



**CCS  
STAFF  
HANDBOOK**

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2021-2022

## **Disclaimer Statement**

The policies and procedures set forth in the Clovis Christian Schools' (CCS) employee handbook are not a binding employment contract. This handbook provides general guidelines only and none of its provisions are contractual in nature. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to the Superintendent of Schools. Neither this handbook nor any other CCS document confers any right, either expressed or implied, to remain in the school's employ. Nor does it guarantee any fixed terms or conditions of employment. Your employment may be terminated pursuant to applicable CCS policies and procedures or CCS contract. If you are an employee on contract, CCS may elect not to renew your contract, with or without cause, upon expiration of the contract. No supervisor or other representative of Clovis Christian Schools (except the Superintendent) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

Some of the subjects described in this handbook are covered in detail in official policy and procedure documents. You should refer to these documents for specific information, since this handbook only briefly summarizes those benefits. Please note that the terms of the written insurance policies you personally purchase via your flexible spending account are controlling. Insurance policies and terms exist solely between you and your insurance provider(s).

The procedures, practices, policies, and benefits described here may be modified or discontinued from time to time. Every attempt will be made to inform you of any changes as they occur. However, it is your responsibility to keep current of all CCS policies and procedures. It is your responsibility to review CCS policies and procedures in detail and to request any clarification needed from your supervisor or the Superintendent. Violation of CCS policies or procedures may result in disciplinary action, including termination of employment.

**SECTION 100 – PHILOSOPHY AND FOUNDATIONS**

**101 MISSION STATEMENT\***

The mission of Clovis Christian Schools, in partnership with family, church, and community, is to transform each student into an emboldened Christian disciple who demonstrates analytical thinking to articulate ideas, achieve academic rigor, and defend a Christian, Biblical worldview by cultivating their God-given talents in a Christ-centered environment.

**102 VISION STATEMENT\***

To raise up Christian disciples who rightly divide the Word of God and shape the culture to reflect the love and hope of Christ.

**103 CORE VALUES\***

Clovis Christian Schools is committed to providing exceptional programs and services to our students and families. Our core values are uncompromising convictions that create the context for this pledge.

***WE BELIEVE;***

Building a personal relationship with Jesus Christ is the very cornerstone of each student's life as a disciple of Christ.

Parents are the first and foremost educators of their children; the school serves the Christian home as partners in education.

A shared moral culture is vital for human flourishing and exists when the home, church, and school form an alliance where Christian, Biblical principles are the guide for moral conduct.

Christian principles work internally on the heart to create transformational change in the moral understanding and behavior of the individual.

Standing boldly for Jesus Christ in every cultural context should be a way of life for Christians.

A Christian, Biblical worldview education best develops and prepares the minds and hearts of students for a life of service to God and society.

Equipping students to think critically and process information in the context of a Christian, Biblical worldview is a primary responsibility of Christian schools.

Effective schools provide academic excellence and maximize each student's potential.

Teaching the Bible as a core subject is essential to the academic curriculum.

Biblical integration across the curriculum cultivates a Christian, Biblical worldview.

Quality, ongoing professional development is vital for the growth of Christian educators and schools.

A plan of consistent evaluation and assessment aimed at continuous improvement is essential to effective Christian schools.

### **103.1 THE MINISTRY OF TEACHING**

Teachers and school administrators are called by God to help raise up the young in the ways of faith. Jesus, the Savior, was also a teacher. He gathered his disciples and others around him and taught with such conviction and truth that the “many who heard him were astonished, saying, ‘Where did this man get all this? What is the wisdom given to him? What mighty works are wrought by his hand!’” (Mark 6:2). His apostles, likewise, were teachers and gave witness “with great power,” through their words and their deeds, and “gave their testimony to the resurrection of the Lord Jesus, and great grace was upon them all” (Acts 4:33).

The ministry of teaching obligates the teacher to assist his or her students in understanding not only mathematics or physics, but how the order and discipline of mathematics or physics reveals the mind of God. It obligates one not only to instruct in geography and history, but to inculcate the faith by helping the students know that God created the mountains, the sea, the rivers, the deserts, the forests, the plains, and all the creatures that inhabit them, and to learn that human discoveries, empires, conflicts, and social movements are measured by the divinely ordained order. The ministry of teaching requires one not only to help students acquire skill in spelling, reading, grammar, and writing, but to understand that human language is a primary means by which students might explore the wonders of poetry and narrative and sacred Scripture itself—all of which indirectly or directly disclose salvation history. Regardless of the subject, true teachers minister to their students by helping them follow Paul’s admonition:

*Finally, brethren, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, think about these things. What you have learned and received and heard and seen in me, do; and the God of peace will be with you. (Phil. 4:8–9).*

Teachers in a Christian school must be ever mindful that they instruct not only through rational explanation of formal subject material but even more powerfully through word, deed, example, and shared experience. Simply put, they teach the faith by modeling the faith and by modeling faithfulness. This is why all teachers, even before their first meeting with students, must subscribe to the school’s Statement of Faith. This is why teachers are required to give a godly example, both at school and away. Teachers must teach the truth and avoid falsehood. “Therefore, putting away falsehood, let everyone speak the truth with his neighbor, for we are members one of another. ... Let no evil talk come out of your mouths, but only such as is good for edifying, as fits the occasion, that it may impart grace to those who hear” (Ephesians 4: 25, 29).

Teachers minister to their students by providing them with faith experiences. They lead the youth in prayer, praise, and mercy. Paul urged Christians to “Let all bitterness and wrath and anger and clamor and slander to be put away from you, with all malice, and be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you” (Ephesians 4:31–32). Teachers

also model the Christian life by being active in their own church community and by serving as an intermediary assisting their students in becoming active in their respective church communities so that those students might be further nurtured in faith with their friends and family around them.

#### **104 EDUCATIONAL PHILOSOPHY STATEMENT\***

Clovis Christian Schools is an inter-denominational institution of education. It provides a complete learning spectrum of Pre-Kindergarten (Pre-K) through Grade Twelve supported and nurtured by a Corporate Board that represents several churches in the local community. Our purpose is to assist parents in helping their children to grow spiritually, intellectually, physically, and socially (Luke 2:52) and to encourage each student to follow Jesus in service to God (Romans 12:1-2). This school exists to provide a quality, values-oriented education in a genuine Christian environment.

#### **105 EDUCATIONAL GOALS AND OBJECTIVES\***

*The educational goals of Clovis Christian Schools are:*

- 100% of our students will graduate and garner a college or vocational scholarship by achieving rigorous academic standards.
- Each student will become spiritually alert, physically disciplined, intellectually acute, and socially connected.
- Each student will cultivate Christian morals and ethics through the teaching of Biblical principles.
- Each student will benefit from a faculty and staff who model Christ and adhere to educational integrity, quality, and accuracy.

#### **106 STATEMENT OF FAITH\***

*We believe that the Bible, inclusive of Old and New Testaments, is the inspired Word of God. It is the only rule in matters of faith and practice. We believe in Creation and that man was created in the image and likeness of God. We believe that Adam and Eve yielded to the temptation of Satan and became fallen creatures. We also believe that all men are born with the need of a Savior. We believe in the Incarnation, the Virgin Birth, and the Deity of our Lord and Savior. We believe in His substitutionary atonement for the sins of mankind by the shedding of His blood on the cross. We believe in the resurrection of His body from the tomb and His ascension into heaven. We believe He sits at the right hand of the Father and is now our advocate. We believe that He will personally come again. We believe in His power to save men from sin. We believe in the power of the Holy Spirit. We believe that salvation is by grace through faith in the atoning blood of our Lord and Savior, Jesus Christ. We believe that God is almighty and deserves our praise and worship. The method used to worship God is not as important as the fact that we do worship Him. We are created for the pleasure of God and to fulfill His purpose.*

#### **106.1 STATEMENT ON MARRIAGE, GENDER, & SEXUALITY\***

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*We believe that God wonderfully and immutably 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.*

*We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.*

*We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt 15:18-20; 1 Cor. 6:9-10).*

*We believe that in order to preserve the function and integrity of Clovis Christian Schools as the local Body of Christ, and to provide a biblical role model to the Clovis Christian Schools members and the community, it is imperative that all persons employed by Clovis Christian Schools in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22).*

*We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor. 6:9-11).*

*We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Clovis Christian Schools.*

### **106.2 FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT\***

*Our statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Clovis Christian Schools' faith, doctrine, practice, policy, and discipline, our Board of Directors is Clovis Christian Schools' final interpretive authority on the Bible's meaning and application.*

### **106.3 STATEMENT ON THE SANCTITY OF HUMAN LIFE\***

*We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage of condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalms 139).*

### **109 CLOVIS CHRISTIAN SCHOOLS LIFESTYLE STATEMENT\***

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Clovis Christian Schools is a religious, nonprofit organization representing Jesus Christ throughout the local community. Clovis Christian Schools requires its employees to be born-again Christians who live their lives as Christian role models (Romans 10:9–10, 1 Timothy 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and of appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management personnel.

The Clovis Christian Schools Statement of Faith states that employees should maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, **but is not limited to**, promiscuity, homosexual behavior, or any other violation of the unique roles of males and females (Romans 1:21–27, 1 Corinthians 6:9–20).

Clovis Christian Schools believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Clovis Christian Schools' employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of Clovis Christian Schools that each employee will have a lifestyle in which He “might have the preeminence” (Colossians 1:18, KJV).

## **SECTION 200 – SCHOOL ORGANIZATION**

### **201 ADMISSIONS\***

- Read carefully through the Student-Family Handbook, noting any questions you have. If you are in full agreement with the doctrinal positions of CCS and all policies of the handbook. Please sign and return the CCS Handbook Agreement for Parents and Students.
- Call the office to make an appointment for a School Orientation Visit and secure an Application Packet. Read carefully through the packet, noting any questions you may have as you respond to each item.
- The Application Packet must be filled out, and a personal interview with parents and their student must take place before acceptance for admission is complete.
- Fill out all forms in the Application Packet and return it at the School Orientation Visit with the following:
  - High School - Grades 8-12 – A copy of the student's birth certificate, current immunizations, an unofficial transcript, and latest State testing scores.

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- Middle School Academy - Grades 6-7 - A copy of the student's birth certificate, current immunizations, most recent report card, and latest State testing scores.
- Elementary – Pre-K, Kindergarten, and Grades 1-5 – A copy of the student's birth certificate, current immunizations, most recent report card, and latest State testing scores as applicable.
- Upon receipt of all materials in the Application Packet, the executive assistant will arrange an interview with the parents and student.
- An assessment of the student's current learning level will be administered & completed to determine accurate placement.
- Clovis Christian Schools may not be able to meet the needs of students with learning or behavioral difficulties. Full disclosure of these needs by the parents at the time of the interview is a must. Failure to do so may result in the dismissal of your student.
- Upon acceptance for admission, parents will receive an acceptance letter and make financial arrangements for tuition payment.

### **202 NON-DISCRIMINATION**

It is and shall be the policy of Clovis Christian Schools, Inc., in the admission of students or the hiring of employees, not to discriminate on the basis of the applicant's race, color, sex, and national or ethnic origin.

**NOTE: Persons may appeal the non-acceptance of their student(s) to the Superintendent, who is the final authority on this matter.**

### **203 STUDENT AFFAIRS**

Good discipline means that the classroom is relatively free from confusion, disorder, and antisocial behavior. It means that every child and the group as a whole operate freely within a structured framework, which they understand, accept, and incorporate into their behavior without constant reminder or punishment. Discipline is more than outward pressure. It involves inner understanding and acceptance. The goal of discipline is to develop Godly self-discipline.

Fear motivates some to obey God's earthly authority. Students are afraid not to obey. This is a negative motivational factor; however, when fear is reverential respect, it is an excellent motivational factor. In a positive sense or in a negative sense, peer pressure is also a strong motivational factor. It is easier for a child to behave correctly if all the other students are behaving properly. *"My son, if sinners entice you, do not give in to them."* (Proverbs 1:10)



Commendation and praise motivate almost every child to do a better job and become a better person. If we give them that which means most to them and try to elevate who they are, they feel important and accepted. Jesus commends his servants for their faithfulness. *"His master replied, " Well done, good and faithful servant!"* (Matthew 25:21a) There is no doubt that it is better to inspire the student to such an extent that he will be motivated from within. We need to inspire our students to have a desire to behave because it is what God desires from them.

As with any discipline system based upon Godly precepts, grace must prevail. It is an acknowledged fact that it is harder for some students to control themselves. They are, each and everyone, a unique creation of God, and thus, some students require more help to reach required standards. That is our desire-to help students perform up to their God given potentials, behaviorally and academically. Don't try to change your students, learn how to manage them.

