



Parent/Student Handbook  
2019 - 2020

# Citadel Christian School

## Parent/Student Handbook

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**CITADEL CHRISTIAN SCHOOL  
2019-20**

**BOARD AND PERSONNEL**

**BOARD OF TRUSTEES**

Diane Armstrong .....Chairman  
Brett Hopkins .....Member  
Kyle Kolkhorst.....Member  
Robert Taylor .....Member

**ADMINISTRATION, FACULTY, & STAFF**

Sheila Suders.....Principal

Full-Time Teachers

Dodi Bennatt.....4<sup>th</sup>-9<sup>th</sup> Math; 5<sup>th</sup>/6<sup>th</sup> Latin & Science  
Jada Conrad .....5<sup>th</sup>-9<sup>th</sup> Bible, 7<sup>th</sup>-9<sup>th</sup> Latin, Logic, 7<sup>th</sup>-9<sup>th</sup> Science  
Cheri Couch.....PreK/Kindergarten; 1<sup>st</sup> Reading & Math  
Nichole Harrison.....3<sup>rd</sup>/4<sup>th</sup> Grade  
Greta Hernández .....5<sup>th</sup>-9<sup>th</sup> Humanities  
Kathy Wilson (long-term sub).....1<sup>st</sup>/2<sup>nd</sup> Grade

Part-Time Teachers

Carol Corgey.....Art, PE  
Amy Werth.....Elementary Music  
Gene Young .....Band Director

Support Personnel

Carla Owens.....The Keep  
Jada Conrad.....Library

Office Personnel

Carol Corgey..... Business Manager  
Bailee Kolkhorst.....Office Manager/Clinic

## **MISSION AND PHILOSOPHY**

### **CITADEL CHRISTIAN SCHOOL MISSION STATEMENT**

The mission of Citadel Christian School is to equip students for life by providing an exceptional education with a biblical worldview in a supportive, loving atmosphere.

Citadel provides instruction and discipline intended to enlighten the understanding, develop character, form the habits and manners, and prepare the student for useful service. CCS operates on the classical Christian methodology of education because it is consistent with the natural developmental stages of the child and produces in the student a biblical worldview from which to discern right actions and thinking and from which to exercise a proper role in the family, in the body of Christ, and as a citizen.

### **CITADEL CHRISTIAN SCHOOL VALUES**

Citadel Christian School operates according to the following values—foundational principles that are not open to compromise. As we build these values into our students, we believe our students will build the next generation to the glory of God.

**Biblical Authority** – 2 Timothy 3:16; John 17:17; Psalm 19 – God’s Word is the foundation of our teaching and our practices

**Unity** – John 17:20-21; 1 Corinthians 12:12-27 – Manifesting the nature of God in our relationships; working together as a team

**Integrity** – Psalm 15:2; Proverbs 11:3 – Honest and trustworthy in everything we do

**Love for God and others** – Luke 10:27 – Love manifests itself in service to God and others

**Dedication to Excellence** – Philippians 1:9-11; Colossians 3:23 – Doing all things for the glory of God—giving Him the best

### **CITADEL CHRISTIAN SCHOOL EDUCATIONAL PHILOSOPHY**

Citadel Christian is a partnership between the students, parents, faculty, administration, and staff. These partners are united in their commitment to the common objectives outlined in the Mission Statement.

The school recognizes that every student is created in the image of God. As such, we endeavor to treat students with respect, fairness, and kindness. Every child is capable of achieving his potential to the fullest extent when trained with appropriate discipline and instruction.

The purpose of Christian education is to equip the student so that he may mature to his fullest potential and thereby become a fruitful member of his family, his church, and his society (Psalm 1:1-3; II Timothy 3:16-17). The student will be equipped to form an eternal perspective by which he can research, evaluate, and creatively apply all information according to biblical standards (Col. 2:8).

The purpose of the Christian school is not to shelter a student from the real world or from exposure to views contrary to his beliefs. Rather, the purpose is to provide students with the tools necessary to evaluate all information and discern what is true biblically. Citadel Christian School recognizes that all subjects inherently contain the truth of God, and that the responsibility of the teacher is to help enable the student to see the unity of natural and special revelation. To maintain truth in the classroom there must be a commitment to the authority of the Bible in every area of life.

In addition, a Christian school assists parents in fulfilling their God-given responsibility to instruct and discipline their children (Deuteronomy 6:6-7; Ephesians 6:4).

Therefore, the primary purpose of Citadel Christian School is to assist parents in the intellectual, spiritual, and moral development of their children so that they can evaluate and perceive all life with the “mind of Christ” (Deut. 11:19; Prov. 1:7-8; 2:1-6; Jer. 10:2; Luke 6:40; Rom. 16:10; I Cor. 1:30; II Cor. 10:5; Phil. 4:8; I Tim. 6:20) and actively fulfill the Great Commission (Matthew 28:19-20).

## **EXPECTED STUDENT OUTCOMES**

Citadel Christian School is committed to producing students who will:

### **Spiritual and Moral**

1. Confess Jesus Christ as Savior and Lord and have a growing, personal relationship with Him.
2. Live according to the authority of God’s Word.
3. Demonstrate a life of virtue by their understanding and application of God’s Word in their daily lives.
4. Actively pursue a life of faith empowered by the Holy Spirit that demonstrates love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.
5. Practice the disciplines of Bible study, prayer, Scripture memorization, worship, and service.
6. Possess apologetic skills to defend their faith.
7. Understand that all thoughts and choices have consequences; some positive, some negative.

### **Social and Personal**

1. Demonstrate leadership with honesty and integrity.
2. Understand the worth of every human being as created in the image of God, and treat all people with compassion, respect, dignity, grace, and truth.
3. Develop biblical attitudes toward marriage and the family, as well as the understanding and skills needed to establish God-fearing homes.

4. Practice responsible stewardship of God's creation.
5. Be good stewards of finances, time, and all other resources.
6. Practice good health habits and physical fitness, treating their bodies as the temple of the Holy Spirit.
7. Demonstrate a realistic and biblical view of work and material things as means to accomplish God's glory.

### **Academic and Intellectual**

1. Demonstrate mastery in all academic disciplines, including reading, writing, speaking, listening, and critical thinking.
2. Be proficient in mathematics, science, and problem-solving.
3. Have knowledge and understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places.
4. Appreciate literature and the arts and understand how they express and shape their belief and values.
5. Have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting inter-ethnic harmony, and encouraging biblical hospitality.
6. Develop the unique talents and gifts given to them by God.
7. Demonstrate an attitude of intellectual inquiry that fosters a love of lifelong learning.

## **APPLICATION AND ENROLLMENT**

### **New Students**

Applications for new students are available online and require a \$75 non-refundable application fee. Interviews and enrollment for the following school year are open to new students on March 2. Priority for placement is given to families with siblings already attending Citadel Christian and to children of employees. By May 1, parents whose children are offered an opening reserve the opening with a \$225 new student enrollment fee.

### **Returning Students**

For grades K-9, parents of students already attending Citadel Christian are contacted first and allowed to re-enroll their children by submitting a discounted returning-student enrollment fee of \$150 by April 1. Those who do not re-enroll by that date are subject to the full enrollment fee of \$300.

Application and enrollment fees are non-refundable.



