

*Christian
Center
School*

Handbook

2021-2022

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OUR MISSION

By *cultivating* the individual, CCS provides college preparatory academics in a family environment to biblically *equip* and *empower* students to serve their community and world for God's glory.

INTRODUCTION

Christian Center School opened in the fall of 1979 as a ministry of Prairie Avenue Christian Center. We have a rich heritage as the area's oldest Christian private school. Over the years much has grown and changed. What has not changed is celebrating the wonderful creation that each child is in God's eyes. We offer a full college preparatory academic program for Preschool through the 12th grade.

In our pursuit of academic excellence, we provide an environment which promotes godly values and Christ-like character. We are partners with the home to cultivate a healthy Christian family atmosphere where students can be appreciated for their individuality, equipped and empowered to reach their greatest potential.

In order to make an informed commitment to work and walk together with common purpose, it is important that parents and children understand the principles and philosophy of Christian Center School prior to making application for enrollment.

Our grades K through 12 are made up of children from Christian homes and parents, who attend church regularly and are committed to a Bible-believing church in our community. Our school is open to Christian families who share the same basic tenets of the Christian faith, who have strong convictions for family and for child training, and who are committed to the academic and spiritual success of their children.

It is not the purpose of our school to reform the character of children. It is our purpose to provide an environment where the character of children from Christian homes can be preserved and promoted, and students can be equipped and empowered to serve their community and world for God's glory. Parents will be expected to be actively involved in and aware of their children's education and school activities, and to attend regular parent meetings.

Please go over this handbook with your students who are younger than 14, to assure that they understand our policies (some sections may not be appropriate for younger students to read independently) and have your children 14 and older read it for themselves and sign their own commitment to values form.

STATEMENT OF FAITH

We believe the Bible to be the inspired, the only infallible, authoritative Word of God and it is the final authority in all matters. (2 Tim 3:16, Duet 4:2, Rev 22:18-19)

We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (1 Cor 8:6, 1 Peter 1:2)

We believe in the deity of our Lord Jesus Christ; in His virgin birth; in His sinless life; in His miracles; in His victorious and atoning death through His shed blood; in His bodily resurrection; in His ascension to the right hand of the Father; and in His personal return in power and glory. (Matt 1:23, 2 Cor 5:21, Eph 2:1-7)

We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. (John 3:3, Titus 3:5-6)

We believe in the present ministry of the Holy Spirit who indwells Christians enabling them to live godly lives. (Rom 8:1-4, Gal 5:22-26)

We believe in the resurrection of both the saved and the lost; those who are saved are resurrected to eternal life and those who are lost are resurrected to eternal separation from God. (John 5:24-29)

An integration of Bible truth will be an inseparable and primary part of the total educational process. Christian concepts will be unified with, inseparable from, and central to the academic offerings. (Prov 1:7, Deut 6:6-9)

Parents and Marriage - If children reside with two parents or guardians, we believe it is a Biblical requirement that the parents be legally married, as one man and one woman. We believe that "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no sexual activity be engaged in outside of marriage. (Gen 2:18-25, Eph 5:22-33, 1 Cor 6:9 & 18, Heb 1:3-4)

We believe that God wonderfully creates each person as male or female. These two-distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. (Rom 1:25-27)

KEY FACTORS PROVIDED BY CHRISTIAN CENTER SCHOOL

- Parents are encouraged to be involved in the instruction and training of their children in the educational setting. (Deuteronomy 6:4-7; Ephesians 6:4)
- Curriculum and philosophy are Bible-based, Biblically consistent, and Godly. (Isaiah 54:13, Colossians 2:6-8, James 4:4)
- The peer environment is Godly, and problems can be dealt with and solved Biblically. (Matthew 18:15, I Corinthians 5:11, Galatians 6:1)
- Staff, parents and other workers all strive for Godly character and have the same basic values and commitments. (Psalm 1:1)
- We are family. (Philippians 2:4)
- Excellence in character, environment and academics are our overall commitment. (Colossians 3:17)

STAFF

All our staff are dedicated Christians and consider employment at CCS as a ministry. Our teachers are highly qualified and have been selected because of their Christian character, educational experience and training, and their gifting and ability. Teachers are required to adhere to the policies and code of conduct within the CCS Handbooks. Teacher certification is preferred prior to employment, but completion through ACTS is required once employed. Our teachers regularly attend educator's conventions, seminars, and other professional development opportunities.