#### **204 TEACHER'S CHECKLIST REGARDING DISCIPLINE AND THE NEEDS OF STUDENTS**

- Do I have a clear definition of discipline?
- Do I have a clear philosophy of Christian education?
- Am I acquainted with the more recent findings about the nature of learning, the individual, and the group?
- Am I aware of the social, emotional, and educational needs of all youth?
- Do I believe education for every youth must be provided?
- Am I consistent in my methods of discipline?
- Do I encourage students to do their best?
- Do I take pains to discover causes of misbehavior?
- Do I realize the conflicts students of different socioeconomic levels face in school?
- Do I access and analyze student data (i.e., ongoing assessments, observations, standardized test results, profile information, etc.) and then apply my findings to inform my instructional practice?
- Am I familiar with and do I use guidance resources and techniques?
- Do I pray daily for my students?
- Am I sympathetic to the problems of my students?
- Do I counsel my students often?

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- Do I provide for individual differences related to student learning needs (i.e., learning styles and challenges; physical, mental, social, and emotional needs)?
- Do I know all the members of my class as individuals?
- Do I respect and treat each student as an individual child of God?
- Do I accept all students on equal terms?
- Do I avoid having pets or pet peeves?
- Do I give students responsibilities?
- Do I know the members of my class as a group?
- Do I maintain a healthy group climate?
- Do I provide opportunities for group participation?
- Do I have a process in place that assures participation from all students?
- Do I maintain an attractive and clutter -free environment in the classroom?
- Do the resources on the walls and desks of my classroom support student learning and the goals of CCS?
- Do I have a pleasant voice?
- Do I use language the student can understand?
- Am I clear and concise?
- Do I have a plan for assuring that students understand learning objectives and expectations?
- Are my standards for the students reasonable?
- Do I use common sense?
- Do I set a standard of professionalism by watching my grooming, posture, and mannerisms?
- Am I alert, joyful, and enthusiastic?
- Do I avoid seeking popularity with the students?
- Do I keep my personal troubles out of the classroom?

- Do I avoid the use of sarcasm, ridicule, humiliation, and threats?
- Do I avoid being hypocritical in my own conduct?
- Do I have a sense of humor?
- Do I avoid temper outbursts?
  
- Do I know my subject matter well?
- Do I engage in ongoing professional development to enhance my subject matter mastery, as well as instructional strategies and techniques?
- Do I continually apply feedback and new professional learning in order to enhance my professional practice and student learning?
- Do I use a variety of methods of instruction?
- Is my instruction engaging, meaningful and relevant to students?
- Is my instruction rigorous?
- Do I motivate the students well?
- Do I motivate my peers?
- Are my procedures and routines well managed?
- Can I articulate the vision of CCS?

The basis for all school rules should be to increase respect for authority, ultimately God's authority; develop clear school policies; produce more efficient learning; reinforce self-control; ensure safety; and protect the buildings, grounds, and equipment. Teachers are the implementers of God's plan for this school.

### **205 STANDARDS OF CONDUCT\***

Clovis Christian Schools recognizes that parents are given the primary responsibility of training and educating their children (Ephesians 6:4; Proverbs 22:6), and that discipline is a primary part of this training (Proverbs 13:24). In addition to being a responsibility of parents, discipline is also the responsibility of fellow believers in the educational environment (Galatians 6:1-8). As an extension of

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the home and the Christian community, CCS recognizes that its responsibility is to maintain a high standard of conduct for students in all school-related activities.

Clovis Christian Schools desires for each student to have a personal relationship with Jesus Christ and to reflect His character in their daily lives. CCS expects students to conduct themselves in accordance with Biblical standards and to strive toward Christian character in attitude, conduct, and dress. Each student must understand that attending CCS is a privilege granted to those who will demonstrate a spirit of cooperation with the philosophy and purpose of the school.

### **205.1 GENERAL CONDUCT\***

- Students are expected to follow Biblical principles of behavior.
- All medications are to be left in the Health Assistant's Office with a note from either the parent or physician.
- Sunglasses and hats may be worn outdoors only. They must be kept in school lockers.
- No food or drinks in the classrooms or elsewhere in the buildings on a daily basis (except in the lunchroom area during lunch period OR the Eagle's Nest during Coffee with Jesus).
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- Exception: Water bottles are allowed in classrooms; however, containers must have a lid. No food or drinks of any kind are allowed in the vicinity of computers.
- Students are expected to pick up after themselves and help keep the schoolrooms and school grounds clean and neat. Teachers should encourage students to clean up areas in a manner that instills pride in the school grounds.
- Hall passes: The purpose of the hall pass is to provide the student with proof that they have the teacher's permission for leaving a class at any time. Students must have a hall pass when outside the classroom during school when class is in session.

### **205.2 DISCIPLINARY GOALS**

It is the goal of our disciplinary procedures that students display Christ-like character and conduct in the following ways:

- Voluntary obedience to school authority and school rules.
- Responsibility and promptness in doing assigned or expected tasks.
- Cooperation and love expressed to peers and adults at all times.
- Courtesy and respect for others' right to learn in a calm and orderly environment.

- Good stewardship of school and personal property.
- Respect for the property of others.
- Consistency and promptness in attendance.
- Moral conduct in respect to recreation, social relationships, and language.

### **205.3 STANDARDS OF CONDUCT\***

Listed below are some of the policies regarding standards of conduct for students enrolled at Clovis Christian Schools, whether on or off campus. The following policies are a guideline for students to follow, and the Administration reserves the right to interpret and clarify school policy. The Administration also reserves the right to shortcut this system if deemed necessary. In consultation with Administration, teachers are granted the right and responsibility to establish their own reasonable disciplinary procedures for minor infractions within their classrooms. Students who are on some kind of probationary status may have a different standard applied to their situation.

- It is expected that every student lives by a standard of behavior that is consistent with the principles found in the Bible, as listed above as goals of disciplinary behavior.
- Sexual immorality (as outlined in our Statement of Faith and Student Code of Conduct) or the possession or use of alcoholic beverages, tobacco, weapons of any kind, explosive materials,
- illegal drugs of any kind, or obscene literature either on or off campus can result in suspension or expulsion from CCS. (Romans 13:13)
- Cheating, bad language, stealing, lying, swearing, or violence may result in suspension or expulsion from the school.
- Students are not only expected to refrain from these kinds of conduct but also to encourage their peers to do the same. Students who know of these violations or other serious offenses are expected to assist the Administration and the Faculty in maintaining a Christian environment. (Colossians 3:8-9)

The Bible tells us in a positive way the expectations for believers, both young and old.

**Galatians 5:22-23** *“But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.”*

**Ephesians 4:29-5:2** *“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up, according to their needs. . . . Get rid of all bitterness, rage, and anger. . . . Be kind and compassionate to one another, forgiving each other, just as God in Christ forgave you. Be imitators of God . . . live a life of love, just as Christ loved us and gave himself up for us.”*

**Philippians 4:8-9** *“Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable - if anything is excellent or praiseworthy - think about such things. Whatever you have learned or received or heard from me, or seen in me - put into practice. And the God of peace will be with you.”*

It is our desire that each student attending CCS demonstrate positive Christian character, consideration of others, a willingness to obey and be taught, and to speak positively of the school, staff, and other students.

#### **205.4 DISCIPLINARY CONFERENCES\***

As with any discipline system based upon Godly precepts, Grace must prevail. It is an acknowledged fact that it is harder for some students to control themselves. They are, each and every one, a unique creation of God, and, thus, some students require more help to reach required standards. Our desire is to help students perform up to their God given potential, behaviorally and academically.

Conferences will be held as soon as possible when students demonstrate or continue to demonstrate behaviors that are contrary to the Standards of Conduct. During the conference, the following guidelines should be followed:

- Be sure each offense is clearly definable and documentation of the offense is possible.
- Establish responsibility for disobedience.
- Communicate grief over the offense.
- Associate love with correction.
- Establish God as final authority.
- Make correction; if the parent is called, be sure to help bond after correction. (Teach this.)
- Comfort the child after correction. Pray with parents, students, and teachers.
- Discuss restitution.
- Evaluate your correction and the student's response to it.
- Make contact with parents if negative behavior continues to be a problem.

#### **205.5 UNCHANGED BEHAVIOR**

When a student does not respond to teachers, administrators, and parents and causes sufficient disturbance to prevent a teacher from carrying out his/her responsibilities or prevents other students from learning, it shall be deemed necessary to discuss suspension and/or dismissal with parents. These cases will be considered on an individual basis.

## **205.6 SUSPENSION**

Suspension is withholding the privilege of attending class from the student. The intention of suspension is to give the student a period of time in isolation from other students to reflect upon the seriousness of their actions and to take the necessary steps to correct their behavior and attitude. Students will not be allowed to attend school. Students will be expected to do all regular class work in order to stay current with their class; however, they will only receive a maximum grade of 60% for this work. Students may not participate or attend any extra-curricular activities during suspension and must not be on school property during the time of suspension, except in the case of in-school suspension.

Below are some offenses that could result in suspension and/or detention:

- Cheating, forging, or using forged notes; lying; profanity; and sexually explicit or harassing language
- Disrespect of faculty or staff
- Class disruption or continuous talking during class
- Refusal to do an assigned task/homework, etc.
- Inappropriate demonstrations of personal affection - **CCS enforces a “hands off” policy** (e.g., no hugging, handholding, kissing, etc.).
- Physical violence of any kind - or the threat thereof. Name calling (including making fun of others)
- Bullying, harassing, or intimidating another student, either verbally or physically.
- Destruction or defacing of school property will result in paying for repairs as well as other disciplinary consequences
- Cutting class or leaving school without permission from the office
- Stealing
- Truancy

Three detentions in a semester will automatically place a student in suspension or expulsion

status; two detentions upon return result in suspension, one upon this return will result in suspension.

### **205.7 EXPULSION -DISMISSAL FROM SCHOOL \***

After three suspensions within one school year, a student shall be subject to expulsion. Expulsion results from excessive misbehavior, when other means of correction have not been effective. It is also understood that, if at the time of their original interview, parents do not make full disclosure of any previous academic, behavioral, medical, or legal difficulties of the student; the Administration reserves the right to dismiss the student. Expulsions are at the discretion of the Administration.

#### **Offenses that may result in immediate expulsion include:**

- Possession or use of tobacco, illegal drugs, or alcohol either on or off campus
- Carrying or using weapons (instruments) to do bodily harm
- Striking a teacher or other school personnel
- Sexual immorality, including practicing or professing to be a homosexual or bisexual
- Extreme vandalism (on or off campus)
- Involvement in gang activity on and/or off campus

When a student is expelled or dismissed, he or she will not be allowed to return to Clovis Christian Schools for one year from the date of expulsion and cannot attend any extra-curricular events held by the school. Only with the approval of the Corporate Board can they be readmitted after the year has elapsed.

### **205.8 WEAPONS**

Clovis Christian Schools has adopted a comprehensive weapons policy for the protection of the student body and teachers. The school does not anticipate use of this policy and wants this policy to be viewed as a precautionary measure.

Clovis Christian Schools considers student possession, use of, or threat of the use of weapons as a serious offense and **WILL NOT TOLERATE** such by students on school property, at school events, or any other time while enrolled as a student. Statements made by students claiming or boasting of a weapon at school or school event, or inferring intended violence against others, will be dealt with in the same manner as a “threat” below.

Students who possess a weapon, or carry, exhibit, display, draw, or threaten with a weapon apparently capable of producing bodily harm in a manner, which under the circumstances, manifests intent to intimidate another or warrants alarm for the safety of others, shall be subject to discipline up to and including expulsion.



Definitions:

**Possession** - includes, but is not limited to, having a weapon on school property or at a school sponsored event located:

- In a space assigned to a student, such as a locker or desk.
- On the student's person or property (such as on the student's body, in their clothing, purse, backpack, gym bag, or vehicle)
- Under the student's control or accessible or available, such as hidden by the student

**Threat** - includes, but is not limited to:

- A statement of personal bodily harm with a weapon.
- A statement indicating friends or acquaintances with weapons that will commit bodily harm.
- The statement of possessing a weapon at school, on a school vehicle, or at a school function.

**Weapon** - includes, but is not limited to:

- A firearm, which is a weapon or device from which a projectile may be fired by any explosive; FIREARMS ON SCHOOL PROPERTY IS A FEDERAL FELONY
- An air gun which includes any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or air guns
- A slingshot, which is a piece of metal or stone fastened to a short strap, chain, or thong used as a weapon or a forked piece of wood, metal, plastic, or similar substance having an elastic band fastened to the prongs for shooting small stones and pebbles
- A sand club, chains, or metal knuckles
- A device commonly known as "throwing stars," multi-pointed metal objects designed to embed upon impact
- Any knife which is a cutting or stabbing instrument with a sharp blade set in a handle
- A dirk, which is a type of dagger
- Any device commonly known as "nun-chu-ka-sticks" consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means

- A stun gun
- Any explosive device, including fireworks

Any materials (i.e. chemicals, bats, scissors, etc.) used in an aggressive manner to injure

## **205.9 BULLYING, HARASSING, AND INTIMIDATION \***

### ***Purpose***

We have determined that we need to adopt a formal policy on the forbidding of and prevention of student bullying, harassment, and intimidation. Such behavior is not permitted at Clovis Christian Schools (CCS). Accordingly, this policy is established to prevent and prohibit bullying, harassment, and intimidation on school property and at school-sponsored activities and to state the consequences of engaging in such behavior. It also requires school employees to report incidents of bullying to the school principal or other school administrators as outlined. Additionally, it calls for the policy to be clearly communicated and available to teachers, parents, students, and all other stakeholders.