## TUITION AND FEES

For the 2019-2020 academic year, tuition and curriculum fees are as follows:

	<b>Tuition</b>	<b>Curriculum</b>
PreKindergarten	\$4,000	\$100
Kindergarten	\$4,000	\$200
First Grade	\$5,100	\$300
Second Grade	\$5,100	\$300
Third Grade	\$5,400	\$300
Fourth Grade	\$5,700	\$300
Fifth Grade	\$6,300	\$300
Sixth Grade	\$6,300	\$300
Seventh Grade	\$6,600	\$300
Eighth Grade	\$6,600	\$300
Ninth Grade	\$7,500	\$400

Tuition payment plans are available.

Each year the board establishes a budget amount for financial aid based on the overall budget. Application for financial aid is processed through FACTS, and should be completed by April 30 of the previous school year. Distribution of financial aid is determined after a review by the Board of Trustees based on the FACTS report. Award for financial aid will not exceed ½ the amount of full annual tuition and fees. Families deemed ineligible by FACTS will not generally be awarded financial aid. Recipients of financial aid are notified by June 30.

Parents who voluntarily withdraw their child from Citadel Christian are responsible for the balance of the tuition for the current month and a \$500 withdrawal fee per student.

## ACADEMIC POLICY

Pursuant to our educational mission, Citadel Christian School establishes policy to promote good study habits, clear communication of student progress with parents, and recognition for outstanding achievement.

### GRADING

Parents receive report cards regarding their children's academic standing and citizenship. Teachers give most assignments and all tests numerical designations, which then guide the teachers in assigning report card grades. In Kindergarten and 1<sup>st</sup> grade, reports indicate the extent to which a skill has been mastered. An "E" is defined as excellent; "S" as satisfactory; "N" as needs improvement, and "U" as unsatisfactory.

In grades 2 to 9, letter grades are assigned according to the following scale:

100%.....	A+	93-99%.....	A
90-92%.....	A-	88-89%.....	B+
83-87%.....	B	80-82%.....	B-
78-79%.....	C+	76-77%.....	C
75%.....	C-	73-74%.....	D+
71-72%.....	D	70%.....	D-
<70%.....	F		

An “A” is defined as excellent; “B” as above average; “C” as average; “D” as below average; “F” as failing. Typically, students receive number grades for most assignments and letter grades on report cards. Achievement is based upon understanding of the subject as judged by tests and teacher observation. Conduct is judged by teacher observation. An “E” is defined as excellent; “S” as satisfactory; “N” as needs improvement, and “U” as unsatisfactory.

### **HONOR ROLL**

After each report card is issued, the principal releases the list of students who have qualified for Honor Roll. Requirements for Grades 7 through 9 are a “B” or higher and “S” or better in conduct. Students with an “A-” or higher will be placed on the Distinguished Scholar’s List.

### **ACADEMIC WARNING AND PROBATION**

A student is placed on academic *warning* for receiving one F or two grades of D+ or lower in a marking period. A student is placed on academic *probation* for (1) receiving two Fs or three or more grades of D+ or lower in a marking period, or (2) being placed on academic warning for two consecutive marking periods. Students on academic probation may not participate in interscholastic sports. Any student who is placed on academic probation for an entire year must repeat that grade.

### **CONFERENCES**

Parent and teacher conferences are held two times a year, after first quarter and after third quarter. These times are designated for discussing the student’s academic achievement and citizenship. Both parents are expected to attend. Of course, parents and teacher are welcome to request conference throughout the year.

### **ATTENDANCE**

Regular school attendance is important to a student’s academic success and also promotes good work habits and self-discipline. Also, a child who has had a proper night’s rest is better prepared to learn than one who is tired due to a late night. Establishing a regular bedtime helps students appreciate that school is an important endeavor and requires adequate rest.

Parents are to report all unplanned absences to the front office (not to the teacher) by telephone or email on the day of the absence. This will also allow our students and staff to pray

for your child during his absence. Students are not to report their own absences. Students who are dismissed from school early, for any reason, must sign out from the front office.

On the day that a student returns to school after any absence, he must bring a note signed by parents stating the reason for the absence. When a student is absent for three days, the teacher or the office personnel will make a courtesy call to the parents. It is the student's (or parents of elementary students) responsibility to see the teacher regarding work missed during absence from school. A parent may request make-up work for students who have been absent by writing a note, e-mailing, or calling the office. If the request is made by 10:00, the work can usually be picked up that same afternoon between 3:00 p.m. and 3:30 p.m.

Certain absences will be considered excused. They are absences due to personal illness, the death of an immediate family member, dangerous travel due to weather or road conditions, or other unusual and unforeseen circumstances. Absences other than those listed will be considered unexcused unless pre-approved by the administrator.

Students are expected to arrive on time and be in attendance for the entire school day. Arriving between 7:40 and 7:55 allows your child to begin the day without undue stress.

In elementary, attendance is taken at 9:30. In order to be considered present, the student must be in the classroom at the time attendance is checked by the teacher. In junior high and high school, attendance is taken at the beginning of each class.

A student may miss 7 days per semester without penalty. The only exception will be for extended illness that requires a doctor's excuse. Each day over 7 that the student is absent will result in a one point reduction in the semester average for every course where the absences apply. Block classes count for 2 absences. Example: If a student has an 85 average and has 9 absences in a semester, the average will be reduced 2 points to an 83.

## **TARDIES**

Students are expected to be seated and ready to work the moment each class is scheduled to begin. If a student is tardy for the first period class, he must check in at the office and be escorted to the classroom. All tardies will be unexcused if no note is presented when the student comes to the office. Tardies to all other classes will be dealt with by the classroom teacher through the disciplinary policy. Secondary students only—after 15 minutes of missed class, the tardy will be considered an absence.

Excused tardies must fall into one of the following categories and be accompanied by a signed note from the parent.

\* Illness

- \* Doctor’s appointment
- \* Mechanical problems with vehicle, including flat tire
- \* Traffic congestion due to accident or unscheduled road work
- \* Major catastrophic event (e.g. fire, car wreck, hospitalization of family member)
- \* Major (not minor) weather conditions

Any excuses other than the above reasons will be considered “unexcused.”

After four (4) unexcused tardies during one grading period, the parent will be notified of such. Four unexcused tardies will be equivalent to one unexcused absence, which will be considered when determining course credit for high school students and promotion to the next grade level for junior high.

### **PREARRANGED ABSENCES**

The school calendar is published and distributed in the spring of the previous school year so that families can make their vacation and holiday plans around it. Every effort should be made to do so. However, we do understand that occasionally a unique opportunity for educational travel may require students to miss some school. The parents are expected to pre-arrange these absences ***at least two weeks in advance*** by obtaining a Pre-Arranged Absence form in the office for administrator approval. Students who miss school due to such a trip will be given an excused absence if they follow the Make-Up Work Policy. Secondary students must obtain their assignments from each teacher before their trip and complete the assignments prior to returning to school. Extended time missed from school is discouraged.

Parents who know in advance that their child/children will miss school or class for medical or dental appointments are required to obtain from the front office a Prearranged Absence form. The form should be on file at least two days in advance of the requested time off from school. The form is submitted to the principal for approval.

In Grades 5 through 9, it is the student’s responsibility to make arrangements with teachers for completing and turning in any missed assignments.

### **HOMEWORK**

Meaningful homework assignments are an important part of Citadel’s curriculum. Teachers assign quality homework for each school night, within the following guidelines:

Grades 1 and 2	20 to 35 minutes
Grades 3 and 4	30 to 45 minutes
Grades 5 and 6	40 to 60 minutes
Grades 7 and 8	60 to 90 minutes
Grade 9	60 to 105 minutes

- From Friday to Monday is considered one school night for homework purposes; however, Friday to Monday is considered three school nights for major projects in Grades 5 through 9.
- Homework may be assigned during long weekends, but it is not assigned the day of a vacation period to be due the day classes resume.