ACCREDITATION

Private schools are not required to seek accreditation in the State of Idaho. As a private 501©3 religious non-profit, the CCS Board has the spiritual and fiduciary responsibility to oversee the school in keeping with the school's mission. The CCS Board determined that accreditation was in the best interest of the students, families,

and community of the school in 2019 and began the process through the Association of Christian Teachers and Educators (ACTS), culminating in accreditation in the spring of 2021. We believe the benefits of accreditation are in keeping with our goal of maintaining academic excellence; however, we will not sacrifice CCS mission for accreditation.

ACTS is the Lead accrediting agency for Christian Center School. Their 12 industry-based accreditation standards ensure we are in compliance with local, state, and national education agencies while maintaining our Christian Worldview mission. ACTS is a long-standing member of the National Council of Private School Accreditation, which is comprised of 18 associations. NCPSA is a second accreditation held by Christian Center School that is recognized by the Alliance of Accreditors, a consortium of accrediting agencies that collaborate in advocacy for school choice. Cognia is the third accreditation held by Christian Center School that is most recognized by colleges and universities across the US and throughout the globe. Through the strong relationship between ACTS and Cognia, CCS's accreditation is recognized by the US Department of State and the US Department of Homeland Security, enabling CCS to host foreign national students on campus.

CCS graduates are well prepared to succeed in college. On annual standardized achievement testing, our students' average scores are consistently high above the national average. If you would like a list of the colleges and universities that past CCS students have attended, please ask the school office.

ENROLLMENT PROCEDURE

Relationship, involvement and commitment are key ingredients in any successful school - ingredients which require conscious decision and time. We recommend therefore, that new families take time to get to know us and how our school operates before deciding to enroll their children. Please plan a time to bring your child(ren) in while school is in session, if possible, to look around and ask questions. Applicants for enrollment will be screened by interview and by recommendation of their Pastor. Academic evaluation is a part of the interview process to determine “best fit” for our program. High School students are typically enrolled only at the beginning of a new semester, and must desire to enroll at CCS.

Steps toward Enrollment:

1. When parents contact the school office and indicate interest in CCS, they may schedule a tour where they receive a packet of school information, or this packet could be mailed. This information may also be accessed on our website. Please carefully read the Handbook and other informative materials. It is important that you are fully aware of the environment we are trying to provide and that by choosing to enroll your children in CCS you are agreeing to uphold the same standards.

2. If after reviewing the Handbook and other materials you decide to pursue enrollment, please fill out and return the New Student Application and schedule an interview to meet with the school administration and/or teacher(s).

3. We appreciate meeting with both parents if possible. **We require that students attend the interview with the staff.** CCS does not have the specialized staff or resources to provide IEP administration or more specialized special education services. Neither do we administer student medications at school.

4. Academic evaluation may be scheduled as part of the interview or may be scheduled as a group assessment date. These evaluations typically include a math, reading and writing assessment in grades 3-12.

5. CCS gives early enrollment preference to families with already enrolled children. Siblings of these families are placed first during the period from February 1 to April 1. Preference is also given to families planning to stay enrolled in CCS, as students promote to higher grades.

6. When the decision is made to accept a student, and there is an opening for the student, parents are typically informed by phone and the required enrollment forms are emailed, mailed or picked up. These need to be filled out and returned promptly along with registration payment to confirm enrollment. If there are no openings, prospective students are placed on a waiting list for consideration for future openings. New students must provide immunization records and a copy of their birth certificate as required by Idaho law, as well as access to all previous school transcripts. Completed Homeschool transcripts must be submitted before a student can be accepted.

Christian Center School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities of the school. Due to CCS' Christian beliefs, transgender students, homosexual students, or students choosing alternative lifestyles in conflict with the CCS Statement of Faith will not be admitted.

BILLING PROCEDURE AND POLICIES

Yearly tuition is split into two semester commitments; students leaving mid-year are responsible for the entire semester's tuition during which the student withdraws. Annual tuition is billed on a monthly basis. Re-enrolling students and new students enrolling prior to Sept. 1 (grades 1 through 12) are billed on a 10-month basis of 10 equal payments of the yearly tuition rate, August through May. Families enrolling after Sept. 1 pay on a 9-month basis of 9 equal payments of the yearly tuition rate.