In adopting this policy, CCS does so with the intention of providing a safe, socially healthy, and sound educational setting for all students and to do so within an environment where students are able to learn, free from fear.

### **Definitions**

***Bullying*** - Bullying is identified as any behavior, verbal or non-verbal, that is intended to cause physical, emotional, psychological, or social harm. Bullying may be direct (face to face) or indirect. Bullying behaviors that are not addressed generally escalate into more aggressive behaviors over time. These are learned behaviors that can best be addressed by teachers who demonstrate and teach prosocial behaviors.

### **The following is a list of behaviors that demonstrate bullying:**

1. Physical actions involving intentionally endangering the welfare of others. Such behaviors are not limited to but include the following:
  - hitting
  - shoving
  - kicking
  - spitting on
  - punching
  - poking
  - pushing
  - blocking
  - tripping
2. **Other examples of physical bullying include:**

- unwanted touching
- rude gestures
- taking or damaging another's property
- extortion of money or other items
- making someone do something they otherwise would not do

**3. Verbal behavior that includes but is not limited to the following:**

- name-calling
- teasing
- bossing
- threatening
- making fun of another's appearance, physical characteristics, or cultural background
- making fun of another's actions

**4. Indirect bullying includes but is not limited to the following:**

- exclusion from activities or social groups
- spreading rumors
- telling lies intended to embarrass, humiliate, or harm the reputation of another
- circulating inappropriate notes or drawings
- using other people to threaten, intimidate, or humiliate another
- encouraging others to violate the anti-bullying policy

**5. Cyber bullying, that is, the use of electronic communication to engage in bullying includes, but is not limited to:**

- sending of inappropriate or threatening emails or text messages
- creating or posting inappropriate or threatening information or video graphic material on social websites.

**Harassment** - Harassment is herein defined as repeated, intrusive, or unwanted acts, and words or gestures that are intended to adversely affect the safety, security, or privacy of another person. Harassment involves behavior that is intended, on an ongoing basis, to disturb or upset (torment, bother, trouble, annoy) with the intent to produce feelings of fear or intimidation in the victim. Harassment can also include intentionally exposing a person to materials which the harasser knows, or has reason to know, are culturally offensive or intimidating to another person. While most harassment is of a social nature, sexual harassment is of particular concern because of its moral and potential psychological consequences. Sexual Harassment within this policy is defined as inappropriate or unwelcome behavior of a sexual nature – physical, verbal, or mental – that interferes with a student's ability to learn, study, work, or participate in school activities.

**Intimidation** - As used in this policy, intimidation is defined as threatening behavior that causes fear of a future act to harm or cause injury.

***Intimidation may be in the form of:***

- physical contacts (impeding or blocking movement, offensive touching or any physical interference with normal work or movement)
- threatening looks,
- threatening retaliation (such as negative consequences or violence in response to reporting a negative behavior)
- actual physical assault (including threatening to do violence to another person)

***Reporting Responsibility***

It is the responsibility of all faculty and staff members to report all occurrences of any of the behaviors defined in this policy. Parents and students who have knowledge of such behaviors are encouraged to report this information and may do so without fear of consequences. Additionally, students who feel that they have been or are becoming the victims of such behaviors, should immediately notify their respective teacher, or the Principal, or other adult within the school staff or administration. Those parents or students who report such behaviors will not be the target of retaliation or reprisal in any way. Any individual who withholds information regarding bullying behavior or provides inaccurate or false information will be subject to disciplinary action.

***Prevention and Education Procedures***

Written Notices - A copy of this policy will be distributed to the parent(s) of all enrolled students on at least an annual basis. It will be posted on the school website and can be made available to any interested party upon request. A copy will be distributed to all school employees on an annual basis.

***Disciplinary Action***

CCS recognizes that not all behaviors that result in harm or are disruptive to a student's activity are intentional acts in the sense of this policy. However, when there is clear, documented evidence of any of the prohibited behaviors described in this policy, such behavior shall be promptly addressed according to the procedures outlined below.

Each offense will be referred to the school Principal for disciplinary response. Each offense will require a parent's signature on a discipline incidence form. The consequence shall be:

- 1st Offense – meet with administrator, warning is given
- 2nd Offense – 2 days detention
- 3rd Offense – 1-week suspension
- 4th Offense – student may be recommended for expulsion

CCS may, at its discretion, depart from the above discipline schedule, up or down, including expulsion at any stage, depending upon the circumstances of any violation of this policy.

**Furthermore, any act or threatened act of retaliation or reprisal against a person who reports or gives testimony of a prohibited act of this policy shall be deemed severe.**

**206 STANDARD DRESS CODE\* (updated 9-13-19)**

Clovis Christian Schools believes there is a direct relationship between a student's appearance and their subsequent behavior and attitude. Clothing worn by students shall reflect modesty, cleanliness, and neatness. The general rule is not too short, not too tight, and not too revealing. This dress code applies to any school sponsored function, be it during school hours or during off hours, be it on or off campus.

The first time a student's dress is not in compliance with the CCS Dress Code, parents will be notified and asked to bring an appropriate change of clothes. If parents cannot be reached, or they are unable to bring a change of clothes, the student will be given grace for the initial code violation. If the student continues to be out of compliance on subsequent days, he/she will be separated from his/her peers to complete all coursework for the remainder of the day for as long as the student remains out of compliance with the CCS Dress Code. We encourage parents to keep a change of clothes that meets dress code requirements in their child's locker for immediate use as needed.

**Dress code requirements (Updated 5-10-19):**

Sleeved shirts, tops, and blouses for girls' necklines should not be more than 4 inches below the base of the neck; there should be no cleavage showing. Shirts for boys will have sleeves.

Shorts, skirts, and dresses must have a hem and reach to or beyond the end of the middle fingertip around the entire garment; side slits or kick pleats are allowed on skirts/dresses. This standard is applicable regardless of wearing leggings, tights, shorts, or stockings under garments.

Leggings are permitted with a long, loose-fitted blouse or shirt that falls to the mid-thigh (measured by the end of the middle fingertip).

Beanies and caps may be worn in the school and classrooms, they must be removed for chapel and pledges. Sunglasses must be removed while in the building.

All attire including; Patches, insignias, jewelry, or paraphernalia must not be gang or occult related, and must not be related in any way to tobacco, alcohol, or drug use. Sayings on t-shirts and hoodies should be tasteful.

Clovis Christian School expects its students to follow hair/grooming standards based on health/hygiene, safety, and positive image. Therefore, the hair shall be clean, well groomed, and not covering the eyes. Hair that is extreme, eccentric, or distracting in appearance is to be avoided. For boys, hair must be no longer than the jawline and no longer than the top of the eyebrows in front. All facial hair must be well groomed and neatly trimmed.

No visible tattoos, whether permanent or washable. This also includes no drawing or writing on the skin or clothing. The only exception to this is school sponsored spirit stickers or face painting.

No earrings for boys, and no body piercing for boys or girls.

### **206.1 Chapel Dress**

Chapel attire is required for all students in order to dress in a modest and reverent fashion related to the worship experience in Chapel.

#### **Boys**

- Pants: Dress pants, Docker style pants, or jeans with belt (belt not required for: PK, K, and 1st grades)
- Shirts: Collared dress shirts, polo shirts. All shirts will be tucked in
- Footwear: Dress, Docker, or athletic shoes

#### **Girls**

- Dress shirts or blouses, skirts, skorts, dresses, dress slacks, or jeans (all of these should follow standard dress code requirements)
- Footwear: Dress shoes, sandals (includes dress mules/backless shoes; no flip-flops), and athletic shoes

### **206.2 School Dance**

#### **Boys** (Updated 5-10-19)

- See chapel dress code.

#### **Girls** (Updated 5-10-19)

**In addition to the chapel dress code requirements, please remember the following:**

- Spaghetti straps are acceptable. No strapless gowns/clothes are allowed.
- Necklines, including halter dresses, should not be more than 4 inches below the base of the neck; there should be no cleavage showing, and no view of the breast from the front or the side should be revealed.
- Dresses should skim just below the underarm area and must not be any shorter than end of the middle fingertip around the entire garment; only side slits or kick pleats are allowed on skirts/dresses.
- The bodice/top should not be so loose so as to be revealing when standing straight, bending over, slouching, or dancing.
- Back of the gown should not be so loose as to be open and revealing and should be no more than halfway down the back.
- Proper undergarments must be worn and should not be visible or seen through dresses. *Dresses should not be tight enough to reveal undergarment lines.*

### **206.3 Prom** (Updated 7-25-18; 5-10-19)

Remember if your date is from outside the school, it is your responsibility to ensure they are aware of and meet this policy.

**Boys**

- Men's tuxedo or men's suit with tie
- Men's dress shoes/boots only
- Shirts must be tucked in and worn with a belt

**Girls**

- Semi-formal or formal dresses only shall be worn. Dresses must be tried on and modeled, or pictures sent of front, side, and back view, for administration no later than one week before the prom occurs to ensure it meets modesty requirements.
- Women's dress shoes and sandals only

**206.4 P.E./Athletics**

Students must change into approved athletic shorts and shirts or practice uniforms designated by the athletic department/Head Coaches.

***Game Day Dress Code:***

**Boys:**

- The traveling uniform is matching CCS warm-up pants and tops. When these are not available, a button-down dress shirt with slacks is appropriate. Shirts must be tucked in, and a belt must be worn.
- This dress code applies to away games, unless no locker room/field house facilities are available for changing into the game uniform.

**Girls:**

- The traveling uniform is matching CCS warm-up pants and tops. When these are not available, dress slacks/skirts, with an appropriate blouse or shirt.
- This dress code applies to away games, unless no locker room facilities are available for changing into the game uniform.

**Coaches must also comply with dress code.**

**207 SCHOOL GOVERNANCE\***

**207.1 STRUCTURE**

The Corporate Board of CCS consists of a minimum of five members.

Members of the Corporate Board shall be pastors or their representative from eligible churches and members-at-large.

## **207.2 ACCESSIBILITY**

- While the Corporate Board is always accessible to the staff of Clovis Christian Schools, it is important to note that the Board desires all its employees utilize proper procedures when they approach any Board member with a grievance.
- No employee shall approach a Board member with a complaint until they have exhausted all in-house avenues of rectifying their grievance.
- Employees should always approach their immediate supervisor when they have a grievance. If, after they have addressed their grievance, and there is no satisfaction on the employee's part that their grievance has been properly addressed, they may elevate their grievance to the next level of supervision after notifying their immediate supervisor of their intention.
- Ultimately, an employee can request a meeting with the Board or Board member(s) if they have followed the procedures noted above.
- By utilizing this system, we have found that God has time to work, and, as fellow Christians, what often seems to be an insurmountable problem is, in fact, an opportunity to glorify God.

## **207.3 EXECUTIVE SESSION**

- An executive session of the Clovis Board of Directors may be called by the president/chair under the following circumstances: (a) on the advice of counsel, (b) to discuss current pending legal matters, (c) to consult with the auditors and compensation consultants, (d) to acquire or dispose of property, (e) to discuss or act on personnel issues, or (f) to address such other matters as the board deems appropriate. At the option of the chair, or upon majority vote of the directors, an executive session of the board may be called. This shall be done through roll call vote.
- While in executive session, only board members and individuals invited by the chair may be present. At the option of the chair, the chief executive may be excused. Board members may discuss the business conducted in an executive session only with other board members including or not including the chief executive as directed by the chair, persons present in the executive session by invitation of the chair, and others upon advice of counsel. Those present will be reminded that the executive session deliberations and minutes are confidential. No action may be taken in executive session. Action may be taken once the Board has returned to an open meeting.

## **208 FINANCE\***

All resources are God's resources, regardless of who possesses them (Deuteronomy 10:14), and He alone is the source of provision for His people (Psalm 23:1; Philippians 4:19). It is our desire to make



Christian education available to the largest number possible by holding tuition at the lowest level possible, consistent with the desire for quality Christian education. Thus, it is incumbent upon us as employees of Clovis Christian Schools. to be good stewards of all that God has provided us.

## **209 PURCHASING AND PAYMENTS**

### **209.1 AUTHORIZATION**

- Anyone making a purchase under the authority of CCS must have an Employee Expenditure Agreement, CCS-A-29, on file in the CCS Business Office. Individuals not adhering to these procedures are “personally” financially obligated to make compensation for the items received from vendors. The only authorities for committing or expending funds for CCS are the Superintendent and the school principals.