Students in Grades 2 through 9 are required to document assignments in their assignment planners each day. Teachers initial the assignment planner of students in grades 2 through 5 each day to ensure that the student has accurately copied the assignment from the whiteboard. This procedure assists parents in their work with their children.

If a student spends more time on homework than designated above, the teacher who assigned the homework should be promptly informed so that corrective measures can be taken. While, occasionally, homework assignments will require more than the designated time, if a student is spending excessive time on homework with little likelihood of satisfactory completion, the parent should help the student find a reasonable stopping point and then attach to the homework a note detailing the time spent on the incomplete assignment. The teacher will accept the homework and will then contact the parent to review the circumstances. The principal should next be consulted if these steps do not remedy the situation.

All homework assignments are to be completed before the beginning of the class for which the work was assigned. Students in Grades 1 and 2 are encouraged to learn to meet deadlines, and teachers work closely with parents to ensure that they do. Beginning in Grade 3, failure to complete homework on time results in the loss of a full letter grade on that assignment provided the homework be made up by the next class meeting. If the homework is not made up by that time, it is completed in a (lunch or afterschool) detention and graded for a maximum of 50 percent credit.

## GRADUATION PLANS

<u>Course</u>	<u>Foundation Program</u>	<u>Distinguished Level of Achievement (DLA)</u>
Bible	4	4
English	4	4
Logic/Rhetoric	2	2
Math	4	4 or 5 *
Science	4	4 or 5 **
History	3	3
Government	½	½
Economics	½	½
Foreign Language	2	3
Fine Arts	1	1
PE/Athletics	1	1

Electives	$\frac{4}{30}$	$\frac{2 \text{ or } 3}{30}$ ***
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- \* must include Algebra I, Geometry, Algebra II and an approved fourth math course
- \*\* must include Biology, Chemistry, Physics and an approved fourth science course
- \*\*\* depends upon selection of additional math/science courses to satisfy the STEM endorsement

The intent and goal of Citadel Christian School is to provide all the courses necessary for students to graduate under a plan that meets or exceeds Texas requirements for public schools. In addition, courses at CCS are taught from a biblical perspective, integrating scripture into every content area. In order to preserve the biblical foundation of our instructional program, students are required to take all courses on the CCS campus except approved dual credit courses.

- Students must be enrolled in an English, Math, Science, and Social Studies course every year of their high school careers, regardless of which graduation plan they are pursuing.
- The DLA Plan requires advanced math and science courses in grades 11 and 12.
- The DLA Plan also requires at least four core courses at the honors, AP, or dual credit level.
- Both graduation plans require thirty hours of credit.
- High school credit is awarded only for courses taken in grades 9-12 unless a student is attempting to achieve the STEM endorsement in math. If so, Algebra I and eligible science course taken in eighth grade may be approved for credit.
- Students in grades 7 and 8 may receive high school credit for completing Spanish or Latin I and II.
- Students may take dual credit courses at Blinn College (or any other accredited educational institution) only with prior written approval of CCS administration.
- All electives must be approved by CCS administration. A maximum of two credits will be awarded for any elective or fine arts course that is taken more than once unless the student is pursuing an endorsement that requires multiple levels of the same course.

## SERVICE HOURS

All Citadel Christian high school students are required to complete at least 20 service hours each year. Hours can be logged from June through May for the academic year. Forms for service verification and service hour logs can be obtained in the front office.

## ACADEMIC HONESTY

Citadel Christian School seeks to nurture absolute respect for intellectual property. Any willful misrepresentation of another’s work or ideas as one’s own—cheating or plagiarizing—will be treated with utmost gravity. Teachers in the elementary school understand that students need coaching and careful guidance in such matters.

## LIBRARY

All students receive library orientation during the first month of school. At this time, students are advised of specific library rules regarding using the library’s resources, checking out and returning materials, appropriate behavior and the like. Most library materials are available to

be borrowed if they are not reference works, and if they are not reserved for use by a class. In general, preschool and elementary school students may check out one book for two weeks. Students in 5<sup>th</sup> grade and up may check out two books for two weeks. The school continues to add new books to the library and welcomes family suggestions for new purchases.

## **COMPUTER USE**

At Citadel Christian, all computers have internet access. Computers may be used for learning keyboard skills, researching, reinforcing classroom teaching, and typing teacher-assigned projects. These are the only four acceptable uses of Citadel Christian School computers. No use of non-academic computer games, online chat rooms, etc. is permitted. Each teacher assigning a research project will issue the student a computer usage pass, which must be presented to the librarian. Upon presenting the librarian with the computer pass, each student will then sign the computer-use log sheet stating purpose, time, date and computer number that they will log on and use. This procedure has been put in place to better track computer usage and assist Citadel Christian's Information Technology Services (ITS) in tracking unauthorized computer use. Any student using school computers for anything other than teacher-assigned projects will receive a detention from the principal.

## **OFF-CAMPUS EDUCATION AND CULTURAL PROGRAMS**

Citadel Christian School considers off-campus education an important aspect in the total development of each student. Off-campus educational and cultural programs provide students with an opportunity to use previously acquired knowledge and skills, while gaining new knowledge and skills. Citadel Christian School faculty and/or administrators are always included as chaperones on these trips.

Whenever students are off campus on school-sponsored trips, they are subject to the school's rules and are expected to observe the school's standards of politeness and civility. To earn the right to attend an off-campus trip, a student must demonstrate that he has the self-discipline to obey the rules and regulations that are necessary to have a safe and successful trip. Any faculty member, with the consent of the principal, may choose not to take any student who has demonstrated a lack of self-discipline and may be a potentially disruptive influence on a trip.

Parents or family members of both students and teachers may be invited to accompany any class or group of students on an off-campus program. However, adults should recognize that participation in these events will always include duties as chaperones assisting the teacher in maintaining general order among all participants. Families should not participate in these outings in any other way than as members of the school class or group involved in the program. Teachers have final authority regarding the number of participants and chaperones.

## CONDUCT AND DISCIPLINE

### PURPOSE

The purpose of discipline at Citadel Christian School is to guide students into a restored image of God and to equip them to be used as an instrument of reconciliation in the world. While punitive measures may accompany discipline, the main focus is on heart transformation.

### FOUNDATION

The Honorable Robert Charles Winthrop (1809-1894), Massachusetts's orator and legislator, said:

*All societies of men must be governed in some way or other. The less they may have of stringent State Government, the more they must have of individual self-government. The less they rely on public law or physical force, the more they must rely on private moral restraint. Men, in a word, must necessarily be controlled, either by a power within them, or by a power without them; either by the Word of God, or by the strong arm of man; either by the Bible, or by the bayonet.*

According to Webster's 1828 Dictionary, discipline is first of all education, instruction, including instruction in morals and manners, and in due subordination to authority. This primary meaning makes sense, since *discipline* comes from the Latin word meaning *to learn*.

One of the most fundamental needs of all human beings is the need for order, for a reasonable, organized existence which is the opposite of anarchy and chaos. If order comes from within, a person can enjoy freedom; if it must be imposed from without, his liberty will be lost. Therefore, children must be educated from the beginning of their lives, in the Christian self-government that produces order and restraint from within.

