



CCS Upper School Rules

Grades 6-12 2021-2022

“The boundary lines have fallen for me in pleasant places; surely I have a delightful inheritance.” Psalm 16:6

For the whole law is fulfilled in one word: “You shall love your neighbor as yourself.” Gal. 5:14

“Whatever you do, work heartily, as for the Lord and not for men.” Col. 3:23

Respect for staff and school property as well as considerate behavior towards each other is expected from all students.

Students may expect to receive verbal warnings and/or detentions from staff when school rules are broken, depending on the context and severity of the violation. **All staff** are authorized to refer students for disciplinary action, including elementary teachers and administrative staff. Disrespectful responses toward teachers or staff will not be permitted.

Consequences for rule violations: teachers will give “yellow cards” for most rule violations. Three yellow cards will be converted to one “red card”, equaling a lunch detention. Depending on the violation, teachers may also issue a detention immediately.

Severe or repetitive breaking of school rules will result in discipline by the principal, parent conferences, and ultimately in suspension or expulsion.

A. Classroom Behavior / General School Conduct

An effective learning environment has clear boundaries and minimal distractions. **As a general rule, items or behaviors that distract the teacher and/or other students are prohibited.**

1. Students who are not in their assigned homeroom by the 8:00am bell are considered tardy.
2. Students who are not in a class by the initial class bell are considered tardy.
3. Students who have three tardies to homeroom, class, or study hall without an explanatory note from a staff member will be issued a detention by the Main Office or their classroom teacher.
4. All students must come to class prepared with necessary materials, including textbook, workbook, notebook, pen/pencil, and other required supplies. Students are not permitted to leave the classroom after class begins to obtain forgotten materials or

to borrow from other students, unless a teacher permits them to take a tardy in doing so.

5. Students must be on time for lunch and remain in the lunchroom. Students may not be dismissed from lunch until the lunchroom monitor dismisses their class.
6. Food consumption is permitted only during morning break (10:20-10:35am) and during lunch (cafeteria or outdoor tables only). Students may have water in class.
7. Students are not permitted to hang around or sit at teacher desks/chairs without express direction from a teacher.
8. Throwing or kicking objects at people in the building is prohibited, except by the supervision and permission of a coach or the P.E. Teacher.
9. All student personal property is to be kept in assigned lockers or designated areas.
10. Running and/or excessive noise/shouting in the halls is prohibited.
11. Students must also be aware of and adhere to specific classroom rules and consequences as outlined in the teacher's syllabus.

B. School Property

As a general rule, behavior that disrespects, damages, or misuses school property is prohibited.

1. Writing on desktops, lockers, or other school equipment is prohibited.
2. Students must only use the locker assigned to them.
3. CCS lockers are the property of the school and are to be maintained with good care. Locker inspections may be performed at random.
4. All books and personal items left on top of lockers, cubbies or in the hallways will be collected and placed in designated Lost and Found areas. Every month, all unclaimed Lost and Found items will be discarded or donated to a thrift store.
5. Locks on lockers must be approved by the upper school office and the lock combination left on file with the office.
6. All photographs and materials posted inside of lockers must be non-offensive (as determined by the Principal).
7. Students are not permitted to use the upstairs staff/adult restroom(s).

8. **School equipment and spaces must not be used without teacher approval** (i.e. computer, projectors, SMARTboards, electronic eye systems, TV/VCR, musical instruments, art supplies, science and gym equipment) and any other school equipment deemed by staff requiring permission for use.

9. Unless accompanied by a staff member for an educational purpose, the kitchen is off limits to students. All kitchen supplies are for the exclusive use of the staff and must not be used / borrowed by students. Students are not permitted to use the refrigerator in the school kitchen to store their lunches, or to access lunch or event food on their own.