### **209.2 DEFINITIONS**

To clarify the intent of this instruction the following definitions are provided.

- **Commit** – to “obligate” CCS for the payment of monies to any organization, business, etc.
- **Expend/expenditure** – to “physically” transfer monies from CCS to any organization, business, etc.
- **Purchase order** – a document that authorizes the bearer to purchase items for CCS.
- **Vendor** – any organization, business, etc. that provides services to CCS for monetary compensation.

### **209.3 PROCEDURES**

- Any commitment of or expenditure of monies for CCS must have prior approval by the individuals noted in 209.1 Authorization.
  - All commitments or expenditures of funds for CCS will be supported by a purchase order prior to the commitment. The only exception to this may be when an individual is using one of the school’s credit cards.
  - Following is an explanation of how you can commit or expend funds for CCS.
1. If you are physically going to a vendor to commit or expend funds for CCS for services/items at the time you are requesting the same, you will first fill out a Purchase Order (P.O.). The P.O. will be filled out as completely as possible and then presented to the approving authority for

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their action. You will be given the original of the P.O. to present to the vendor. Return any appropriate documents including a receipt of our purchase, to the Business Office immediately upon completion of your action.

2. If you are committing CCS to the expenditure of funds, by letter or telephone, you must also fill out a Purchase Order prior to this commitment. The Purchase Order number you are issued then must be conveyed to the vendor you are committing CCS funds to. Note: Credit Card purchases will be documented by either a Purchase Order or a receipt; Credit Cards are issued in the name of the school and will not be used for personal purchases.
3. Business Office Responsibilities: The CCS Business Office, and ultimately the Superintendent, is responsible for maintaining the financial documents. Any violations to these instructions will be immediately addressed to the Superintendent.

### **209.4 RECEIPT OF MONIES**

- All monies received by CCS must have supporting documentation. Following are some of the ways the documentation requirement is met.
- All monies received by a teacher must be accompanied by a voucher when turned into the Finance Office.
- Any money directly turned into the Finance Office will be annotated by the one turning it in on the Receipt Log (CCS-F-14)
- Tickets sold for entry to sporting events will be color coded by monetary value and be accounted for at the end of each event.
- All monies received in the mail will be reflected on the Mail Log (CCS-A-65), which is maintained by someone outside the direct financial line of authority at the school.
- All individuals that deposit funds for CCS will be bonded.

### **209.5 RECEIPT OF LOCAL DELIVERIES**

A local delivery is defined as any delivery that is brought to this facility by a local vendor, i.e. lunches, milk, soda, chips, etc.

#### **Procedures**

- All local deliveries will be received on the company's invoice. Verification of quantities delivered should be made at the point of receipt. Personnel on duty in the cafeteria will sign for any deliveries made while they are present, i.e. lunches, mild, soda, chips, etc.
- After the delivery has been signed for at the point of delivery, the invoice will be taken to the

Finance Office for proper disposition.

- The individual that placed the order will:
  - Verify the item count of items delivered
  - Initial the invoice, and forward to the appropriate principal's mailbox for disposition.
  - Local delivery receipts should contain a signature for the quantity of items delivered and initial verifying delivered quantities were the actual requested quantities before filing receipts.

## **210 SALARY WITHHOLDINGS**

### ***State and Federal Tax***

Withholding tax is retained for the Collector of Internal Revenue as payment toward the current year. New Mexico State Tax is also withheld.

### **Social Security**

CCS shall contribute the employer's portion of its employees' Social Security Tax Liability.

## **211 EXPENSE REIMBURSEMENT**

- Faculty members and staff shall be reimbursed for actual expenses of incidental purchases made in support of the school. The Administration must approve these expenses in advance.
- Expenses incurred while traveling in conjunction with sanctioned school activities (e.g. conferences, sporting events, and extracurricular activities, etc.) shall be reimbursed when substantiating receipts are submitted. The Administration shall approve in advance the modes of travel (e.g. air, bus, privately owned vehicles, etc.). Claims for travel cannot be cumulative (e.g. several people riding together in a privately owned vehicle cannot each claim a mileage reimbursement). When privately owned vehicles are used, a travel voucher (CCS-F-15) will be approved by the Superintendent and processed by the Finance Office for reimbursement. Mileage allowance will reflect that approved by the Board.

## **212 SOLICITATION OF GIFTS**

As a matter of stewardship, our primary efforts in requesting gifts will be directed to God's people. Christians have the primary responsibility and interest in accomplishing the Lord's work. Faculty and Staff members should not solicit gifts from parents or others for their classroom or personal benefit.

## **213 TUITION AND FEES\***

### **213.1 TUITION**

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It is our desire to make Christian education available to the largest number possible by holding tuition at the lowest level possible, consistent with the desire for quality Christian education.

Payment of tuition by the parents is not the only area of responsibility to the school. Other ways of participation include prayer for the school, its families and teachers; transportation to various activities; attendance at school meetings; service on committees; maintenance and improvements to building and grounds; and giving, as God enables, to meet financial needs.

CCS will assess each student enrolled in the school a tuition fee as established annually by the Corporate Board. Since CCS has an obligation to its employees, students are considered enrolled for the entire school year. Therefore, no reductions can be made for vacations or school holidays. No deductions will be made from tuition for absence during the school year, regardless of the cause of such absence.

Tuition is computed based upon the number of months in attendance (based on a ten month school calendar). If a student enters the school during the year, the tuition owed is computed by rounding the time remaining in the school year up to the nearest month.

Tuition for part time students (applies to home school students only) is computed by prorating the actual time spent in class to the total number of class periods offered during a normal school day.

If a student withdraws or is terminated during the school year, refunds will be computed according to the Tuition Refund Policy.

- Refer to Parent Responsibilities for volunteering

### **213.2 TUITION REFUND\***

Clovis Christian Schools is committed to holding true to its stated mission and the faith bestowed upon it with the enrollment of each student. To that end, Clovis Christian Schools has established a Tuition Refund Program as a part of its overall budget in order to allow the School to pay the expenses necessitated by and incurred in order to deliver the educational experience its students (your children) need and deserve.

Clovis Christian Schools' expenses are incurred on an annual basis. The most significant annual expenses are those directly related to enrolled students and teacher salaries paid to the teachers employed to teach those enrolled students.

If a student withdraws during the school year, the tuition owed is computed by rounding the time remaining in the school year down to the nearest month. If there is a difference of tuition paid and prorated tuition, a refund of tuition will be paid to the parent up to the last day of January. **No tuition shall be refunded if a student withdraws February 1st and thereafter**

**Registration/Enrollment fees are not eligible for reimbursement or refund.**

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Tuition reimbursement will be calculated based on which month an early withdrawal occurs as long as it is prior to the end of January for that school year. The tuition per week will be established by dividing the total tuition per year by the number of weeks in the school year then the number of weeks remaining will be multiplied by the weekly tuition rate and finally multiplied by the refund rate for that month.

(Example for illustration purposes only: If tuition is \$4700 per year and we have approximately 36 weeks in a year, then tuition per week would be approximately \$130. If a person withdrew their child in November and there were 22 weeks remaining in the year, then their tuition refund would be calculated as 40% of the remaining 22 weeks at \$130/week.  $22 \text{ weeks} \times \$130/\text{week} = \$2846 \times 40\% = \$1144$  refund)

90% during August  
70% during September  
50% during October  
40% during November  
10% during December and January  
No refund will be given after January 31st

\*Military families will be eligible for up to 100% of prorated tuition with proof of military orders.  
REVISED August 1, 2020.

### **213.3 WITHHOLDING OF TRANSCRIPTS**

Student records, including report cards, achievement scores, transcripts, and special testing scores, will be released to the student, to a transfer school, or a requesting college when the student account is paid in full, all textbooks and library materials are returned, and all fines are paid to the school, including lunch balances.

### **213.4 REGISTRATION FEE\***

All students enrolling at CCS are assessed a non-refundable registration fee. This fee may be discounted for early registration as determined by the Corporate Board.

### **213.5 SUNDRY FEES\***

The school may collect sundry fees for student expenses such as yearbook costs, attendance fees for athletic events, extracurricular activities fees, field trip fees, etc. The school assesses a bus transportation fee to and from Cannon AFB.

Transportation

### **213.6 TUITION PAYMENT PLANS\***

Tuition may be paid as follows:

- In full at the beginning of the school year or in two semester payments. An early payment discount plan is available, as established by the Corporate Board.
- Tuition may be paid in 10 or 12 monthly installments via automatic draft program. Registration payment may be rolled into total tuition due.
- The Finance Office will schedule payments.

### **213.7 DELINQUENT ACCOUNTS**

- Tuition is considered late if not paid at the time bank drafts are drawn. A reminder notice will be sent.
- After the 30<sup>th</sup> day past due, an unpaid account becomes delinquent. A second notice is sent after the 40<sup>th</sup> day past due containing instructions regarding disenrollment procedures.
- By the 4<sup>th</sup> Tuesday of the second month past due, a payment plan must be arranged with the Superintendent and the Finance Office to bring the account current by the 90<sup>th</sup> day.
- On the Friday following the 60<sup>th</sup> day, disenrollment is automatic unless an account is brought current or a written payment schedule is arranged to bring the account current on the 90<sup>th</sup> day.
- Failure to bring accounts current on the 90<sup>th</sup> day, according to a payment schedule, will result in disenrollment.
- All accounts must be paid in full for the current term for grade cards, transcripts, and diplomas to be issued.
- After disenrollment, a student may apply for re-enrollment when accounts are brought current. Registration fees are waived.
- After an account has remained delinquent for three months, with no response from the parent(s) to establish an agreed upon payment plan to address outstanding tuition and insufficient fund charges, it will be turned over to a professional collection agency for collection.

### **213.8 TUITION DISCOUNTS AND ASSISTANCE**

Annually, Clovis Christian Schools receives from benefactors monies dedicated to scholarships. Scholarships are made obtainable to all families with a financial need, as funds are available. Since funds are received throughout the year for this purpose, the total amount

of money available for disbursement is based upon prior years giving. Funds received for scholarships are so noted when received. Families requesting financial aid are required to apply online through "FAST," Financial Aid for School Tuition. Parents are required to pay an application fee directly to FAST for financial information processing. The Scholarship Committee meets annually in May to review and approve these requests based upon anticipated scholarship donations.

#### **214 BARTERING\***

The Superintendent – with board approval - has the authority to barter tuition on a limited basis with individuals for services that the school needs. A barter contract will be initiated with these individuals delineating how services received will be accounted for.

#### **215 FUNDRAISING\***

Fundraising (also development or advancement) is the process of soliciting and gathering contributions as money or other resources, by requesting donations from individuals, businesses, charitable foundations, or governmental agencies for the purpose of raising money for a specified cause or project.

At CCS, any event that is hosted in connection with or on behalf of CCS, and conducted by a school employee, parent, or student, for the sole purpose of raising funds to benefit an internal or external cause or project is considered a fundraiser; therefore, it requires approval from the principal and superintendent of schools.

All fundraising requests must be formally submitted to the principal on a CCS Fundraiser Application form.

Thorough planning is essential before completing the CCS Fundraiser Application. Although planning does not take the place of doing, effective planning is 75% of hosting a successful fundraising event. Unless you have a defined purpose, need, and timeline for a fundraising event, you do not need to raise funds. Important questions to ask when considering a fundraising request are as follows:

1. Why is this fundraiser essential? What is its purpose?
2. What will be the starting and ending dates of this project?
3. Who will conduct the event? (Sponsor, students, parents, etc.)
4. Who will benefit? (Class, sports, school)
5. Who is the target? (Parents, businesses, students, etc.)
6. How much money do I need to raise?
7. What will it cost me to conduct this fundraiser?
8. How much money do I expect to retain? (Profit)
9. How many fundraisers have I or the organization I am representing submitted this school year?

## **216 FACILITIES USE\***

CCS facilities are a gift from the Lord, and the school wants to be a good steward of that gift. The following guidelines must be adhered to:

### **216.1 FACILITY USERS\***

- Any school organization desiring use of a facility must receive prior permission from the Superintendent.
- Any organization outside the school will be considered for use of the facility only if:
  - (1) It is a non-profit organization
  - (2) It supports the ministry of CCS, has a Spiritual emphasis, and is consistent with our Statement of Faith.
  - (3) Its use would, in some way, benefit the school
  - (4) It is willing to pay the cost of using the facility
- Staff members and other Christ-centered organizations may have a need to borrow equipment, i.e. tables, chairs, roasters, etc. from the school. The use of these items is authorized only after approval by the School Superintendent or in his/her absence, one of the school's principals. Items must be signed out on a hand receipt form (CCS-A-61). CCS reserves the right to deny or make exceptions to this privilege to anyone it so deems appropriate.