Christian self-government is God ruling internally from the heart of the individual. In order to have true liberty, man must be governed internally by the Spirit of God rather than by external forces. Fortunately, God has provided parents, adults, and teachers to help boys and girls learn how to make choices and decisions that are responsible.

Children need to understand the demands upon each one of them, and they need to learn how to live with these demands voluntarily. Learning work habits begins at home and extends into the classroom. Becoming accountable for one's learning and productivity is the result of discipline and direction from an early age. The manner in which students conduct themselves, and especially what they learn in the home and in the school, determines whether they will need a "king" to tell them how to live or whether they will rely wholly on God and learn to be directed from within.

Parents have the strongest role in the discipline of their children. The School exists to help parents in the education of their children and expects support from parents on disciplinary



consequences given at school. In a Christian home, it is the parents' duty to teach their children that God is the source of all authority. In a Christian school, this duty is delegated to teachers who must account to God for their stewardship of the children. Christian self-government can be practiced in the everyday events and activities of the classroom. It is important for children to learn the difference between controlled and learning to accept God's authority in their lives. They need to be taught that the external authority of parents and teachers will diminish as they become more responsible for what they do.

As a child learns to be properly self-governed, he is able to contribute to a righteously governed home, neighborhood, community, state, and nation. Therefore, the goal of discipline at Citadel Christian School is to teach each student to be self-governed, yielding to God's ruling internally. In order to accomplish this goal, teachers will direct student behavior toward that which is pleasing to Christ. The following qualities are to be studied and applied in the classrooms and at all CCS activities:

- *Respect*: To demonstrate proper *respect* for God, school authorities, school rules and policies, school property, the feelings and rights of other students and themselves by their behavior and attitudes.
- *Honesty*: To be *honest* in all school situations including the taking of tests, the completion of homework, and in the relationships that are a part of daily school life.
- *Integrity*: To demonstrate *integrity* by using language and displaying character that is properly moral and Christ-like.
- *Thrift & Economy*: To demonstrate *thrift and economy* by being good stewards and managing or taking care of whatever is given them. Students must learn to make good use of time, supplies, and all things God gives them. Waste and consumption help to destroy goods, money, time, and talent.
- *Industry & Initiative*: To demonstrate *industry* through a steady attention and diligence in their studies. The student should combine the ability to *initiate* action, to begin on one's own, with industry to become a self-governed learner.
- *Self-Reliance & Confidence*: To learn to be *self-reliant* by accepting responsibility as God gives the student stewardship of talents and opportunities for using these talents and to be *confident* because of the student's faith in God to reveal His purpose and His will.
- *Cooperation*: To *cooperate* with the faculty and staff in achieving the goals of Citadel Christian School regarding conduct, performance, and attitude.

Because self-government is a learning process, students will, at times, fail to meet these standards. When students disobey or fail to show respect, students should receive immediate consequences for their conduct. Prompt discipline is important to the development of the student. Delayed discipline harms the offending student more than anyone. Faculty and staff should not hesitate to administer proper discipline as soon as an offense is committed. Faculty and staff whose children attend the School must consistently subject their children to the same

or stricter standards than other students. Failure of any staff or faculty member to administer discipline is a failure to follow the mandate for staff and teachers of the School. It is important to teach a student, from the first day of class, that improper behavior, missed assignments, and poor academic performance are not acceptable. We believe that if misbehaving students are not promptly disciplined and students are allowed to freely disobey or be disrespectful, peer pressure takes hold and bad attitudes and actions by a few students can infect others.

Participation in extracurricular activities is a privilege. An undisciplined student may lose the privilege of participating in extracurricular and off-campus activities. This participation is not given to an undisciplined student in the hope that it will cause a change in conduct. A student who demonstrates good behavior on campus may enjoy participation in extracurricular activities.

Since students rarely exceed the standards set for them, high standards for discipline are essential. High academic standards are irrelevant if the learning environment is disorderly and undisciplined. Without proper discipline, teachers are unable to teach and students are unable to learn. Citadel Christian School will, therefore, strive to provide an orderly, well-disciplined, and caring environment for student learning. We believe that students will desire to achieve and thrive in an environment that promotes self-governed Christian character and personal responsibility for learning.

### **TEACHER RESPONSIBILITY**

All teachers will direct student behavior toward that which is pleasing to Christ. Teachers will deal with inappropriate behavior in their own classrooms and may assign consequences for misbehavior and negative attitudes. Teachers will keep accurate records for the purpose of reporting to parents when necessary. When necessary, student discipline concerns will be referred to the Administrator. Normally, this will result in the student being subject to the administrative discipline steps.

### **GRAMMAR SCHOOL DISCIPLINE**

Discipline related to minor offenses will generally be addressed in the classroom. More serious offenses will be deferred to the Principal. Teachers and administrators will make every effort to communicate in a timely manner with parents regarding a student's conduct. A goal of CCS is to aid parents in nurturing their children for the glory of God. A child's attitude toward his/her parent(s) provides the basis for his attitude toward all other people in authority. Respect for the parent(s) and those in authority must be taught. Our desire is to mold respectful, responsible, young citizens. Best results come when the home and the school work together.

In the lower elementary grades, teachers may choose to use a color-change system, basing classroom rules on Biblical standards, expectations, and goals. In all elementary grades, CCS has

chosen to use the Honorable Character™ Classroom Management System. This program helps our teachers develop positive character in children by consistently reinforcing their strong points and gently correcting their weak ones, significantly reducing interruptions during valuable instructional time. The Honorable Character™ program focuses on six behaviors at the PreK-Kindergarten level: Listen, Obey, Work Hard, Tell the Truth, Share, and Self-Control. In the elementary grades, fourteen key observable virtues are stressed: Honor, Obedience, Diligence, Wisdom, Kindness, Self-Control, Orderliness, Service, Attentiveness, Cooperation, Initiative, Honesty, Forgiveness, and Responsibility. These traits are pursued at a personal level, but students are also encouraged to look for these traits in historical and literary characters.

Each day, teachers are looking for students who are demonstrating these traits and making note of their action or attitude. If a student behaves unwisely or needs guidance developing a character trait, warnings and discipline follow. At the end of each week, a Conduct Card is sent home for the parents to view, sign, and return on Monday. We encourage parents to have conversations with their child to celebrate virtuous, wise choices, and to give guidance for any unwise choice.

## **SECONDARY SCHOOL DISCIPLINE**

As students prepare for life as an adult, Citadel Christian School recognizes that both greater freedoms and greater responsibilities arise. This will be reflected in the expectations of the secondary students.

In classroom management, we still expect students to pursue the practical application of Christian virtues. The faculty and staff are committed to developing relationships with students to encourage this pursuit. However, when students choose not to do so, CCS staff will be consistent and fair while addressing the student as an individual.

## **HONOR CODE (GRADES 7-9)**

By God's grace and for God's glory, I will honor God, my family, my peers, and Citadel Christian School with my words, my actions, my attitude, and my mind.

## **STUDENT EXPECTATIONS**

The following guidelines have been established regarding respect, honesty, integrity, cooperation, and effort. Students will be directed:

1. To demonstrate proper respect for God, school authorities, school rules and policies, school property, the feelings and rights of other students and themselves by their behavior and attitudes. Students will conduct themselves in a manner that does not distract or detract from the learning environment.
2. To be honest in all school situations including the taking of tests, the completion of homework, and in the inter-relationships that are a part of daily school life.