New students in grades 1 through 12 pay a non-refundable Registration Fee of \$250 per student at the time of acceptance. A non-refundable Annual Registration Fee is due each Spring to hold positions for students returning in the Fall; this Early Registration begins February 1 and is \$175 per returning student (\$125 for the 3rd or additional student enrolled from a family). For those who opt to wait, Regular Registration for returning students begins March 23 and is \$250 per student, and is due by April 1 to guarantee a position. Any open positions after April 1 will be filled with new families from the waiting list.

Registrations for Preschool and Kindergarten are \$150 and \$175 respectively. Tuition and fees are explained in detail in the Tuition Schedule and the Tuition and Fees handout. These are also found online at www.ccs-id.net .

Monthly billings are mailed on the first of each month. Your full monthly payment is due by the 15th of the month. Please be prompt. ACH is available for auto pay. Families who choose to prepay for the entire year, will receive a 1.5% tuition reduction.

Payment checks should be made out to 'Christian Center School'. Your payment may be mailed or handed to the front receptionist. Accounts are past due if payment is not received by the 15th of the month and will be assessed a \$20 late charge, or 1.5% of the amount past due (whichever is larger). When an account is past due 30 days, the entire account balance is required to be paid in full, or the students of the family may be required to withdraw

(unless prior arrangements are made with the administration). A fee of \$20 plus any bank fees is assessed when a check is returned due to insufficient funds.

FINANCIAL AID

The CCS Board provides oversight of our financial aid program. Financial aid awarding is based primarily on need, with consideration given for student academic performance, family involvement in school and length of time the family has been in our school. Funds are typically very limited. Funds for financial aid are raised entirely through donations or fundraisers. Families desiring to apply for financial aid should write a letter to the CCS Board explaining their unique financial need including the amount of tuition they need help with. Financial aid never covers the entire tuition. Financial aid awards are typically issued as a set monthly amount applied to the recipient's tuition.

PARENT INVOLVEMENT

Parent awareness and involvement in their children's education is a key to their success. Parent participation in the educational process enables them to know the classroom procedure and how their child is performing in that environment, and thus to better assist them there. It enables parents to know the peer group and how their child relates in that context, and thus influence those relationships. Parents who fill a regular staff position as a **classroom aide** for 8 hours per week receive a discount on their first child's tuition. These positions are filled as needed.

Classroom aide work hours are typically 8:00am to 4:00pm on their assigned day, or two mornings per week. There is no babysitting service provided by the school. If an aide needs to miss their assigned day, they are responsible to arrange for their own qualified substitutes and communicate these arrangements with their supervisor.

Another way that parent involvement helps to build our school is through Parent Service Hours. Parents are required to contribute a minimum of 24 hours of school service for each family with children in grades 1 through 12 (6 hours for Preschool and 12 hrs. for Kindergarten only families). Parents are required to use 5 of the 24 service hours in support of school fundraising. Parents record their service hours on FACTS. While it is not encouraged, if a family chooses, they may pay for their service hours instead of spending the time (at a rate of \$25/hr to be billed half at mid-year and half

at the end of the school year). Any Parent Service Hours not fulfilled will be billed.

COMMUNICATION

Report Cards will be reviewed with and issued to parents at quarterly Parent Conferences and at the end of the school year. Our school uses an interactive administrative management system called **FACTS Family**. Parents are expected to access their child's homework assignments, test scores, and daily progress through the website. General policy and information documents are also posted here. In addition, a weekly school email is sent out with current announcements. These are the primary sources of information about upcoming events. Additional communications between teachers and parents are typically by e-mail. **Parents need to check their e-mail daily and FACTS regularly.** Out of respect for a teacher's personal family time, please do not rely on phoning, emailing, using social media or texting teachers after hours or on weekends. Staff is expected to reply to communication within 24 hours, unless it is a weekend or school break; during those times do not expect a reply until the next school day.

CURRICULUM & CLASSES

The core curriculum for our learning to read program in Kindergarten is BJU Press. Our core curriculum for Math grades 1-12 is Saxon Math. For Grades 1 through 12 we use publishers such as BJU Press, as well as, a variety of supplemental materials.

BJU Press is a comprehensive and standards based, biblically based curricula that has made a commitment to traditional Christian beliefs and strong academic standards. Their student textbooks contain a wealth of colorful photographs, illustrations, graphs and content that fully integrates a biblical worldview with academic life. CCS also uses e-books from BJU Press to complement their paperback versions.