C. Student Character/Personal Property

Upper school students are expected to set a godly example of conduct for elementary and preschool classmates. **As a general rule, behavior that undermines or violates biblical standards of morality is prohibited.**

1. The use of tobacco, alcohol, vaping, and illegal drugs is prohibited. Rule violation – suspension/expulsion.
2. Students are prohibited from bringing to school, displaying, sharing, or speaking/expressing at school any suggestive or pornographic material or words. Rule violation – suspension or expulsion.
3. Profanity, crude language, and improper talk or innuendo during school, school-sponsored events, and athletic practices and games is prohibited. First offense – 1 detention; second offense – up to parent conference and suspension.
4. Public display of romantic affection (PDA) between students is prohibited during school and school-sponsored events. First offense – 1 detention; second offense – up to parent conference and suspension.
5. All adults (teachers, secretaries, support staff, coaches, parents) are to be addressed by appropriate titles such as Mr., Mrs., Ms., Coach, etc. and in a respectful manner.
6. Fellow CCS students of any age are to be treated with respect and courtesy and as brothers and sisters in Christ, never with aggression or intimidation. Violations of this should be brought up to a staff member immediately for appropriate consequences.

D. Dress Code

1. Students must follow the guidelines listed in the Dress Code Policy. Violations may result in a warning and/or obtaining appropriate clothing from the Clothing Closet.
2. Student appearance should remain neat, professional, and modest. Hair length for males must be at or above the ears and neat. Dyed or highlighted hair must be of a natural color.

3. Final determinations on dress code/appearance questions are determined by the Principal.

E. Transportation

Student drivers are expected to act safely and with courtesy at all times when operating their vehicle on campus. **As a general rule, ANY behavior with a vehicle that puts others at risk on campus is prohibited.**

1. Students are required to remain in their eighth period class or dismissed to homeroom until their carpool number is called or they are dismissed by the P.A. system. At 3:00, remaining students not under parental care are to report to the Main Office and then the Alphabet Club.
2. Students must exit the building quickly when their carpool numbers are called. Repeated requests from the PA system will result in a detention.
3. All students being transported during school hours activities and to and from after-school activities must use a seatbelt as directed by supervisors and drivers.

Student Drivers

4. Student drivers will lose driving privileges for reckless driving performed on, and perhaps off, campus. Student drivers are not permitted to blast loud music (as defined by the Principal) while on CCS grounds. Violation – temporary loss of driving privilege and/or detention.
5. Student drivers are not permitted to leave the building without written or phoned permission from parents for a valid reason, confirmed by administration. Students must sign out/back in the Main Office.
6. NEVER, at any time, is an 18 year old, fully licensed driver, to allow underage, non-related passengers into his or her vehicle without a Driving Authorization Form, signed by both sets of parents and on file in the school office. The student driver must be at least 18 years old and may only transport 2 student riders outside school hours. Students driving other students during any school-day events requiring transportation is NOT permitted.

F. Athletic Behavior

1. For students to be eligible to participate in athletic contests, he/she must not be receiving an “F” in any one subject or a “D” in any two subjects. Eligibility will operate on two-week cycles.
2. Multiple detentions and/or inappropriate behavior (as determined by the Principal) will lead to extra-curricular ineligibility (including athletics and fine arts) and/or suspension from school.

3. Any suspended student is not permitted to participate in any extracurricular activities or be on campus for school events until the period of suspension is over.
4. Additional rules regarding sports can be found in the Athletic Handbook.

G. Rules for Bring Your Own Device (BYOD Policy)

1. Students must sign the BYOD Acceptable Use Policy and register their device to use during teacher approved time.
2. Students should have cell phones put away from 8:00am to 2:45pm. Cell phones can only be used if registered and during intentional BYOD time outlined by the classroom teacher. If there is a time sensitive situation where they need to text/call a family member, students should get teacher permission and use their phone in either the second or third floor office.
3. Students caught 1) using a device that is not registered 2) using a device outside of designated BYOD time or 3) using a device for a non-educational purpose will be accountable to the consequences listed in the BYOD policy.
4. Teachers will maintain a Google doc of registered students along with a tracker of warnings/detentions.

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