3. To demonstrate integrity by using language and displaying character that is properly moral and Christ-like, avoiding insults or unkindness toward one another, maintaining a climate of mutual respect in word and deed.
4. To cooperate with the faculty and staff in achieving the goals of Citadel Christian School regarding conduct, performance, and attitude.
5. To diligently give their best effort in using the gifts and abilities God has given them in accordance with God's will and proper Christian stewardship.
6. To create a safe and secure environment by refraining from rough-housing or other forms of physical interference such as tripping, poking, hitting, and the like.
7. To take responsibility for the stewardship of the school's physical facilities by keeping them clean and orderly.
8. To protect the property rights of others and refrain from meddling with the personal or assigned property of others.
9. To remain only in authorized areas of the building or grounds unless accompanied by a staff member.
10. To walk quietly and in an orderly manner between locations on the campus in an effort to avoid distracting others.
11. To refrain from the possession or use of drugs, alcohol, vaping and tobacco products, or weapons on campus. These items are forbidden on campus. Additionally, CCS students who engage off-campus in actions that are detrimental to the student's well-being or the reputation of the school in the community, may be placed on probation or expelled immediately if the school deems it necessary.
12. To refrain from public displays of affection or dislike in order to eliminate distracting behavior and promote mutual respect for one another.
13. To arrive promptly to class and other school events.

## **CONSEQUENCES**

It is important to apply a disciplinary consequence which is appropriate in comparison to the offense. Not all violations are equal; therefore, they should not be treated as such. It is also important that the disciplinary system keep in focus the goal of nurturing and instructing young men and women toward self-discipline and maturity. With this in mind, the following guidelines will be used to help determine the consequences when a student violates Citadel Christian School's Student Expectations.

**LEVEL ONE OFFENSE** - Consequence: Written Warning with possible work detail and/or detention(s), and possible loss of exemption.

Recognizing that students at times will make choices that display a lack of proper judgment or compliance with the Student Expectations, and that some conduct issues or responses have a minor effect on both the individual and the community as a whole, the appropriate consequences for such minor indiscretions will be written warnings. These written warnings should bring to the student's attention his/her area of poor judgment and encourage the student in the direction of making wise choices. If a student continues to show poor judgment

by repetitive minor indiscretions, which indicate that written warnings are not helping the student toward proper behavior, then the student will be assigned detentions. Some Level One Offense's may have additional consequences added to the written warning. Example: A student caught chewing gum may be given the chore of scraping gum for a period of time; or, a student throwing trash may be given an area to clean. These additional consequences will be assigned at the discretion of the administration.

Examples of some Level One Offenses would be dress code violations, disruptive talking in class, gum, candy, or food in any unauthorized area, running in the buildings, throwing paper or trash on campus, mischief, roughhousing, lockers messy or containing indiscreet pictures.

***LEVEL TWO OFFENSE*** - Consequence: Mandatory 4 days of detention with possible work detail and possible loss of exemption. Recognizing that some students will make choices that show a lack of proper respect for the Student Expectations, and that these choices have a greater effect on the individual and the community as a whole, the appropriate consequences for such minor violations will be four (4) days of detention. These detentions should cause the student to consider their improper actions or choices and encourage them in the direction of making wiser choices in the future.

Examples of some Level Two Offenses would be unexcused absences from class; verbal and/or physical abuse of others, including threats to other students, or slander (depending on the nature of the problem, it may be handled as a Level Three Offense.), leaving school without permission, improper response to authority, the use of profane language, excessive or repeated minor indiscretions showing a habit of disrespect for the Student Expectations, public display of affection or derision, use of restricted electronic equipment without permission, some instances of cheating.

***LEVEL THREE OFFENSE*** - Consequence: Mandatory in-school suspension with possible work detail and possible loss of exemption.

Recognizing that some students may make choices which show a serious lack of proper compliance with the Student Expectations, and that these choices have a serious effect on the individual's personal character and the life of the community as a whole, the appropriate consequences for such major indiscretions will be a mandatory in- school suspension. This suspension should cause the student to consider the serious nature of his/her decision and clearly impress on him the need for immediate behavior change.

Examples of some Level Three Offense's would be cheating, copying another's work, deliberate deception, lying, rudeness or profanity to an adult, fighting, some slander or verbal threats, improper touching or gestures, stealing, vandalism, habitual non-conformity to the Student Expectations, plagiarism.

Note: PLAGIARISM DEFINED AND EXPLAINED Everyone who submits written work in the school must be the author of his/her own work. When a student uses facts or ideas originating with others, he must make clear what is his/hers and what is not his/hers.

Failure to make such a distinction is to be guilty of offering as one's own what is in fact someone else's (plagiarism). To misrepresent one's own work knowingly is to defraud the school and, more seriously, the Lord.

#### ***LEVEL FOUR OFFENSE*** - Consequence: Probable Dismissal

Recognizing that some students may make choices that show a complete disregard for the Student Expectations and the community of Citadel Christian School, and that these choices have a serious effect on the safety and/or life of the community as a whole, the appropriate consequences for such major violations will be probable dismissal from Citadel Christian School. This dismissal should cause the student to consider the serious nature of his/her decision and clearly impress on him or her that some decisions in life warrant community responses of a severe nature.

Examples of some Level Four Offense's would be any violation which transcends the scope of the above, such as the use or possession of illicit drugs, the use or possession of alcohol, blatant immorality, bringing weapons on campus, and other serious violations of the law. This would also include coming on campus under the influence of drugs or alcohol or exposing others to pornography.

#### ***EXPLANATION OF CONSEQUENCES***

Below is a description of the most common consequences issued for failure to meet the Student Expectations. Other consequences may be issued as well, including but not limited to loss of privilege, restrictions, probationary status, etc.

#### **Written Warnings**

In the school or school related activities the expectation of student's conduct is high. Students should maintain a disciplined attitude and refrain from being a disruption or distraction to the learning environment established by the school. A teacher's or administrator's request for a student's attention or behavior change should be responded to quickly and appropriately. This request is considered a verbal warning with the expectation of the student's quick and timely compliance. Failure to do so will cause a written warning to be recorded in RenWeb. These written warnings will be kept in the student's file. An accumulation of written warnings will cause additional actions to be taken.

## **Detention**

Detention days and times will be designated by the administration. These detentions preclude all other school related activities. The detention time is for reflection on one's conduct or behavior and therefore school or personal work during this time will not be allowed. A student may be assigned a morning detention for excessive late arrivals to school, and an after-school detention, or a work detention. All detentions will include some level of work detail.

## **Restitution**

Restitution or reimbursement for loss, damage, or injury is a part of biblical justice. It demonstrates acceptance of personal responsibility in cases of carelessness or neglect. Restitution builds trust and community and is a necessary part of reconciliation. Appropriate restitution will be made a part of every decision where it applies and continued enrollment at CCS will be contingent upon meeting that obligation.

## **Suspension**

In-school suspensions will be served on campus for the academic day assigned by the administration. During the in-school suspension, the student will do schoolwork at a monitored desk during the normal school hours. Out-of-school suspensions may be warranted in certain situations.

Students who are suspended from school may not participate in extra-curricular activities or be on campus after hours until the full suspension is served.