Because our learning environment is a very active one, we use a variety of instructional methods such as project based learning, inquiry methodology, and the Socratic Method. Teacher generated activities, primary documents, and classic literature are also foundational to our school programs.

Computer skills are taught throughout elementary and secondary levels utilizing internet in each classroom. Spanish, P.E., Music, STEM and Art are typically taught in all grades. Our elementary

music students perform a Christmas musical program. Wednesday Chapel begins with student led worship for the entire school, followed by inspirational messages and discussion in each of the elementary homerooms and a guest speaker for the junior high and high school students. Junior High and High School electives cover a variety of subjects and taught by faculty, guest teachers, or online. Our ASB officers organize inspirational, recreational, social and community service activities. We have had a variety of student clubs that typically meet after school.

CCS has presented a school play every spring for many years. Casts for these productions are large and additional participation of students in technical and stage roles is encouraged, providing opportunities for all interested students to participate. This is also a lettering activity.

CCS partners with the Idaho Digital Learning Academy (IDLA) to offer a broad variety of classes to students in grades 9 thru 12. The state of Idaho requires students to take one online technology class as a graduation requirement. IDLA's other courses can supplement our offerings as electives and can help students recover credit needed for graduation. Students can also dual enroll to receive simultaneous credit for high school and college. Regular IDLA courses have an additional \$75 per class per semester fee and dual enrolled courses have an additional fee set by the college. As of this printing the college dual credit fee is \$165.

CCS also partners with colleges and universities to provide additional dual credit opportunities both at CCS live, online, and at the North Idaho College campus. We encourage juniors and seniors to take a few college classes prior to graduation to ease their transition into college.

HIGH SCHOOL GRADUATION REQUIREMENTS

Christian Center School requires a minimum of 48 semester credits to graduate. Most students will complete 50 or more credits by graduation. We currently offer only a College Preparatory curriculum path. Our high school may not be a good fit for students who require special resources or who find College Prep curriculum too challenging, even though we differentiate for individual learning.

Transfer students must successfully complete at least 10 semester credits in this school before receiving a diploma from Christian Center School.

COLLEGE PREPARATORY CURRICULUM

<u>SUBJECT</u>	<u>REQUIRED UNITS</u>
English I, II, III, IV	8
Speech	1
Senior Project	1
Algebra, Algebra II, Geometry	6
(Idaho requires math be taken during Senior year)	2)
Biology, Physical Sci., Chemistry (incl. Labs)	6
Ancient & Modern Histories	4
U.S. History	2
Government	2
Economics	1
Bible	4
Physical Education (1 each year 9 th and 10 th grade)	2
Health	1
Foreign Language/Spanish (1 each year)	4
Computer Applications	1
Electives	4

ATTENDANCE

Students are expected to be present and on time at school every scheduled day of operation. The regular school day begins at 8:15 for the 7th through 12th grade and 8:30am for grades P-6th grade, with staff arriving at 7:45 for staff devotions and staff meetings. PreK is released at 11:30. Full day K-6th grades are released at 3:30, and 7th through 12th grade students are released at 3:45, with student pick up no later than 4:00. Students picked up late will be assessed a \$1 per minute staffing fee. Late fees begin at 11:45 for PreK. We have a four-day school week, Monday through Thursday. Absences are only permitted for illnesses or emergencies, and medical appointments when they cannot be scheduled during non-school hours.

Even part day absences will result in loss of Perfect Attendance. Four daily tardies will result in an absence. In accordance with Idaho State code, except in extraordinary cases approved by the CCS Board, High School credit is not given when a student is not in attendance at least 90 percent of the time (9 days at most can be missed in a semester for a 4 day per week course and 5 for a 2 day per week course). Also in compliance with Idaho State code, excessive absences in grades 1-8 can result in retention in that grade.

Families are discouraged from taking vacations outside of scheduled school vacation breaks. This additional missed class time is often difficult to make up and adds an additional burden to both students and teachers. Making up homework assignments does not make up for missed classroom instruction. If such vacations are planned, parents will be expected to notify teachers well in advance and students must complete all assignments and assessments **prior** to leaving school.

HOMework

When students do not complete their school work during the school day, they are expected to finish this work at home. Grades 1 and 2 can expect short math and reading assignments. Grades 3 through 6 can anticipate regular assignments in math, reading and spelling as well as weekend project work. Grades 7 and 8 have an average of 60-90 minutes of homework each day, and High School has an average of 90-120 minutes. A general rule of thumb is 10 minutes multiplied by the grade the student is in.

