

# Cedar Creek Christian School Handbook

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## Philosophy of Education

Education at Cedar Creek Christian School is based on the precept that all truth is God's truth. We are attempting to integrate all truth, in all areas of life, with God's truth. Having taken our stand upon a Christian world and life view, we seek to impart such a view to our students.

Through our educational program we are striving to develop Christian character, to create functionally literate students, to graduate students who are capable, knowledgeable, and able to articulate their acquired knowledge and to see their academic pursuits applied in the practice of their lives, and to produce responsible young people who know their constitutional foundations and love God and their country.

The foundation to our philosophy of education is the doctrinal position of Cedar Creek Bible Church as highlighted on pages 1 and 2 of this handbook. Without such a clear statement of faith our foundation would erode, thus destroying the possibility for erecting a proper educational framework. It is from this platform that we begin the educational process, knowing that neither the platform nor the process are an end in themselves. Rather, the product will be the final evaluation of the success of such an endeavor. It will not be how much the student knows, but what kind of person he is that will evidence effort well spent.

To this philosophy of education we commit ourselves, for the glory of God and the good of our children.

### Doctrinal Position of Cedar Creek Bible Church

Cedar Creek Christian School is a ministry of Cedar Creek Bible Church. Thus its doctrinal position mirrors that of CCBC.

1. The Bible is the inspired Word of God (2 Timothy 3:16, 17; 2 Peter 1:21).
2. There is only one God. He exists as Father, Son, and Holy Spirit (Matthew 28:19, 20; 2 Corinthians 13:14).
3. Man was created in God's image and chose to sin (Genesis 1:26; Ephesians 2:1-3).
4. Man needs God's salvation (John 3:5; Titus 3:5).
5. Jesus Christ rose bodily from the grave (Philippians 3:20, 21).
6. Salvation is by faith alone (Ephesians 2:4-6; Romans 5:1).
7. Believers are saved eternally (John 6:47; Romans 8:33-39), but they only "feel" saved as they obey God (1 John 5:13, 14).
8. The Church is the primary agency through which God is working in the world today (Matthew 16:16-18; Acts 2:32-37).
9. Satan is a real person. He desires that every Christian fall into sin (Ephesians 2:2; 1 Peter 5:8).
10. Jesus Christ will return before the Millennium to rapture the Church (1 Thessalonians 4:16; 2 Peter 3:3-13).

For further clarity, see the full statement of the Doctrinal Position of Cedar Creek Bible Church (Article III, CCBC Constitution and Policies).

### Student Discipline Policies

#### Philosophy of Student Discipline and Control

The primary objective of student discipline and control is to produce a school environment in which complete attention may be directed to the learning activities. Discipline may be defined as the control of conduct by the individual himself or by an external authority. It includes the entire program of adapting the individual student to life in his society and involves two

major emphases:

1. guiding the pupil so that he enhances the immediate efforts of teachers and other pupils in the learning process and does not threaten the advancement of others in the classroom situation, and
2. assisting the pupil in becoming a responsible, productive, and self-disciplined citizen within the school in preparation for assuming his adult responsibilities. At least by the time he reaches high school age, it is expected that the pupil will assume personal responsibility for his own behavior.

Student discipline is designed to bring order, training, and correction into students' lives to bring them to a place where they can function acceptably in society.

This school endeavors to teach each student to assume increasing responsibility for his own actions and to demonstrate good judgment by those actions as he matures and gains experience. (We expect students to exercise self-discipline.) Discipline and control must be treated as an individual matter with each pupil. Each student must be dealt with as an individual according to his age, maturity, experience, abilities, interests, and values. The best discipline is preventive in nature. A student's behavior in school is directly related to many internal and external factors, including the curriculum and extra-curricular activities of the school, his motivation to learn, and the understanding and support which he receives from his parents, teachers, and other adults.

Because the school and family must work together in the education of a child, CCCS will not enroll students who are not under the authority of their parent or legal guardian.

Boys and girls are inherently motivated to learn and to meet

standards of acceptable behavior. Therefore, the role of administrators, teachers, classroom helpers, and other school employees should be one of guiding pupils in understanding, establishing, and maintaining acceptable behavioral standards. Since parents are most influential in the social and emotional development of the child, their cooperation is essential in helping their children to accept limits and controls.

### Types of Student Offenses

1. Using the Lord's name in vain: Exodus 20:7
2. Improper language: Colossians 3:8; James 3:8-10
3. Lying: Proverbs 12:22; Ephesians 4:25
4. Cheating: Romans 12:17b; Hebrews 12:18
5. Stealing: Exodus 20:15; Ephesians 4:28
6. Fighting: Romans 12:18; Ephesians 4:31, 32
7. Refusal to do school work: 2 Thessalonians 3:10b
8. Improper dress or appearance: 1 Timothy 2:9a; 1 Peter 3:3b
9. Disrespect toward those in authority: Hebrews 13:17
10. Disfiguring or destroying school property
11. Inappropriate physical contact
12. Any other disorderly conduct out of character for a Christian will also be considered an offense.

