpoints on a subject. Even though the facts of knowledge are identical for both, the Christian school teaches that no subject can be taught in the totality of its truth when the Creator is denied or ignored, which is the case in the secular school. Knowledge is purified by the recognition of God’s rightful place in it. The school provides a sound academic education and a wholesome activity program which are integrated with the Biblical viewpoint. This process is natural, not strained or forced.

Parents are responsible for the education of their children. During the school day teachers are *in loco parentis*, in the place of the parents, which makes the parents and teachers partners in the education of the students. Children are to be taught at home as well as at school with the consciousness that all truth is God’s truth, including history and mathematics, science, physical education, music, and the arts, and that Jesus is to be centric in all learning and living.”

Roy W. Lowrie, Jr, Ed.D.

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