### **216.2 FACILITY RENTAL**

Approved facility users may rent the gymnasium and/or cafeteria of Clovis Christian Schools by signing a "Facility Use Contract" (CCS-A-50) and paying the prescribed fees and deposit as prescribed by the Schedule of Fees determined by the Corporate Board.

- (1) The rental will be scheduled and approved by the Superintendent to avoid scheduling conflicts with school activities.
- (2) Use of the facilities shall be limited to those organizations and/or persons that: support the ministry of CCS, have a Spiritual emphasis, and are consistent with our Statement of Faith. Any exceptions must have CCS Corporate Board approval.



**SECTION 300 - SCHOOL, HOME, AND COMMUNITY****301 PARENT RESPONSIBILITIES\***

- Parents should be acquainted with the doctrinal statement, goals, and other information given at the interview.
- All parents are encouraged to attend the beginning of school year orientation, as well as other meetings.
- Parents are expected to activate their CCS website RenWeb account in order to monitor student progress, communicate with teachers, and receive school correspondence.
- Parents are encouraged to attend parent-teacher conferences.
- Parents are to find out the full story when student/teacher conflicts arise.
- Parents are responsible for getting their children to and from school **ON TIME**. The school provides limited transportation, but ultimately transportation is the parents' responsibility.
- Parents should make every effort to build school spirit by supporting the school's activities and programs.
- Observing one's child in a classroom setting can provide the parent with helpful insight into the child's classroom environment. Each parent is invited to observe in his or her child's classroom for one hour per semester (fall and spring).
- Below are some helpful things to remember when observing: Younger children are not allowed in the classroom:
  - There should be little or no conversation with other observers or the students.
  - Please take a seat in the back of the room.
  - Please do not sit next to your child's desk.
  - If you wish to discuss your child's progress, please refrain from conversing with the teacher until after school.
  - It is very important that the teacher's undivided attention be on the students.
  - No observation is allowed during standardized testing.
  - Please remember to pray for your child and your child's teacher.
  - Also, please realize that the earlier in the year that you observe, the more beneficial it will be for your child.
  - You may find areas where you may help your child as you become familiar with his or her environment.

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- If, after observing, you have questions concerning any area of the classroom, please feel free to contact your child's teacher.
- Parent involvement is an essential part of your child's education at CCS. We believe strongly in parent participation and will expect you to be involved as an active partner in your child's school community. CCS cannot function without parent volunteers at lunch, recess duty, fundraisers, activity sponsors, etc.

### **302 Parents Assisting Christian Education (PACE)\***

#### **302.1 RESPONSIBILITIES**

- Have a positive and supportive attitude about the school, board members, and administration and teachers and convey that attitude to others in the community at all times.
- Have an appreciation for what all parents do.
- Practice the biblical principle regarding gossip. *"Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."* Ephesians 4:29
- Be willing to serve others. *"Whoever wants to become great among you must be your servant, and whoever wants to be first must be your slave, just as the Son of Man did not come to be served, but to serve."* Matthew 20:26-28
- Display a spirit of goodness. *"But the wisdom that comes from heaven is first of all pure; then peace-loving, considerate, submissive, full of mercy and good fruit, impartial and sincere. Peacemakers who sow in peace raise a harvest of righteousness."* James 3:17-18
- Read and sign the Declaration of Moral Integrity indicating their support for the CCS Statement of Faith and the Volunteer Code of Conduct outlining CCSs standards of Christian conduct.

#### **302.2 DUTIES\***

- Serve as a room parent and assistant to the teacher, special projects aide, story reader, and a communicator who represents the school to your class parents.
- Attend PACE meetings when possible.
- Get to know all your class parents.
- Contact parents for all school activities and schedule workers when necessary.

- Attend school-wide meetings when possible.
- Help your teacher schedule class parties (2 per year), field trip volunteers and drivers, and other class activities.
- Follow correct procedures for handling conflicts (Section 305).
- Read and be familiar with the school's policies and procedures.

**NOTE: Remember PACE members serve as volunteers and, as such, are subject to removal by the Superintendent.**

### **303 STUDENT OUTCOMES\***

Clovis Christian Schools desires to produce graduates who have a Christian, Biblical worldview and demonstrate the following characteristics:

1. Are well prepared in all academic disciplines and are skilled in reading, writing, speaking, listening and thinking.
2. Are proficient in mathematics and science.
3. Have a knowledge and understanding of people, events, 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 beliefs and values.
5. Have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting inter-ethnic harmony, and encouraging biblical hospitality for the "stranger".
6. Personally respond to carrying out the Great commission locally and around the world in a culturally sensitive manner.
7. Know how to utilize resources, including technology, to find, analyze, and evaluate information.
8. Are committed to life-long learning.
9. Have the skills to question, solve problems, and make wise decisions.
10. Understand the worth of every human being as created in the image of God.

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11. Can articulate and defend their Christian, Biblical worldview while having a basic understanding of opposing worldviews.
12. Understand and commit to a personal relationship with Jesus Christ.
13. Know, understand, and apply God's Word in daily life.
14. Possess apologetic skills to defend their faith.
15. Are empowered by the Holy Spirit to pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.
16. Treat their bodies as the temple of the Holy Spirit.
17. Are actively involved in a church community where they serve God and others.
18. Understand, value, and engage in appropriate social (community) and civic (political) activities.
19. Embrace and practice justice, mercy, and peacemaking in family and society.
20. Value intellectual inquiry and are engaged in the marketplace of ideas (open honest exchange of ideas.)
21. Respect and relate appropriately and with integrity to the people with whom they work, play, and live.
22. Have an appreciation for the natural environment and practice responsible stewardship of God's creation.
23. Are prepared to practice the principles of healthy, moral family living.
24. Are good stewards of their finances, time (including discretionary time) and all other resources.
25. Understand that work has dignity as an expression of the nature of God.

### **304 HANDBOOKS\***

The school will post the "Student-Family Handbook" on the school website for the purpose of providing to students and parents information, procedures, and policies regarding participating in and attending activities at CCS. This Handbook will be reviewed annually, updated as required, and approved by the Corporate Board before distribution to school families at the beginning of each school year.

This Handbook has the full force of Board policy.

### **305 PARENTAL PROCEDURES WHEN PROBLEMS OCCUR\***

From time to time, disagreements may occur as to practices and procedures at CCS. It is our desire to resolve all disagreements and to restore relationships between parents, students, and staff of CCS. We believe interpersonal problems should be handled according to Matthew 18:15-17:

*“If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses. If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector.”*

Only in this way can problems be resolved instead of becoming a source of irritation that leads to many sins (James 3:4-12). Please use the following procedures when handling difficulties:

- Contact your student’s teacher and discuss the problem.
- The solution to any problem should be sought with Christian love, one to another. Please do not discuss the problem with other parents, students, or faculty. Discussing any situation with anyone other than those directly involved or those in the proper chain of command is wrong and counterproductive. Continual action of this kind on the part of any parent is the reason for removal of the family from the school. The services of the school are engaged by mutual consent, and either the school or the parent reserves the right to terminate any or all services at any time.
- If the situation cannot be resolved, the parent and/or teacher should make an appointment with their school’s Principal and subsequently with the Superintendent.
- The last recourse, if the situation has not been resolved, is to contact the Board President in writing and requesting a meeting with all parties involved.
- Please note that admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

## **SECTION 400 - SCHOOL PERSONNEL**

### **401 STAFF\***

#### **401.1 NON-DISCRIMINATION**

It is, and shall be, the policy of Clovis Christian Schools, Inc., in the admission of students or the hiring of employees, not to discriminate on the basis of the applicant’s race, color, sex, or national or ethnic origin.

#### **401.2 PERSONAL QUALIFICATIONS**

- All staff members shall be Christians and adhere to the Statement of Faith as set forth in this Handbook. All staff will faithfully attend and financially support a local church whose fundamental beliefs are in agreement with the Statement of Faith of this school.
- All staff members shall be in agreement with the stated purposes of the school as outlined in the Employment Contract and the Staff Policy Book.
- All staff members shall give evidence of good moral character and indicate their agreement with the Declaration of Moral Integrity.
- All staff members shall be Christian role models in attitude, speech, and actions both in and out of school. (Luke 6:40)
- All staff members shall give evidence of adequate physical and mental condition.
- All staff members shall agree to uphold the purposes and objectives of CCS, as stated in the Employment Contract and Statement of Faith, and the Declaration of Moral Integrity. Shall a staff member find he/she is no longer in harmony with the stated purposes and objectives as outlined, it is his or her Christian duty to notify the Superintendent.

#### **401.3 PROFESSIONAL QUALIFICATIONS**

- Teachers shall have a minimum of a Bachelor of Arts or a Bachelor of Science Degree from an accredited college or university.
- Teachers shall have or acquire ACSI certification upon employment with Clovis Christian Schools. Teachers must complete all ACSI requirements to upgrade or maintain a current ACSI certificate throughout the duration of their employment with CCS. Each teacher is personally responsible for submitting all required documentation and fees for certification. Upon initial employment, CCS may cover the cost of the teacher's temporary certification fee. If the teacher does not remain employed with CCS for a period of no less than three years, the cost of the initial certification fee will be deducted from the teacher's final paycheck. The teacher is responsible for all subsequent fees to renew or upgrade the ACSI certification. Any teacher who allows his/her certification to expire may be released from employment during or at the end of the school year in which the certification expired since failure to meet this obligation places the school's accreditation status in jeopardy.
- Teachers shall have had (or be willing to pursue) courses specifically prescribed by the Corporate Board in the area of Christian education and philosophy.

#### **402 EMPLOYMENT PROCEDURE FOR TEACHING STAFF**

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- As soon as a vacancy is expected, the Administration shall seek qualified candidates in surrounding colleges, ACSI, sister Christian schools, and the surrounding area/community in order to find the best qualified candidate.
- Applicants shall secure and complete an Application for Employment, submit necessary references, and forward copies of transcripts, licenses, and confidential files. Applicants who falsify information create grounds for dismissal.
- The Superintendent and/or Principal(s), and a committee if so desired, shall initially interview all prospective teachers.
- Applicants, who complete these requirements and meet the requirement for employment, including a background check, shall then be recommended to the Superintendent for final approval.
- All prospective employees must sign a waiver authorizing CCS to obtain personal information about the prospective employee. This form shall be included with applications for employment.

### **403 CONTRACTS**

- All employees of CCS must have a signed faith testimonial that has been signed by the President of the Corporate Board.
- All contracts shall be for one year unless specifically altered by the Corporate Board.
- Employees will be notified if their services are not required for the following school year as soon as the Administration has made that determination. Reason for non-renewal of contract will be given.
- All employees will notify CCS in writing via Letter of Intent, CCS-A-53, as to their intent to return for the following year by February 1st annually so the school might make adequate plans in the area of staffing.
- If it should become apparent that the employee under contract shall not be able to complete their contract or be able to accept one for the following year, a written letter of resignation shall be submitted to the Superintendent.
- When an employee is absent from his duties for more than three days without approval, the Superintendent may rule the contract to have been breached and declare the position open after approval by the Corporate Board.

#### **404 PROBATIONARY EMPLOYEES**

- All employees need to demonstrate adequate performance and conduct during a full cycle of school activities. They shall be subject to a probationary period of one contract year, or for a second year with the approval of Administration or the board.
- Probationary employees may be terminated when they fail to demonstrate proper conduct, professional competency, and/or adequate performance.
- When the Administration decides to terminate an employee serving a probationary period, it must be done in writing. The Superintendent must sign the termination notice.
- The information in the termination notice shall contain the reasons for separation, and the effective date of termination. The notice shall cite inadequacies of the employee's performance or conduct.
- The termination of a probationary employee cannot be appealed.

#### **405 INVOLUNTARY TERMINATION OF EMPLOYMENT**

When, during the term of employment, including contract, it appears that severance of the employment or contract must be made by CCS, reasons shall be given to the employee in writing. Such reasons shall relate only to the welfare of the school and the students therein. A hearing with the Corporate Board may be requested if it is done in writing within seven days and given to the person issuing the notice. Failure to request a hearing within that time shall waive that person's right to such a hearing.

#### **Reasons for Involuntary Termination of Employment**

- Immoral or unprofessional conduct
- Commission, aiding, or avocation of acts of a criminal nature
- Dishonesty
- Incompetency
- Evident unfitness for service



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- Physical or mental condition making them unfit to instruct or associate with children
- Continued violation or refusal to obey rules or regulations of the Corporate Board as set out in the Employment Contract or Faculty/Staff Handbook
- Conviction for a felony or any crime involving moral turpitude
- Notice of Dismissal shall be in writing and delivered in person or by certified mail to the last known address.
- Upon the date of termination, all benefits and compensation will cease.