## **Dismissal**

The school may ask for the dismissal of any student whose conduct is detrimental to the school's reputation and good name. The administration will consider the evidence and any other testimony bearing on the issue, paying special attention to the guidelines specified in the Student Expectations. Final determination in the matter of separation lies with the administrator. The student or his/her parent may appeal that decision in writing to the Board of Trustees. However, the decision of the administrator can be reversed only if the decision, in the opinion of the Board of Trustees, is arbitrary and/or capricious. Dismissal of a student remains in effect for one calendar year from the date of removal. Parents may appeal for their child to re-enter the school at the end of this specified period of time.

## ***Corporal Punishment***

The staff and administration of Citadel Christian School will not, under any circumstances, administer corporal punishment to a Citadel Christian School student. This practice is not intended to make a statement about the use of corporal punishment.

### ***Disciplinary Probation***

Disciplinary actions are not carried from one year to the next, so that each student begins each year with a clean slate. The exceptions to this would be suspensions and dismissals. Those students would be placed on Disciplinary Probation. This would simply mean that the situation was such that should the student be involved in any serious violation of school rules the following year, then it may result in automatic dismissal. This probationary status would be discussed with the parents before the issuing of contracts each year.

### ***Discipline Records***

Discipline records shall be stored in RenWeb. Discipline records for any student who is officially expelled from Citadel Christian are to be retained in RenWeb.

## **ANTI-BULLYING POLICY**

Citadel Christian School has a zero tolerance for any form of bullying. Bullying is defined as unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Any report of bullying should be documented on the CCS Bullying/Cyber-Bullying Reporting Form and returned to the office. Investigations into bullying allegations will be undertaken in a timely manner, with all parties involved spoken to in order to establish the facts of the situation.

Should the investigation confirm an act of bullying, disciplinary measures will be determined based on the basis of facts, including the nature of the conduct, the age of the student(s) involved, the severity and period of time during which such conduct has occurred, whether the student has previously engaged in such conduct, and the need to balance accountability with the teaching of appropriate behavior. Discipline may include, but is not limited to, reprimand, detention, suspension, expulsion or other sanctions as determined by the school administrator.

## **HEALTH AND SAFETY**

### **CAMPUS SECURITY**

In order to maintain the security of our campus, classroom and library doors are to be locked at all times. During student transitions between classes or when sending a student to the office, teachers will maintain visual supervision until students have entered the room.

### **ILLNESS**

Children who become ill in class are required to proceed to the front office, with assistance, for parental notification. They will be required to remain on campus until they are picked up by a parent.



Children who are deemed by a teacher or administrator to have, or to have potentially, a contagious illness will be isolated from other children and will be taken home by a parent. No such child will be permitted to return to school until a physician's note has been submitted to the front office, indicating that the child may safely return to school, or until the child has been fever-free and has not vomited for a minimum of 24 hours.

Citadel Christian School is able to provide only routine first aid for children who become ill or injured at school. If the parent has provided it, medications for pain relief (Tylenol, ibuprofen, etc.), allergies, cough drops, and antacids can be administered in the front office. Additionally, a parent will need to complete and return a *Consent for OTC (Over-the-Counter) Medication for Student Administration* form, which is made available at the beginning of the school year. Prescription medicine is kept and administered in the front office only when the school has on file a completed *Request for Prescription Medication Administration* form, signed by the child's physician and parent. This form is available at the front office.

## **IMMUNIZATIONS**

For enrollment, each student must provide legible proof of being up to date on their immunizations or provide an exemption approved by the state of Texas. To remain enrolled, each student will be expected to continually meet the immunization requirements for students as stated in the current Texas Administrative Code.

## **FIRE DRILLS**

When the fire alarm sounds, all students should go quickly and quietly by class to the approved exit displayed in the classroom. The last person exiting the classroom must turn out the lights and close the door, but not lock it. Students should then proceed to the parking lot nearest their accessible exit. They should stand silently while the teacher takes attendance. When the return signal sounds, everyone should return to class quietly. In case of an actual fire, students will remain in a designated area on the school campus until they receive further directions and parent notification has taken place. A copy of the fire emergency procedure with evacuation plan is posted in each classroom.

## **TORNADO DRILLS**

When an announcement is made, all students should go quickly and quietly by class to the approved school location. Students should then position themselves on their knees with their hands over the back of their heads, tucked into a ball, facing the exterior walls. Students will be told when to return quietly to their seats. In case of an actual tornado, students will remain in their approved locations until they receive further directions and parent notification has taken place. A copy of the tornado emergency procedure with evacuation plan is posted in each classroom.

## LOCKOUT DRILLS

Used for practice when an unauthorized stranger is on campus, but is not armed or has not posed an imminent threat, or when a wild animal is nearby. When the announcement is made, teachers will check for students outside their classroom and sweep them inside. If a class is on the playground (or other outdoor location), students should move quickly into the classroom. Doors are locked. Students will not change classes until an all-clear notification has been given. Teaching continues under this measure.

## INTRUDER DRILLS

Used for practice when there is a possibility of an active shooter or dangerous person on campus. When the announcement is made, teachers will look out the window and sweep any students into the classroom that may be outside (unless the student is the threat). If a class is on the playground (or other outdoor location), students should move quickly into the classroom. Teachers ensure that the door is locked, drapes or blinds are closed, and classroom lights are out. Teaching activities are suspended. Students move to a secure location and remain quiet until situation is cleared.

## INCLEMENT WEATHER

Delayed openings and school-day cancellations are generally announced by 6:00 a.m. on the CCS website and Facebook page. CCS delays and closures coincide with the decisions made by the Brenham Independent School District. Parents and students are requested not to call the school office or school personnel for this information.

## VISITORS

Citadel Christian School is a closed campus. For the safety of the students and staff, **all visitors without exception**, on campus during the school day must register in the school office with a valid purpose. Registration does not guarantee permission to be on campus. Visitors must wear a clearly visible badge with the current date on it. Visitors include any person not scheduled to be on campus at the time of the visit. Students from other schools are not permitted on campus during the school day, except to tour the campus as a prospective student. Parents and visitors will be expected to dress modestly if spending time in a class or chapel. Visitors on campus without permission will be asked to leave.

## PROHIBITED ITEMS

Any introduction of a weapon, an illegal drug, tobacco, alcohol or sexually explicit material will be treated as grounds for immediate expulsion. Any use of the same either at school or outside school will similarly be treated with utmost gravity and may be grounds for immediate expulsion.

## **DRESS CODE - General**

Our school dress code seeks to achieve a handsome appearance for our students and to free them from fashion trends and peer pressure.

The only authorized emblem on clothing is the Citadel Christian School emblem. No other decoration or designation is allowed. Sports caps, with or without insignia, are unacceptable during the school day.

A full description of the dress code, including P.E. uniform and outerwear, can be found at the end of this handbook. Conformity to dress code is to be worn at all times during the school day and on field trips unless special instructions are sent home. Dress code infractions will result in a policy reminder and may require that a parent bring approved clothing to the school office before a student may rejoin his or her class.

### **JEWELRY, MAKEUP, AND HAIRSTYLE**

Neck chains and watches should be removed for P.E. and sports. Hair is to be neat and clean. Boys' hair should be off the collar, off the ears, and not touching the eyebrows. All questions of jewelry, makeup and hairstyle are at the discretion of the principal. (See the detailed Dress Code for additional information.)

## **EXTRA-CURRICULAR ATHLETICS**

All students who intend to participate in any extracurricular sport during the course of the academic year must have one of their parents complete Citadel Christian School's health form and insurance-coverage-verification form after May 18 of the preceding academic year. Both forms must be turned in to the front office before practice begins. Students are not permitted to practice for or participate in any athletic contest if both forms have not yet been completed and turned in.