### Types of Discipline

1. Warning: a word of reminder on the first offense of a minor act of disobedience
2. Change in Seating Position: an effort to help the student who talks to his friends too much
3. Loss of Recess: The number of recesses missed shall be determined by the teacher.
4. Extra Written Work assigned by the teacher
5. Demerits: described below

6. Letter to Parents: notification of a behavioral problem or request for a conference
7. Conference: The teacher may call a meeting of the student and/or parents and the school administrator.
8. Suspension: The student may be temporarily removed from the regular class routine. This will generally be preceded by a conference with the parents.
9. Expulsion: A student may be permanently removed from the school. The school administrator will make the final decision. This decision will be preceded by a conference with the parents.

These categories are general in nature and are not to be considered inclusive.

The administration will publish a system of demerits at the beginning of each school year that will cause relatively minor rule infractions to bring increasingly severe consequences, including suspension and expulsion. This method of accumulating infractions is designed to bring chronic offenders to levels of increasingly severe discipline.

Some things go without saying. Behavior which violates clear biblical principles or accepted societal norms in line with Scripture must be corrected.

### Suspension and Expulsion Policy

Every effort will be made to solve disciplinary matters in the school setting without expelling the student from the school. If this cannot be done, suspension or expulsion may be necessary. Suspensions will normally not exceed ten (10) school days.

Students who are publicly known to be sexually active will not be enrolled at CCCS.

Students who are not making adequate academic progress may be removed from the school.

### Clothing Regulations and Personal Appearance

No aspect of Christian testimony is so readily obvious as the matter of personal appearance. Christians should present themselves so that Christ will be pleased and honored. Appropriate clothing encourages responsible behavior. Cedar Creek Christian School desires that students and faculty adopt an attitude of total dependancy upon Christ, making them fit for both heaven and earth. This means that students and faculty bear social as well as spiritual responsibility. They are to be clean, well groomed, and properly attired. We include clothing and appearance regulations to encourage students to think and act like Christian ladies and gentlemen.

Chapel, which is held approximately once per month, is a dress-up occasion. Dress slacks and a shirt and tie will be required for boys on days for which chapel is scheduled. A dress or a skirt and blouse will be required for girls on chapel days.

Both boys' and girls' hair must be neatly groomed, and bangs must not hang into the eyes. Boys' hair must be cut above the ears and off the collar. Extreme fad haircuts, hairstyles, and colors are to be avoided because they are distracting and disruptive to our educational goals.

Any type of casual or dress slacks may be worn. Jeans may be worn as long as any holes are patched. Except for athletic events, athletic pants or shorts (sweatpants, wind pants, yoga pants, etc.) may not be worn to school. Shoes and socks must be worn at all times.

Girls may wear dresses and skirts. They are to be modest and



come to the bottom of the knee.

Neither male nor female students may wear sleeveless shirts, blouses, dresses, etc. A sleeveless jumper with a sleeved shirt under it or a sleeveless undershirt with a dress shirt over it is acceptable.

Both boys and girls must wear their clothing so that their undergarments are not exposed. (This may run contrary to "modern" popular dress, but it is clearly in line with biblical principles of modesty.) Shirts must be long enough and pants or skirts must be high enough to cover a student's mid-section when they are engaged in normal school activities.

T-shirts may be worn.

Clothing which is distracting and/or disruptive may not be worn. Please respect the staff and administration's judgment on this issue.

Shorts may be worn by the boys and girls when the weather permits. In order that they may be decent, shorts must be no shorter than mid-thigh.

A female student may wear piercings only in her ears. A male student may not wear any piercings.

No student will be allowed to display a tattoo (either temporary or permanent).

Our present dress and appearance code will be enforced by the administration. If your child is not properly dressed, the teacher will inform the administration. They will then contact the parents to address the matter.

Individual students and their parents will be spoken to concerning situations not specified above if we feel that it is

necessary and in the best interest of the students and the school. Those who strongly disagree and find it difficult to abide by these regulations should consider withdrawing from the school. This dress code will apply for all school functions.

### Financial Policies

As a non-profit organization, we desire to faithfully meet our obligations so that we "owe nothing to anyone" (Romans 13:8). Our sources of income include only tuition for students and gifts from interested friends and churches. The policy of Cedar Creek Christian School will reflect the policy of Cedar Creek Bible Church concerning financial matters.

Having committed themselves financially, parents of students in the school are to be prompt and faithful in their payments. Apart from the \$15 non-refundable application fee per child, there is a \$100 per family non-refundable registration fee which is to be paid June 1st to cover the initial cost of salaries. The remainder of tuition shall be paid in nine (9) monthly payments due September 1st through May 1st.

The cost of all materials, including shipping and handling charges from the material suppliers, will be paid by the parents of each student. This cost is not included in tuition. The total initial cost of materials will be invoiced in July, with payment due August 1st. All of these materials belong to the student; many non-consumables can be passed down from year to year in lieu of purchasing new materials.