### **406 SICK AND PERSONAL LEAVE**

- Full-time, part-time, and twelve month employees accrue paid sick and personal leave monthly during the school year.
- Sick leave may be used when the employee or a member of his or her immediate family is sick.
- Personal leave is used for the employee's special/emergency needs and must be scheduled at least 1 week in advance, whenever possible.
- Leave for funerals will count as personal days.
- Any appointment (doctor, personal, etc.) is to be scheduled as a leave for at least a 1/2 day or a 2 hour segment of time. No hourly leaves are permitted. All staff members are encouraged to schedule appointments outside of the regular workday whenever possible.
- Leave is accrued at the following rates:
  - Full-time Faculty/Staff:
    - 0.35 days sick leave per pay period for a total of 7 days per year
    - 0.15 days personal leave per pay period for a total of 3 days per year
  - Part-time Faculty/Staff:
    - 0.15 days sick leave per pay period for a total of 3 days per year
    - 0.10 days personal leave per pay period for a total of 2 days per year
  - 12 month Employees:
    - 0.38 days sick leave per pay period for a total of 9 days per year
    - 0.13 days personal leave per pay period for a total of 3 days per year

At the end of each school year, the balance of sick leave will be carried over until the employee

accrues a maximum of 30 sick leave days. Personal leave does not carry over. Part-time staff do not accumulate sick leave.

When a staff member has used all sick and personal leave, and the Administration determines that the situation warrants additional sick leave, other staff members may donate sick leave time to such a staff member, when approved by the Superintendent. Administration will review each request on a case-by-case basis.

- Church conference leave falls under personal leave and may not extend beyond two days, and no more than two staff members can attend the same conference.
- Sick and personal leave may not be sold back to the school at the employee's termination, resignation, or retirement. In addition, accrued days cannot be used at the end of employment.

#### **407 MATERNITY LEAVE**

An employee may request a leave of absence in accordance with the State or Federal laws regulating maternity leave. This leave is without pay and does not count as experience on the salary schedule.

#### **408 JURY DUTY**

Immediate notice should be given to the supervisor in regards to jury duty, and a leave of absence will be granted. When such duty would interrupt the students' educational progress, the Superintendent may discuss the possibility of seeking an exemption with the employee.

CCS will continue paying employees their regular salary while serving jury duty on the condition that they remit any compensation for such service to the school following payment by the Court System.

#### **409 PROFESSIONAL LEAVE**

Teachers and Administration may request two days each year for professional growth. The Title II Professional Development Grant provides the funding source for most costs associated with professional development, including a substitute teacher. Exceptions may be made on a case-by-case basis as approved by the Superintendent.

#### **410 MANDATORY LEAVE**

The Superintendent reserves the right to require an employee to take a leave of absence when they deem it to be in the best interest of the employee, students, or fellow employees.

#### **411 VACATION DAYS**

##### **411.1 12-Month Employees**

## **Administration**

Awarded the following standard school holidays plus 20 days paid vacation per year based upon the level of the position.

Labor Day  
Fall Break  
Thanksgiving Break  
Christmas/New Year's Break  
Martin Luther King Day  
President's Day  
Spring Break  
Easter Break  
Memorial Day  
Independence Day  
Extra Days in Calendar for "long weekends"

### **411.2 Vacation Accrual**

All 12-month administrators (i.e., superintendent) will receive 20 days of paid vacation per year on an accrual basis of 1.66 days per month or 0.83 days per pay period. Up to 25 days of unused paid vacation may be rolled over to the next school year. If more than 25 days of paid vacation remain, then these days will be forfeited. Other 12-month administrative positions will earn one (1) week of paid vacation per year on an accrual basis the first year of employment, and then two weeks of paid vacation on an accrual basis after three consecutive years of employment.

### **411.3 Maintenance and Custodial**

12-month maintenance and custodial staff will earn one (1) week of paid vacation per year on accrual basis after the first year of employment, and then two weeks of paid vacation on an accrual basis after three consecutive years of employment. Maintenance and custodial staff will receive all standard school holidays, with the exception of Christmas and Spring Break, which will follow an abbreviated schedule, as designated by the Superintendent. No more than six days at Christmas break and three days at Spring break will be provided to 12-month support staff.

## **412 ABUSE OF LEAVE**

If an employee accumulates a number of absences that could detrimentally affect CCS, cause morale problems or educational problems, then the Superintendent will meet with the individual employee and resolve problems through counseling or appropriate measures. The Superintendent will keep the Corporate Board advised of employees accumulating excessive absences.

## **413 SALARY PAY SCALES**

The Board shall annually review and adopt a salary schedule.

### **413.1 PAY CATEGORIES**

CAT I	Principals
CAT IB	Administrative – Student Services Director, Registrar, Athletic Coordinator, etc.
CAT II	Faculty
CAT III	Educational Assistants, Executive Assistants, Health Assistant, etc.
CAT IV	Maintenance, custodial, and personnel hired at an hourly rate

The Corporate Board of Directors annually sets the Superintendent's salary.

### **413.2 PART-TIME**

- Part-time teachers are compensated by prorating the base salary to the classroom periods taught compared to the number of periods for a full teaching load.
- Salaries for part-time support personnel shall be paid based on the actual hours worked at an hourly rate established by the Superintendent and the board.

### **413.3 SUBSTITUTES**

Substitute teachers shall be paid at a rate established by the Superintendent and the board. Full-time faculty members acting as a substitute during their break periods are not eligible for substitute teacher pay. Teachers may "trade periods" on an occasional basis with the administrator's approval.

### **413.4 OTHER EMPLOYEES**

Bus drivers, coaches, and other employees, as deemed appropriate by the Board, shall be paid at a rate established by the Superintendent and the board.

## **414 FACULTY AND STAFF BENEFITS**

- All employees of CCS are covered by Workman's Compensation as required by law. All self-inflicted injuries are exempt.
- Clovis Christian Schools, Inc. shall contribute the employee's portion of its employees' Social Security Tax.

**415 OUTSIDE EMPLOYMENT**

While employed at CCS, employees will not take advantage of students or their families in business ventures. Employees should make no attempt to sell any items to anyone in any way connected to the school.

It is not acceptable for CCS employees to be concurrently employed in a business that would negate their Christian witness or role model position.

CCS employees will not hold outside employment during their contract year when it is deemed to create conflicts of commitment, that is, the amount of time spent by faculty, administration, or support staff outside their teaching and service responsibility to Clovis Christian Schools. Such conflicts of commitment adversely affect student learning and the organization's ability to meet its mission and objectives.

**416 FACULTY AND STAFF RIGHTS AND RESTRICTIONS**

Faculty and staff shall have the right to inspect their Personnel File. Comments of a derogatory nature shall not be entered until the employee has had an opportunity to review and respond. Personal information about an employee will not be released without a signed waiver from the employee.

**417 FACULTY, STAFF, AND EMPLOYEE EVALUATIONS**

All CCS faculty, staff, and employees shall receive regular performance evaluations by their immediate supervisor or the appropriate administrator:

Faculty	1 per year
First year faculty	2 per year (minimum)
Hourly employees	1 per year or as needed

**418 SCHOOL CHOICE**

The position of the CCS Corporate Board is that parents have the primary responsibility for their children's education, and that CCS exists to serve parents who desire a Christian education for their children. Homeschooling and Christian education are not perceived to be in conflict. Homeschooled students may enroll part-time in CCS, but may NOT participate in sports or extra-curricular activities unless they are enrolled in at least 5 classes. Homeschooled students enrolled part-time at CCS may not participate in public school athletics or extra-curricular activities in accordance with NMPED regulations.

**419 FULL-TIME EMPLOYEE PREFERENCE**

It is the preference of the CCS Board to hire full-time employees whenever possible and to staff coaching positions from among the full-time employees to the greatest degree that is practical.

#### **420 REPORTING ACCIDENTS**

An Accident Report shall be completed within 24 hours. If possible, the injured employee shall complete the report, but, if not possible, his/her supervisor shall complete it.

#### **421 STAFF POLICY BOOK**

The Superintendent shall publish and update the Faculty/Staff Policy Book. The purpose of this book is to provide staff members with information, procedures, and policies regarding employment at CCS. This book shall be reviewed and updated annually and approved by the Board prior to distribution to faculty members at the beginning of each school year. Once approved, this Policy Book shall have the full force of Board Policy.

#### **422 INDEPENDENT CONTRACTOR**

Occasionally, the school may find it necessary to hire an independent contractor to provide special services. This can only be done with prior approval of the Board. These persons, as such, are not employees of the school and are responsible for their own taxes, insurance, etc.

#### **423 TEACHER DRESS AND ETIQUETTE**

Teachers should not take food items into the classroom (coffee, cokes, etc.), except at lunch. Please limit these items to your break times. Water, in a closed container, is acceptable in the classroom.

Teachers are encouraged to live an exemplary Christian lifestyle in body, mind, and spirit to include being good examples of having a healthy lifestyle.

Students observe the teacher 's dress. As a model before students, their appearance should be neat and appropriate.

##### **423.1 ACCEPTABLE ATTIRE**

- **Ladies:**

Suits (pantsuits, skirt with jacket suits, and jumpsuits)

Skirts or dress slacks with blouses, blazers, sweaters, vests, cardigans, and pullover sweaters

Dresses

Jumpers with blouses

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Nice navy denim skirts

Gauchos pants or dress Capri pants falling halfway between the knee and ankle.

NOTE: Dresses, skirts, and split skirts will not be more than 2" above the top of the knee

- **Men:**

Men are to wear a dress shirt (button-down or polo) with dress slacks each day. Ties are encouraged, but not required. Shirts must be tucked in and pants must be worn with a belt.

- **Shoes:**

Flat shoes or dress shoes are acceptable. Men should wear socks. Women may wear hose or socks. Dress sandals and sneakers in good condition are also appropriate. No flip-flops are allowed.

- **Physical Education Teachers:**

May wear appropriate attire for physical activity, as approved by the building principal

### **423.2 NON-ACCEPTABLE ATTIRE**

- Stirrup pants, unless loose fitting
- Jeans of any kind (except on Fridays and any other Superintendent approved days)
- Tight fitting pants, including skinny jeans/pants and leggings
- Shorts
- Sweatshirts, unless CCS sweatshirts worn on spirit days
- City suits that look more like shorts than skirts will not be allowed.
- Sweatpants, parachute pants, wind pants, or Capri pants (that are NOT dress pants)

NOTE: When in doubt, seek counsel from your principal. Always err on the side of being conservative in your dress, rather than seeking to push the boundaries established here.

### **424 CHILD ABUSE AND NEGLECT \***

The detection and reporting of child abuse or neglect is required by both the Children's Code (32A-4-3 NMSA 1978) and the Public School Code (22-5-4.2 NMSA 1978). Abuse of a child under the Children's Code refers to the physical, sexual, emotional or psychological abuse of a child by a parent, guardian, or custodian. According to the Children's Code, failure to report abuse or neglect of a child is a misdemeanor. The terms "abuse" and "neglect" are defined in detail in Section 32A-4-2 NMSA 1978 of the Children's Code. There is also the crime of child abuse, which consists of anyone who knowingly, intentionally, negligently or without cause, causes or permits a child to be placed in a situation of endangerment to the child's life or health, torturing or cruelly confining a child, or exposing a child to the inclemency of weather. To address the detection and reporting of child abuse or neglect at Clovis Christian Schools, school employees who know or suspect that a child is an abused or a neglected child shall immediately report the matter to either a law enforcement agency or the New Mexico Children, Youth and Families Department (CYFD).

So long as such a report is made in good faith, the reporting school employee shall be immune from civil liability or criminal sanctions for their action. Any school employee who permits a member of a law enforcement agency or an employee of the human services department to interview the child with respect to that report without the permission of his parent, guardian, or custodian is presumed to be acting in good faith and shall be immune from civil and criminal liability that might otherwise be incurred, unless the employee acted in bad faith or with malicious purpose.

All employees have a mandatory, nondiscretionary duty to report known or suspected abuse or neglect of a child. It is not the duty of the school employee making the report to conduct an investigation to determine whether the child identified has in fact been abused or neglected. The duty to investigate the report is set forth in Section 32-1-15 of New Mexico Statutes. The failure of any school employee to report knowledge or suspicion of the child abuse or neglect will be cause for criminal prosecution and may be cause for discipline of the employee.

If the school employee elects to report knowledge or suspicion of child abuse or neglect to his or her immediate supervisor rather than making the call directly to the appropriate agency, he or she must remain present in the room while the call is being made by his or her supervisor. A written report from CYFD and/or a law enforcement agency shall be requested when making a report.

All school personnel, including substitute teachers, educational assistants, health assistants or school nurses, school counselors, contract coaches, and other instructional service providers shall complete training **in the detection and reporting of child abuse or neglect, within their first year of employment** by, or providing services to, Clovis Christian Schools.

#### **425 CONFLICT OF INTEREST**

At no time may any employee who is responsible for the supervision and/or evaluation of any other employee be directly related to him or her.