The principal and athletic director, in consultation with teachers and coaches, determine which students are eligible to participate on Citadel Christian School's teams and which students are no longer eligible to participate on Citadel Christian School's teams.

Students accepted to a team are required to abide by the following rules:

1. It is the responsibility of students with permission to leave early for an away game to contact their teachers in person sufficiently prior to departure to obtain work and assignments which will be missed. Students who neglect to contact their teachers in person will be held accountable for all work, assignments, and due dates, just as if they had been in class, with no extensions given.

2. Students who are absent from school for more than half of the academic day on the day of a game will not participate in that game.
3. Practice does not take place during the academic day.
4. Students are to notify the coach of any injury or accident which occurs to them or to another student.
5. On days when school is canceled due to inclement weather, all practices, home games and away games are canceled as well.
6. Good sportsmanship. This is defined as playing fair, following the rules of the game, respecting the judgment of referees and officials, and treating opponents with respect. During games and on trips to and from games, students are to abide by all CCS rules and are to behave in such a manner as brings credit to themselves, the team, and Citadel Christian School. Please note that good sportsmanship is not limited to the athletes and coaches. Parents, fans, and cheerleaders should be aware that they are also a representative of the school and the name of Christ and should behave in a respectful manner.

## **MISCELLANEOUS**

### **ARRIVAL PROCEDURES**

Children in grades pre-Kindergarten through 9<sup>th</sup> are to arrive at school no earlier than 7:40 a.m. unless prior arrangements with administration have been made. Parents are asked to have their children prepared to exit from the passenger side of the car for safety reasons. A teacher or administrator will assist preschool and elementary students as they exit the vehicle. Opening ceremony begins promptly at 8:00 a.m.

### **DEPARTURE TIMES AND PROCEDURES**

For grades PreK through 4<sup>th</sup>, school dismisses at 3:15 p.m. For grades 5 through 9, school dismisses at 3:25 p.m. All dismissals take place under the front porch. A teacher or administrator will assist preschool and elementary students into the vehicle.

Children are not permitted to use playground equipment while waiting for school to begin or while waiting for rides following dismissal.

When a child is to ride home with someone other than the customary driver, the parent must contact the front office, in advance, for permission. This notice must specify both the driver's name and a description of the vehicle. Children are not allowed to walk or ride a bicycle to school.

### **AFTERSCHOOL CHILD CARE**

Citadel Christian School provides care for students whose parents are unable to pick up their children at the designated pick-up time when school is in **full-day** session. Students PreK

through 4<sup>th</sup> who have not been picked up by 3:30 p.m., and students 5<sup>th</sup> through 9<sup>th</sup> who have not been picked up by 3:45 p.m. may be picked up from afterschool child care. Fees are associated with this service based on the amount of time a student spends in child care.

## **RECESS**

Children need and want a time during the day to engage in self-directed activity. Recess is provided for exercise, games, and conversation. When playing games, children are encouraged to include everyone who wants to participate. Children are not permitted to leave the designated area during recess. An adult always oversees recess.

## **PARENT FOLDER**

Each Friday, students return home with a folder that contains timely information. Parents are asked to read this information and then sign and date the folder. Parents are encouraged to send correspondence of their own in the folder. The deadline for the return of the folder is Monday morning.

## **MESSAGE TO STUDENTS FROM PARENTS**

Messages of an emergency nature only are delivered to students during the school day. All other messages are delivered after the school day ends.

## **DELIVERY OF ITEMS BY OUTSIDE VENDORS**

Students are not to disrupt the school day by ordering and arranging for the delivery of items from outside vendors, e.g., food, flowers, balloons, etc. Parents are asked to have such orders delivered to the students' homes; otherwise, items delivered to the school will be kept at the front office until the end of the school day.

## **FOOD**

Aside from the luncheon period, students are allowed to partake of food and drink only during specified times. Kindergartners have a short food break once a day. In other grades, with teacher approval, students may have a short food break occasionally. When permission has been granted in a prior announcement, students may bring food for consumption during school events and activities that occur after school. With the exception of siblings, students are not permitted to share food (snacks or lunch items) with other students. The only other exception would be class-wide snacks or birthday treats. Parents should note that chewing gum is never permitted on campus.

## **LOST AND FOUND**

Lost items should be reported to the front office, and found items should be turned in to the front office.

## **TELEPHONES**

Students are not to receive phone calls. Parents may call the front office in case of extreme emergency. Students will not be allowed to use teacher or office phones unless granted permission by administration. Office personnel will call parents in case of illness or injury. Student may not call home during class time for books, assignments, P.E. uniforms, or lunches left at home.

## **ELECTRONIC EQUIPMENT**

Students are not to bring electronic equipment to campus, except for class use as authorized by the teacher. Student may not use cellular telephones during school hours.

## **SPECIAL OCCASIONS**

**Birthdays:** Students may present a book in honor of their birthday. A bookplate bearing the student's name will be placed in the book and formally presented to the school during the opening ceremony on the student's birthday. Suggestions of approved titles by grade level are available from the principal.

**Halloween:** There is no formal observation of Halloween at Citadel Christian School. Dress code is worn as usual unless the school is celebrating Christian Heritage Day. Students are encouraged to dress as the character they have researched.

**St. Valentine's Day:** Children in Grades K through 4 are permitted to exchange homemade valentines with their classmates. Class lists are provided, and children who choose to make valentines include everyone on the list, so that each child receives the same number. Children in Grades 5 through 8 make valentines to share with children in the local hospital, senior citizens, members of the armed services, or first responders in the community.

**Christmas and Easter:** As a Christian school, Citadel will observe the true meaning of these holidays—the birth and the resurrection of Jesus Christ.

## **AGE-GRADE PLACEMENT GUIDE**

Normal placement of incoming students should follow the age schedule shown below. Exceptions to this schedule will only be considered after consultation with the principal and relevant teachers. A careful review of the child's placement test results, previous education and curriculum, standardized test scores and assessment of personal readiness must be accomplished before any exceptions will be considered.

<b>AGE OF CHILD AS OF SEPTEMBER 1 OF CURRENT ACADEMIC YEAR</b>	<b>GRADE OF PLACEMENT</b>
------------------------------------------------------------------------	-------------------------------

4	Pre-Kindergarten
5	Kindergarten
6	Grade 1
7	Grade 2
8	Grade 3
9	Grade 4
10	Grade 5
11	Grade 6
12	Grade 7
13	Grade 8
14	Grade 9

### **DETAILED DRESS CODE**

Trends and fashions vary from one year to the next and significant advertising pressure is focused on young people to adopt the latest fad. Sometimes, even Christian young people can be caught up in styles that represent philosophies and lifestyles that are immodest.

Because we are more concerned about matters of the heart than outward appearance, we have chosen to require a specific dress code for all students enrolled at CCS. Our goal is to keep the focus on the child, not the clothing. The dress code is designed for these purposes:

- To train students to dress in a conservative, traditional, and modest fashion.
- To create a positive, disciplined environment in the school.
- To assist students in concentrating on academic achievement rather than on clothing competition.
- To eliminate immodest or inappropriate fashions.
- To help parents and students with financial stewardship.
- To create a positive image in the community.
- To provide an opportunity to show and teach respect for authority.

The cooperation of the student and parent is necessary in maintaining the standards of the dress code. A student’s appearance is a family responsibility. Therefore, any actions taken by CCS to enforce the dress code will be primarily directed toward the parent, even though such action will impact the student himself.