HIGH SCHOOL JOBS

In most cases, it is recommended that students not hold regular jobs during the school year. School work must take priority over a student's job and the job must not interfere with school performance. However, in certain circumstances, junior and senior students may be able to count a job as work study for an elective credit upon the approval of the principal.

ATHLETICS

Christian Center School is a founding member of the Mountain Christian League (visit at mountainchristianleague.com) and participates in Girls Junior High, JV and Varsity Volleyball and Boys Varsity Soccer in the fall, and Boys and Girls Junior High, JV and Varsity Basketball in the winter.

Students enrolled in CCS will be given first preference in team tryouts; if additional players are needed to field a team homeschool students are allowed to try out as approved by the Athletic Director. Christian character, attitudes and actions must be displayed in each athlete's daily life as well as at games. Any action which would bring discredit to the team will render that student ineligible to participate. Athletic letters or pins may be earned and will be awarded in accordance with our established Lettering Criteria policy. For more information about athletic policy and fees, contact our Athletic Director.

ACHIEVEMENT CELEBRATION

Student achievement is celebrated at CCS year round, but we have special collective times of celebration following each academic quarter and after each athletic season. Students are recognized for many types of achievement including: perfect attendance, perfect scripture memory, Honor Roll, Hall of Excellence, team MVP and Inspirational Athlete, as well as others. At our collective celebrations, our student worship team and choirs perform music, student work is displayed and we highlight student achievements. Parents are invited and encouraged to attend.

HIGH SCHOOL TRIPS

Our High School has taken trips to many Spanish speaking countries such as Mexico, Costa Rica, Dominican Republic, Puerto Rico as well as Uganda, and Washington DC. Our goal is to take a

trip every other year; however, we often take them more often. These trips and their fund raisers are parent organized and directed, with school staff oversight. Trips are educational, and often have an opportunity for missions work. We have also enjoyed numerous youth conferences, retreats, missions trips and campouts in an effort to build a strong Godly peer group.

PHOTO RELEASE

Pictures of students may be used in promotional materials, news articles, and school communications. If parents do not want pictures of their child to be used in this way, please provide written request to the school office. In our effort to safeguard the identity of our students from the public, we will not use full names of students in promotional materials without expressed permission from parents.

DISCIPLINE

All discipline is designed to restore a child to right behavior and to preserve the environment we endeavor to provide for our children. If a character or attitude problem has been addressed with the student and significant change is not forthcoming, a conference may be held between the school principal, the student, and the teacher. The parents may be requested to participate in the conference if the severity of the problem so warrants.

Discipline is primarily the responsibility of the parents. Parents are typically informed of a behavioral problem by email or a phone call from the teacher. Examples which might result in disciplinary action include infractions of the Standards of Conduct which follow.

A severe infraction may result in an immediate temporary suspension or permanent expulsion. Expulsion is a rare and serious occasion and only occurs if the student refuses to repent of the wrong action, or that the wrong action is gross misconduct or would result in harm to the character or well-being of the other students.

A student who does not work to their ability, as typically indicated by two or more failing class averages, may be placed on academic probation. The student then has an agreed to period of time to improve their grades. If adequate improvement isn't forthcoming, the student may be required to withdraw.

BASIC STANDARDS OF CONDUCT AND APPEARANCE

A biblical standard of conduct and appearance will be expected of all students. This requires a high level of commitment by all involved: staff, parents and students. One of the main reasons parents enroll their children in a Christian school is to have better awareness and involvement in their children's peer group. By having a basic standard of conduct and appearance, all families know what they can expect from others, and what others are expecting of them. Out of love and consideration for one another, we ask both parents and students who do not hold tightly to these basic standards to not select our school. Students whose actions break with these standards will be corrected and may be asked to withdraw.

Attitudes - We desire for our children to grow in having the mind of Christ as represented by attitudes of humility, enthusiasm, cooperation, kindness and respect.

Character - We desire for our children to pursue and grow in genuine faith and righteousness. In an environment of grace, children who speak favorably or casually regarding any of the following: cheating, smoking, vaping, drinking alcohol, using illicit drugs, sexual conduct, using foul language, sexual or crude joking, listening to or viewing unwholesome or inappropriate entertainment will be corrected. It is our expectation that parents will recognize that today's culture has a strong influence on our children, and agree to carefully screen what children are allowed to see and hear.