#### **426 JOB CROSS-TRAINING OF CLERICAL AND NON-CERTIFIED PERSONNEL**



To ensure that Clovis Christian Schools is never limited in its ability to perform essential functions inherent to the daily operations of the organization, all clerical and non-certified staff, with the exception of educational assistants, shall engage in job cross-training to achieve solid competence in the position responsibilities of at least one support staff position. Each support staff member who has completed job cross-training shall annually maintain or improve proficiency in the job functions learned.

## **SECTION 500 – INSTRUCTIONAL PROGRAM**

### **501 THE MASTER TEACHER**

All of us model much of what we see and learn. While we usually discern and model appropriate behavior, we sometimes exhibit behavioral traits learned from inadequate modeling. As teachers, we may have certain mannerisms that reflect one of our previous teachers. Naturally, we may teach as our parents taught us. While most of the behaviors and choices we make as teachers are appropriate, we need to emulate the only perfect Teacher, Jesus Christ (1 Peter 2:21). During the year, compare your teaching style, methods, and attitudes with those of Christ. Model Him through the help of His Word and the Holy Spirit. These thirteen qualities of Jesus' teachings are not exhaustive. As you discover others, add them to this list for further reference.

- The authority of what He teaches is based on the Word of God, the Bible. (2 Timothy 3:16; Psalm 119:160)
- He perfectly models all that He teaches. (1 Peter 2:21; John 13:15)
- The environment of His "classroom" reflects His order and creativity. (1 Corinthians 14:40; Psalm 19:1; Genesis 1:31)
- He uses life experiences to teach us. (John 4:7-40)
- He teaches in sequence, beginning with concrete examples and moving to the abstract . (Hebrews 9)
- He utilizes methods appropriate to our learning style and ability at any given time. (Matthew 13:3, 22:15-22; Luke 8:10)
- He states His expectations in clear terms. (Romans 1:19-20)
- He is consistent in His character. (Numbers 23:19; Psalm 40:10; 1 Corinthians 1:9)
- He trusts us. (1 Timothy 1:11; Galatians 2:7)
- He loves us. (1 John 4:8-10)
- He reinforces His lessons until mastery occurs. (Matthew 26:55; 2 Corinthians 1:8-10)

Psalm 54:4)

- He disciplines us. (Hebrews 12:5-11; Proverbs 3:11-12)
- He is always accessible. (Hebrews 4:15-16)

There is a direct relationship between the quality of academic excellence and the quality of the teaching staff. The teacher is the key person in charge of the classroom. Teachers must prepare themselves spiritually, physically, emotionally, and intellectually for leadership. They must model the highest example of teaching proficiency as exemplified by our Lord. Their classroom environment must provide an organized structure, which nurtures the learning and the self-discipline of the students. The teacher must assume their role within the staff in a manner that results in love, fellowship, and unity throughout the school. The presentation of superior academic instruction and the effective communication of Christ's love to each student are incumbent upon the Christian school teacher.

### **502 INSTRUCTION\***

Textbooks and supplementary teaching materials are selected after careful consideration of their academic quality and Christian, Biblical worldview. Most of our textbooks come from Christian textbook publishers. However, secular textbooks may be used in curriculum areas where no high quality Christian texts exist. Where this is the case, teachers must approach all content with Godly discernment. A strong phonics program will be the foundation of the reading and language arts curriculum. Creation, rather than evolution, will be the foundation of the science curriculum regarding the origins of life. However, students will study evolutionary theory and the creation-evolution controversy to ensure they can logically compare and contrast these two theories and defend their Christian, Biblical worldview.

### **503 INSTRUCTIONAL TIME \***

Clovis Christian Schools ensures that every student will be actively engaged in instructional activities throughout the school day. It is important that interruptions to the instructional process be kept to a minimum. The following procedures were created to protect instructional time:

- "Broadcast messages, with the exception of morning announcements, will occur only in the case of emergency or unanticipated events.
- Students will begin instructional activities immediately upon the beginning of class or when the tardy bell rings (grades K – 12). Bell to bell instruction will be the consistent practice.
- Only emergency or expected calls will be sent to classrooms during instructional time.
- Only expected visitors will be allowed to visit instructional areas.

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- School and classroom schedules will reduce the number of transitions for students from one school location to another.
- Scheduled activities to reward student behavior will be aligned with curriculum and instructional guidelines.
- Video and television broadcasts will be used for instructional purposes only and must support the core content.
- Morning announcements will be concise and to the point.

### **504 TEACHING GOD’S WORD\***

Along with quality academic education, the day-to-day teaching of Christian truths and concepts is of primary importance at CCS. The goal is to educate children about Christ in a manner that motivates them towards Christ-like character and conduct. Christianity is recognized as an optimal lifestyle.

School faculty are committed to unity among a school constituency from many different Christian churches. The teaching of God’s Word emphasizes unity, not uniformity or unanimity. While uniformity implies thinking and acting alike and unanimity implies everyone agreeing, unity is what the Bible encourages: *“The body is a unit, though it is made up of many parts . . .”* I Corinthians 12:12.

- Every effort is made to make the study of God’s Word an enjoyable experience for all students. Throughout the week, God’s Word is presented in distinct ways, including:
- Daily devotion - beginning or during the school day by honoring the Lord.
- Integrated curriculum - merging God’s Word into all academic subjects. No subject can be taught apart from the “truth of Scripture.”
- Bible curriculum - studying the Bible as a subject.
- Chapel service - featuring praise and worship and “age appropriate” sermons in a gathered community environment.

### **505 CURRICULUM AND EDUCATION\***

#### **505.1 PURPOSE\***

The educational program shall be designed to carry out the Philosophy of Education for CCS. Textbooks and curriculum, as available, should reflect the general understanding for the necessity of the Word of God as foundational in every area of academic pursuit.

#### **505.2 PARENTAL INQUIRY OF CURRICULUM\***

Parents may freely inspect the current curriculum and texts their children will be using.

#### **505.3 COMBINED CLASSES\***

The Administration has the full authority to create and schedule combined classes for adjacent grades, as long as this action is to the benefit of the students and school.

#### **505.4 CONCURRENT ENROLLMENT\***

CCS, in combination with Clovis Community College (CCC) and Eastern New Mexico University (ENMU), offers sophomores, juniors, and seniors the opportunity to attend college and receive dual credit for these courses. There are two tracks for these courses: academic and vocational. Parents must provide permission prior to student enrollment in these courses. In addition, parents must request a dual credit application from the school Student Services office and present this form to the CCC or ENMU registrar when scheduling and paying for classes (may ONLY be the cost of course-related fees). **Parents are responsible for ALL costs for these courses.**

All textbooks will be the responsibility of the parent/student. A minimum 2.0 GPA should be maintained in these courses.

CCS believes this program has many benefits such as:

- Easing students into college life while still having support from home.
- A commitment that takes students to another academic level.
- Attaining up to twenty-four college credit hours upon graduation by a student using the program.
- Completing Honors classes if desired through selected courses.
- Acquiring vocational skills if desired through selected courses.

The Student Services office maintains the primary responsibility for this program.

#### **505.5 PHYSICAL EDUCATION\***

Physical education is an accredited course that is required to graduate from High School. Physical education teaches improvement of human development through the medium of physical activities; therefore, physical fitness will be emphasized. Each student is introduced to a wide variety of sports,

strategies, and self-development of their motor skills. It concerns itself with the total well-being of the individual, which encompasses physical, mental, social, emotional, and spiritual health.

Physical educators use a different type of grading scale. Clovis Christian Schools' teachers give grades to the students for attendance, suiting out in the proper clothing, participation in activities, improvement throughout the year, and following instructions. A grade may also be given for instruction and assignments related to the CCS health curriculum.

A student must attend four periods or at least one half of their daily schedule to be allowed to participate in extra-curricular activities on that day or the day after when the activity falls on a Saturday.

The Clovis Christian Schools dress code for physical education is:

- Each student is to suit out with the required clothing.
- If a student does not suit out, he/she will receive a "0" for the day.

#### **506 SPECIAL NEEDS\***

Students needing additional instruction in reading and math skills may be referred to the respective Principal or SAT team. Students needing individualized assistance may need to be taught in a different way from other students. However, they must be made to feel a part of the main group in every possible way. This instruction time is only supplemental to the regular academic program. These students are to be phased in and out of supplemental work as smoothly and quickly as possible. Parents must be advised prior to placing a student into this instruction. Further training will be conducted in this area, if needed.

#### **507 SPIRITUAL LIFE\***

There is no distinction between the "secular life" and the "spiritual life." For the Christian, all of life is lived through a Christian, Biblical worldview. All academic subjects and other activities must reflect our God and our relationship to Him. Each day should include the following:

##### **507.1 PRAYER AND INTERCESSION\***

Prayer and intercession are keys to a victorious Christian life. The teacher is to serve as a guide and facilitator in teaching the principles of prayer and intercession. The teachers or students may keep a journal to record prayer time activities. Urgent prayer needs are to be reported to the Superintendent and considered for full school/staff follow-up.

### **507.2 BIBLE INSTRUCTION\***

Bible instruction is incorporated into the academic schedule as a core subject. Instruction will include practical life applications.

### **507.3 CHAPEL\***

Weekly chapels are held with all students and teachers in attendance. Parents are also encouraged to attend. Teachers are to encourage a spirit of attentiveness and reverence toward God.

## **508 COMPLAINT PROCEDURE**

### **If you have a complaint:**

- Express it promptly. Keeping it quiet can cause ill feelings and friction, which would decrease our effectiveness as a Christian. Jesus says that you cannot properly worship or serve God if there is a disagreement between you and someone else (Matthew 5:21-25). So, please do not let it become an offense. Express it promptly.
- Tell it to the right person. Complaints against specific individuals should be expressed first to the individual in question and need to be expressed to your Administrator only if you cannot work it out between yourselves, or if you feel your Administrator should know about it.
- Express it clearly. Make sure the person you are expressing your complaint knows all the details of the situation and exactly what you are complaining about and why. Misunderstanding of complaints could lead to further problems and needless hard feelings.
- Don't broadcast it. Express your complaint only to the person who should hear it. Unneeded worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem and an impression of disharmony is presented.
- Pray about it. Ask God to help you make your complaint in such a way that it will result in the betterment of our school, and thus in the glory and growth of His Kingdom. Read and think about such passages as Ephesians 4:1-3 and Colossians 3:12-13. Pray about it!

### **If you overhear or are told a complaint:**

- Pray about it. Ask God to take care of the situation and use it for His glory. Do not share a bad report. "As a prisoner for the Lord, then, I urge you to live a life worthy of the calling you have received. Be completely humble and gentle; be patient, bearing with

one another in love. Make every effort to keep the unity of the Spirit through the bond of peace.” Ephesians 4:1-3

“Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you.” Colossians 3:12-13

**If a complaint is made to or about you:**

- Analyze the complaint. Be sure you understand the specifics and why it is being made.
- Ask the person to clarify any areas of misunderstanding.
- Give it prompt attention. Talk directly with those involved, using administrative counsel when needed.
- Make it a growth experience. Do not take offense, even if falsely accused. React in the opposite spirit. If the complaint is valid, strive to make corrections immediately, seeking prayer and guidance even from the accuser. A wise man learns from counsel and reproof.

**509 SCHEDULES\***

**Elementary:** A daily schedule is to be posted near the door on the outside of the classroom.

**Middle School and High School:** Schedules will be posted near the door on the outside of the classroom that reflects each class held in that room during the day.

**510 CLASSROOM OBSERVATION**

- Parents are encouraged to visit their child’s classroom. Parents are also encouraged to participate in their child’s learning environment by serving as guest speakers, field trip chaperones, etc. with prior authorization.
- Teachers, please be aware of where your area of responsibility for your students are and areas that belong to parents. This is especially critical in the younger elementary grades, but applies to all students. Do not usurp the parent’s authority; discussions regarding Santa, Halloween, etc. are the responsibility of the parent and, as such, should be avoided by the teacher.

**511 PARENT/TEACHER CONFERENCES\***

- Parent/Teacher Conferences are scheduled for the fall and the spring. Parents will be given the opportunity to pre-schedule these conferences. If a parent chooses not to

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schedule a time on the day of the conference, the teacher need not feel obligated to make special arrangements.

- School will be dismissed on the days designated for Parent/Teacher Conferences. (See School Calendar for dates.)
- The conferences allow for building relationships with parents as well as communicating the more subjective evaluations of social and spiritual progress. Samples of student work, achievement tests, and other pertinent information should be available at any time during the year as deemed necessary by the teacher or parent.

## **512 FIVE-WEEK PROGRESS REPORTS\***

Five-week progress reports are posted to the CCS website via RenWeb by the beginning of the 6<sup>th</sup> week of each quarter.

## **513 INTERIM PROGRESS REPORTS\***

Interim Progress Reports may be distributed at any time to parents whose children are not making satisfactory progress in the basic skills/subjects or in character growth and development.