**Dress Code Compliance:** *Dress code compliance is about attitude.* We believe that dress standards will be required throughout life. It is our goal to teach compliance and encourage cooperation because it simply is the right and appropriate course of behavior. Students who “fight” the system are learning habits which will have negative outcomes into adulthood. Therefore, dress code violations will be addressed as noted in the conduct system. The student

needs to be in proper dress code before he/she exits the vehicle in the morning in order to be ready for the school day.

**Parental Example:** CCS requests that parents model modesty and appropriateness in dress while on campus and at school functions.

**French Toast Schoolbox:** To order chapel shirts and find other dress-code-compliant garments, go to <https://www.frenchtoastschoolbox.com/shop-by-school> and enter the Citadel Christian School code: **QS5EGHQ** Please note that each student will need to order **at least one purple or white polo or oxford shirt with the school logo** embroidered for chapel from this store.

## GUIDELINES

- Shoes, backpacks, or lunch boxes may not display characters (i.e. Spiderman, Cinderella).
- Uniform items approved for CCS may be worn interchangeably Monday, Tuesday, and Thursday. Blue jeans (denim shorts or skirts) are permitted on Friday only, along with any CCS shirt or t-shirt with a distinctly Christian message.
- Hair:
  - must be styled in a socially acceptable manner with no extremes in cut, style, or color (i.e. blue, green, pink);
  - must be neat and not in face;
  - may not be more than 1 inch long when spiked;
  - (boy's) should not hang over the top of the eyebrows, ears, or the top of a collared shirt; neat, clean and well-groomed.
- Moderate make-up and artificial nails are allowed for girls in 7th grade and up.
- Jewelry: Girls may not wear more than 2 earrings per ear.
  - Earrings are not permitted for boys.
  - Body piercing, tattoos (including temporary), and gages are not permitted.
- Bizarre styles, fads, badges, pins, emblems, hairstyles, etc. which are calculated to call attention to the wearer are not permitted. Hats may not be worn inside buildings.
- Boys must be clean shaven. Boys will be asked to shave if they come to school with facial hair. Sideburns should be no longer than the bottom of the ear.
- Modesty is required at all times.

## GENERAL DRESS CODE GUIDELINES - GIRLS AND BOYS

- **Shirts:** Polo or oxford shirts in the following colors: royal purple, gray, black, and white. Shirts must be appropriately sized for the student and should be tucked in.
- **Pants:** Khaki, black, gray, or navy twill pants or walking shorts for boys or girls. Pants must be properly fitted. Skin-tight, form fitting, baggy, frayed, or ragged pants are not permitted.
- **Skirts/Dresses:** Jumpers, skorts, or skirts in khaki, gray, black, or navy. Must be no shorter than 5 inches from the floor in a kneeling position. Must be hemmed, not



frayed. Polo dresses in purple, gray, black, navy and white that meet the length requirement are also acceptable.

- **Tights/leggings:** Only solid-colored, opaque purple, gray, navy blue, hunter-green, black, or white are permissible – no other colored tights are allowed. Leggings should be a neutral color with no lace.
- **Socks:** All socks are to be solid-colored purple, gray, navy, hunter-green, white, black, or khaki.
- **Shoes:** Shoes do not have to be a solid color as long as they are not distracting. Character shoes or shoes with distractions such as lights, wheels, or superhero characters are not acceptable. Close-toed shoes are required for elementary students. No flip-flops or backless shoes are permitted at any time.
- **Sweaters:** Students may wear black, navy, gray, or white sweaters over their polo shirts.
- T-shirts worn under polo or oxford shirts should be a solid color with no writing.
- Hair bows, headbands, and barrettes are not required but may be worn.
- Jeans (Friday) must be regular denim jeans or long denim shorts. Baggy, distressed, frayed, ragged jeans, and jeans with designs, writing, stains, holes, or patches are not permitted.
- Friday shirts, windbreakers, hoodies and sweatshirts may be ordered through the school Parent Association.
- While in school, students may wear school-designated polos, sweaters, CCS windbreakers, CCS jackets, or CCS hoodies, but the hood is not to be worn during the day. Other sweaters and jackets that have no logos, characters, or lettering may be worn in the classroom as well. During cold weather, a heavy coat or jacket may be worn to and from school, or when moving from class to class, but not in the classroom. Coats may have a manufacturer's logo, but no additional lettering or character on it.
- Returning students are to be in correct uniform on the first day of school.
- New students must be in uniform within one week of acceptance.

### **Gym Uniform:** (Required for students 5<sup>th</sup> grade and up)

- Purple or gray t-shirt (long or short sleeve) with CCS logo
- Purple, black, or silver gym shorts – (modest in length, but no longer than knee length)
- White athletic socks
- Non-skid athletic shoes
- May wear gray sweat suit in winter

### **Chapel Dress:** (May be worn any day of the week, but is required on chapel days.)

- Purple or white polo or oxford (short- or long-sleeved) with CCS logo.
- Khaki pants for boys. Khaki skirt for girls.

- Solid-colored belt in pants with belt loops.
- Dress socks with khaki pants.

### **7<sup>th</sup> - 12<sup>th</sup> Boys (Regular Dress Code – Monday, Tuesday, Thursday)**

- Polo or oxford shirt – purple, black, white, or gray, short or long-sleeved
- Navy, black, gray, or khaki twill slacks or walking shorts
- Belts must be navy, black, or brown standard belts.
- Dress shoes, boots, or athletic shoes -see General Uniform Guidelines
- Socks: solid-colored black, purple, khaki, white, or navy

### **Boys (Friday & Field Trip Dress Code)**

- Any CCS t-shirt, CCS sweatshirt, or CCS hoodie
- Solid blue or black regular denim jeans or long denim shorts. Baggy, frayed or ragged jeans, bell bottoms, and jeans with designs, writing, holes, or patches, are not permitted. May wear twill pants instead of jeans, if preferred.
- Belt
- Athletic shoes or boots (Pants may not be tucked into boots.)
- Socks: solid-colored black, purple, khaki, white, or navy

### **7<sup>th</sup>-12<sup>th</sup> Grade Girls (Regular Dress Code – Monday, Tuesday, Thursday)**

- Polo shirt – purple, black, white, or gray, short or long-sleeved, or
- Blouse – white oxford – long or short sleeved
- Pants or Capris – black, navy, gray, or khaki twill
- Walking shorts/Culottes - black, navy, gray or khaki (no shorter than 5” from floor, kneeling)
- Skirt – black, navy, gray, or khaki (no shorter than 5” from floor in kneeling position)
- Belts must be navy, black, or brown standard belts.
- Shoes – See general guidelines. In warm weather, sandals with back straps are allowed.

### **Girls (Friday & Field Trip Dress Code)**

- Any CCS t-shirt, CCS sweatshirt, or CCS hoodie
- Solid black or blue denim jeans or long denim shorts or capris (not too tight). No other t-shirt, slacks or shorts are permitted. Baggy, frayed or ragged jeans, bell bottoms, and jeans with designs, writing, holes, or patches, are not permitted. May wear twill pants or skirt if preferred.
- Belts must be navy, black, or brown standard belts.
- Athletic shoes or boots (Pants may not be tucked into boots.)
- Socks: solid-colored black, purple, khaki, white, or navy

Teachers reserve the right to determine the appropriate dress code standard for field trips. Chapel attire may be more appropriate than Friday Dress Code for some field trips.