How We Relate – Since our friendship with God was restored by the death of his Son while we were still his enemies, we will seek to extend that same great love to each other, making allowance for each other's faults, making every effort to keep ourselves united, and binding ourselves together with peace. We as staff, parents and students will endeavor to build each other up with the intent that all should reach their greatest potential. Bullying in any form will not be tolerated. When conflict arises we expect all involved to approach one another with respect and grace, and follow a Matthew 18 process. Discipline is administered with this heart, but may result in a request for withdrawal.

Boy-Girl Relationships - We desire for our children to grow up with deep convictions regarding the sanctity and responsibility of marriage; to understand that God himself has provided for life-long

companionship between one man and one woman only through the protective covenant of marriage (see statement of faith); and to develop godly habit patterns for relating as brothers and sisters in the Lord outside of the marriage covenant. To provide an environment where these convictions can grow, we ask that parents teach their children to wait until after High School to pursue relationships with the opposite sex beyond that of friendship.

Gender – We desire for our children to grow up understanding who God has created them to be in the image of God. We prohibit students expressing an outward rejection of who God has made them biologically. (See Statement of Faith)

Speech - We desire for our children to grow up understanding just how important our words are to Christ. Our children will not lie, swear (including euphemisms), use unseemly or crude speech, gossip, or tear down others with their words. The words we speak should be life giving.

Social Media – Students must understand that social media is not a private means of communication and that all social media that is viewed by others must not reflect poorly on CCS specifically or by association. Parents should regularly review all social media their children use and the school may address inappropriate postings as a disciplinary issue.

Appearance - We desire for our children to understand how God feels about modesty, how it relates to their attitude toward Him, toward one another, and toward their future spouse. To achieve an environment of modesty and appropriate appearance, Christian Center School provides Dress Requirements to which students adhere. Details are covered on a separate handout issued Aug. 1 each year. Our goal is to provide an environment with:

- A consistent level of modesty.
- Relationships which tend to be based more upon the inward person instead of the outward person.
- A higher level of performance and esprit de corps, which are influenced by how we dress.

Dress Requirements are in force during any school related activities, and before and after school if anywhere on the school premises, except when approved for special occasions.

Property - All students are expected to respect the school and church property, and the personal property of fellow students. Defaced, damaged, broken or stolen property will be repaired or replaced at the offender's expense.

Lockers – Lockers provided for storing student belongings are not private areas. School staff may inspect lockers at any time for any reason. Lockers and closets are also not considered secure locations even if locked. CCS is not responsible for items stored in lockers or school classrooms and closets. However, CCS strongly advises students lockers to have a combination lock placed on it to secure items. The building has many guests that visit throughout evenings and weekends.

Transportation: Student transportation is the responsibility of the parents. Car pools are encouraged for transportation to and from school. Parents need to alternate transportation duty for away games and field trips. Students may need to reimburse drivers for gas when carpooling.

Students who are licensed and insured, and who exhibit proper caution and driving skill, are permitted to drive to school. Any driving violation on church property will result in the revocation of on-campus driving privileges. Student driver's license and insurance information should be registered with the front desk.

Technology Use: Students in grades 6 and above are required to sign a computer and technology use agreement at the beginning of each year. Any student violation of the computer and technology agreement may result in disciplinary action. **Students are not permitted to use computers or other technology before or after school**, or when staff is not present and permission has not been granted. School computers are for school work only, and not for personal work. Students are not permitted to access social media, videos, music or games for recreation. Accessing inappropriate sites will result in disciplinary action, and may include loss of computer privilege and possible suspension.

Phone Use: School phones are reserved for official school business and emergency calls. Any use of phones, including personal cell phones, by students must first be authorized by a supervising adult and student use must be done in their presence. Parents may contact their children by calling the front desk and a message will be relayed to their child. If call back is necessary, the student will do so with the supervision of a staff member. Cell phones must be turned off during the school day and stored. If a student needs

to use a cell phone for any reason they must get specific permission from a specific staff member for a specific purpose and remain in the supervision of that staff member for the duration of the use of the phone. Students are not permitted to share cell phones with other students. Misuse of a cell phone will result in the phone being taken until it is released to a parent at the end of the day.

NOTES