For the convenience of the school family, the school will add to your monthly statement the cost of field trips, special events, and materials needed throughout the school year.

Tuition payments are due the first day of each month. It is the responsibility of each family to care for this matter as they

would any other obligation. There will be a \$5 per day late fee for late tuition and registration fees; the maximum late fee will be \$150. If parents fall more than a month behind in tuition payments, a meeting will be scheduled with the administration with a view toward dismissal. All late deposits will require an additional \$15 application fee to be paid.

Tuition payments may be made in person at the school office, or they may be mailed to the school.

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Returning students who do not turn in signed intention slips in the Spring, or whose registration fee is not paid on time, will be placed at the end of the acceptance list for the coming school year; if no openings remain, they may not be admitted.

All tuition and fees must be paid up to the withdrawal date before a student's records will be released.

### Admissions Procedure

1. Read Handbook thoroughly.
2. Submit application accompanied by application fee and previous report card.
3. The school will call you and schedule an interview with the parents and children.
4. Parents will be notified of acceptance or rejection.

Intention slips for the next school year will be handed out in February and are due March 1st. Those not signing these slips will be placed at the back of the list for the coming year.

Each child must have his immunizations up to date before

attending the first day of school. This is state law and must be enforced.

### School Issues

The teachers are generally available by appointment before and after school. Those desiring to air a grievance should schedule an appointment with the school administration through the school office.

### Attendance

If your child is going to be absent from school, please notify the school office before 8:00 a.m. (If you call before the staff is in the office, leave a message on Voice Mail.) This prevents us from waiting on a student who is not going to be in attendance.

If an absence is expected (a vacation or extended illness, for example), the parents are to take the initiative to arrange for the student to have his work up-to-date when he returns to school.

In the event of more than ten (10) absences during any semester, the administration and staff will evaluate the student's academic credit for that semester.

A student is considered tardy if he is not in his seat at 8:00 a.m. Continued tardiness will necessitate a conference with the student's parents and the administration and will result in further disciplinary action.

Field Trips are an integral part of the total school program. They are planned as a part of the educational process. Students are expected to attend and will be counted absent if they do not attend.

Attendance by students and their families at all programs (including graduation) and school-wide activities is expected.

### Medical Guidelines

No staff member will be allowed to administer any medications to any student without parental authorization in writing. Parents may send prescribed medication to school with written permission and necessary instructions to be administered by the school staff. In instances where a student needs medical attention, the school will call the student's parent or doctor (in that order).

### Homework

The responsibility for scholastic achievement is placed on each student. Often, homework must be signed by the parent before being returned. Unsigned homework will receive an incomplete.

If the student uses his time wisely, much can be accomplished at school. Please note, however, that all grades have designated homework built into the program.

### Telephone Use

The school telephone is reserved for school business-and is to be used by students only in case of emergency. Students will not be called to the telephone. Only an emergency message will be delivered to the student. Messages for the school staff will be delivered at the next break.

Students may not use cell phones during the school day.

## Personal Media Devices

Students may not use personal media devices (including, but not limited to, cell phones, MP3 and CD players, iPods, PSPs, and cameras) while at school.

## Physical Education

No student is excused from the required physical education course offered without a doctor's written excuse. It is the parents' responsibility to see that the child is appropriately dressed or brings the appropriate clothing and shoes on physical education day.

## Parent Visitation

We encourage and welcome parents taking an interest in the school and visiting on occasion. However, we ask that you please contact the school office and ascertain which day would be best for your visit. Please give us the first week of school to get things organized and students adjusted before planning a visit.

Any person coming to the school during school hours should check in at the office first. It is both a security concern and very distracting to have people walking in and out of the school area. The secretaries will be glad to help you and pass on messages.

We must have a signed note authorizing the transportation of your child by anyone other than the child's parent.

## School Property

Marked on, defaced, or broken property must be replaced at the offending student's expense. This will be the case whether the damage is accidental or intentional.

## Knives and Other Weapons

Students may not bring knives (including jackknives (regardless of blade length), kitchen knives, etc.) or other weapons to school.

## Lunch Procedures

Students may eat only at the assigned area and time. Each student is responsible to deposit their trash in the wastebasket and clean up their area.

Do not send drinks in glass containers; broken glass is a danger to the students.

## Off Limits

Other students' desks, teachers' desks, and vehicles are off limits to students.

Students may not leave the school grounds during school hours without permission.

Students may not be visited by other children during school hours without permission.

## Note

In the future, when policies or procedures are revised, a revision of this Handbook will be published and issued to the entire school family. Each Spring a bulletin will be issued giving information regarding tuition, fees, schedules, and dates for the coming year.

If, after carefully reading this Handbook, you have any questions, please ask them; we must work together with clear understanding. May God bless you as you seek His guidance in Christian education.