## **514 REPORT CARDS AND GRADING PROCEDURES\***

### **514.1 REPORT CARDS\***

Report Cards will be generated four times a year. They will indicate academic achievement in all subjects as well as character development. These are posted to the CCS Website via RenWeb for parents and students to access. Pre-K and Kindergarten will receive hard copies, which are to be signed by parents and returned to teachers for all quarter postings.

### **514.2 GRADING SCALES\***

Student achievement in academics and character growth is reported each 9 weeks through report cards. Achievement is reported at each grade level as follows:

<b>Pre-Kindergarten</b>	Monitors and assesses National Benchmarks and Standards for Early Childhood Development on a continual basis. A formal checklist with student progress is distributed to parents quarterly.		
<b>Kindergarten</b>	E	=	Exceeds Standards
<b>Work Ethics for Grades 1-4</b>	M	=	



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<b>Social Studies, Bible, and Science for Grades 1-2 Reading for Grade 1</b>			Meets Standards
	N	=	Not Meeting Standards

<b>Grades 1 – 12 (This scale applies to Language Arts &amp; Math for Grades 1-2)</b>	Mark Code	High Value	Low Value
	A+	100+	96.51
	A	96.50	93.51
	A-	93.50	90.00
	B+	89.99	86.51
	B	86.50	83.51
	B-	83.50	80.00
	C+	79.99	76.51
	C	76.50	73.51
	C-	73.50	70.00
	D+	69.99	66.51
	D	66.50	63.51
	D-	63.50	60.00
	F	59.99	0

GPA's are figured by dividing the total number of classes into the total of points earned.

### 514.3 STUDENT EVALUATIONS

With reference to evaluating progress, the teacher should:

- Provide a variety of evaluations, not just written tests. Remember some students respond better orally.
- Provide frequent evaluations, not just two or three a month.
- Emphasize the number of correct responses on an assignment, not the number of incorrect.
- Provide opportunity for pre and post testing with adequate instruction in between.
- Utilize the Parent/Teacher Conference to share a student's progress orally and in writing.
- Be consistent and impartial in evaluations.
- Set high standards for students and model them carefully.
- Teach concepts and principles well before testing.

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- Be sure students understand “missed” concepts before proceeding to the next concept.

## 514.4 GRADE BOOKS

The grade book is a record and summary of teaching content and the student’s mastery of the content. Teachers should be able to reveal their basis for evaluation and be willing to use the grade book for parent conferences in justification of grade reports. Homework should also be recorded on a regular basis. Grade books are to be left with your Principal at the end of the school year. NOTE: No parent should be part of the grading process unless he/she is an employee of CCS. Students should not be allowed to grade other student’s papers. Each teacher, in grades 1-12, is required to enter a minimum of two grades per week into RenWeb for each content area or course taught. All student grades must be current as of Friday at 5:00 p.m. each week to create weekly progress reports in RenWeb and determine athletic eligibility by Tuesday of the following week.

## 515 HOMEWORK\*

- Homework is assigned as follows:

When appropriate

For Scripture memorization

To provide supplementary drill in math facts and general reading practice

As preparation time for a test in class later in the week

To prepare special projects (reports, science displays, etc.)

Remember, there is to be **NO homework on Wednesdays for students in grades Pre-K to 12th Grade**; although, students may have work to do if they have not completed in-class assignments. If your child is given homework on a Wednesday, please notify the Principal and/or the Superintendent of this problem immediately.

- The following time guidelines apply:

GRADE	TIME	TYPE OF HOMEWORK
Pre-K	10 Minutes	Supplemental Reading
Kindergarten	10 Minutes	Supplemental Reading & Spelling
Grade 1	10 - 15 Minutes	Supplemental Reading
Grades 2 – 3	15 - 30 Minutes	Spelling Words, Math Facts, etc.
Grades 4 – 6	30 - 45 Minutes	Spelling Words, Math Facts, etc.
Grades 7 – 12	As Needed	All Subjects

Homework is mandatory in order to evaluate a student's understanding of the subject material. In grades 8-12, work turned in one day late will receive a maximum of 50%. In all other grades, work turned in one day late will receive a maximum of 70%. A zero will be given if homework is turned in more than one day late.

### **515.1 HOMEWORK GUIDELINES FOR TEACHERS**

- Teachers are to remember that the school is an aid to the home. Excessive homework can adversely affect a family's time together, and, thus, the Christian school becomes a burden rather than an aid.
- The following suggestions will help eliminate some of the "headaches" associated with homework for both parents and students. The teacher should:

Be sure that the child understands the material so that he/she can work independently.

Never use homework as a means of PUNISHMENT.

Make assignments that are compatible with the child's intelligence and maturity.

Never give more homework than can be completed in the allotted time or more than can be checked or graded by the teacher.

Remember that students study and produce homework assignments at different rates of speed.

Be creative in the assignments, even occasionally allowing students to be part of the planning.

### **516 MAKE-UP WORK\***

In all cases of absences, students will be required to complete the necessary make-up work. The primary responsibility in this matter is with the student and parent, not the teacher. Arrangements for make-up work must be made by contacting the teacher before or after classroom hours. Parents should request homework when reporting their child's absence. Zeros will be given for work missed and not made up in the appropriate time frame. Zeros are averaged into the final grade.

Students with excused absences will be allowed the number of days absent for make-up work. For example, a student absent three days who returns on Monday will have until Thursday to complete homework and/or tests. A student absent only on the day of a test may be required by the teacher to take the test immediately upon return. Long-range assignments are due on the assigned date or immediately upon return.

### **517 STANDARDIZED TESTS\***

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CCS administers the following standardized tests and the results will be used to determine student academic growth as well as the strengths and growth areas in each curricular area.

- Reading assessments will be given as necessary for grades 1-12.
- Early Literacy or Readiness assessments will be given to grades K-1.

The ACT Test will be administered to grades 3-10 in the spring of each school year. In grade 10, we also administer the PSAT and in grades 11-12 students take the ACT Exam. ***Please note that all students at CCS must score at least a 20 on the ACT to graduate, beginning with the class of 2015.***

- ACT or SAT must be taken by juniors and seniors. These are college admission exams. Colleges require entering freshmen to have taken at least one of these. The cost of the exam is the responsibility of the parents.
- Students desiring to take dual credit courses through Clovis Community College (CCC) are required to take the ACCUPLACER placement exam at CCC.
- Freshmen, sophomores, juniors, and seniors are encouraged to take the ACCUPLACER exam during the spring semester of each school year to determine academic growth.
- Advanced Placement exams are available to students who have completed Advanced Placement courses. The cost of the exam is the responsibility of the parents.
- PSAT exams will be encouraged for juniors showing potential for the National Merit Scholarship Award.

### **518 RETENTION AND PROMOTION\***

#### **518.1 TEACHER INSTRUCTIONS**

- As teachers see a child at academic risk, the following procedures are mandatory:
- **An academic improvement plan must be created and implemented by the end of the second quarter or first semester.**
- **UNDER NO CIRCUMSTANCES should teachers notify parents of possible retention before completing a conference with the Principal.**
- Once the principal has agreed with the principal that retention is a possibility, the teacher shall schedule a Parent/Teacher/Administrator Conference.

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- A conference between parents, teachers, and administration will be held to discuss progress or possible retention of any elementary student by mid-3<sup>rd</sup> quarter.
- In the case of a disagreement between parents and the school regarding promotion/retention of a student, the parents may request a meeting with the Superintendent concerning this action. The Superintendent's decision will be final and binding concerning the matter.

### 518.2 ELEMENTARY\*

While it is recognized that retention of a student in a grade can be a very traumatic experience to all, it is sometimes necessary so that the student has the opportunity to master skills, which will place students in a position for success later in school. Following are criteria for promotion in the elementary grades at CCS.

**Pre-Kindergarten** – A student will promote based on age appropriateness and social skills.

**K and Grade 1** – A student will be promoted if he/she has satisfactory progress in Math and Reading as determined by the classroom teacher and evaluated by the Elementary Principal.

**Grades 2 and 3** – A student will be promoted if he/she has grades of at least 70% by the end of the school year in the subject areas of Math and Language Arts (reading, spelling, writing, and language).

**Grade 4** – A student will be promoted if he/she has passing grades in four out of the five core subjects, (Bible, Math, Language Arts, History, and Science).

### 518.3 MIDDLE SCHOOL\*

Students in grades 6 through 7 are considered members of CCS Middle School. To be promoted to the next grade, a student must pass at least 4 of the following required courses: Bible, Language Arts, Math, History, and Science.

### 518.4 HIGH SCHOOL\*

Students in grades 8 - 12 are considered members of High School. Students must successfully complete 6<sup>th</sup> and 7<sup>th</sup> grade before they can be admitted to High School.

High school students are required to take the usual English, Math, Social Studies, and Science courses, as well as Bible. CCS requires a minimum of 26 credits for graduation to be earned in grades 8-12. For each semester of a passing grade in a class, a .05 credit is earned. (Credits taken as an 8<sup>th</sup> grader must be high school level to count).

Requirements include:

<p style="text-align: center;"><b>CCS GRADUATION REQUIREMENTS</b> (Includes NM Public Education Department Requirements)</p>
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COURSE TYPE	CREDITS REQUIRED	NOTES
English	4.0	
Social Studies	3.5	1=US History 1=World History 1=Government/Economics .5=NM History
Science	3.0	2=Lab Science
Mathematics	4.0	1=Algebra I (Counts if taken in 8 <sup>th</sup> Grade) 1=Geometry 1=Algebra II 1=Choice* *Equal to or above Algebra II
Physical Education/Health	1.0	.5=Health
Career Cluster, Workplace Readiness, or Language Other than English	2.0	NMPED requires 1 credit, CCS requires 2 credits
Bible	4.0	Counts as electives in NM PED requirements
Electives	4.5	NMPED requires 7.5 credits
<b>TOTAL CREDITS</b>	<b>26</b>	
At least 1 of the 26 credits to fulfill graduation requirements must come from one of these options: Dual Credit, Advanced Placement, Distance Learning, or Honors. <b><i>A score of at least a 20 on the ACT is required to graduate.</i></b>		

**Note: Seniors must take a minimum of 5 classes per semester, regardless of their credit count.**

### **518.5 SENIOR ENROLLMENT**

Seniors will pay full CCS tuition and must take a minimum of 5 classes per semester, regardless of their credit count. In an effort to ensure that CCS seniors are earning pre-college credits, Clovis Christian Schools partners with CCC and ENMU to provide college courses at no cost to the parents. All textbooks will be the responsibility of the parent/student. A minimum 2.0 GPA must be maintained in these courses.

### **518.6 WORK STUDY PROGRAM**

A work-study program is available for members of the junior or senior class. Interested parents and students should talk to the High School Registrar or Principal for the specifics of this opportunity.

**Criteria:**

- Juniors or seniors will be allowed to be released from school for a work-study program and receive one half credit per semester, (counted as an elective credit).
- Students must maintain a 2.0 GPA cumulative average at CCS.
- Students must be taking a minimum of four classes at CCS (the work study can count as the senior's required fifth class).

Students must be actually working during the time they are released from school to be in a work-study program, thus an "after-school" job would not qualify as a work-study matriculation.

Students must maintain and submit a weekly timesheet reflecting their hours worked. The student's supervisor must sign each form indicating their agreement.

**518.7 HONOR ROLL**

The CCS Honor Roll recognizes students in grades 3-12 that have achieved a 3.5 GPA with no C's or 2.0's each quarter.

**518.8 ACADEMIC PROBATION**

School policy requires any student with a G.P.A. of below 2.0 or a zero on any report card be placed on academic probation. This probation is reviewed every two weeks, and students who fail to make progress or exhibit sufficient effort are subject to suspension or eventual expulsion from the school. Teachers and the Administration will make **every effort** to assist these students to succeed.

**519 WITHDRAWAL/REPEATING CLASSES\***

- A student may withdraw from an elective course without penalty up to the end of the second week of the course. If a student wishes to change electives, he/she can only change at the end of the first semester with the approval of the respective teachers, parents, and the administration.
- Secondary students may repeat courses in which a "D" or "F" grade is received. Only one course in which a "C" or above is received may be repeated. Any appeal from this limit must be addressed to the Administration. No course shall be repeated after a subsequent course is taken (i.e. one for which the first is a prerequisite). Grades from repeated courses will be averaged for GPA computations. Only one credit will be issued for repeated classes. Both grades and courses remain on the student's record.

**520 SCHOOL WITHDRAWALS\***

- Withdrawals from school are to be made through the respective school office. All withdrawals during the year must be made in writing and shall be effective when such notice is delivered to the school.
- The student must have turned in all books and materials belonging to the school, and all accounts must be paid in full before grade cards and transcripts can be released.
- Tuition payment is to be made through the end of the calendar month of withdrawal.

**521 TRANSFER \***

- High school credits can only be transferred from an accredited educational institution or as determined by the Superintendent.
- Any parent or guardian seeking to transfer their child into CCS from any other school must make affirmation that he/she has no outstanding fees, tuition, accounts, or other obligations to any school previously attended before their child can be accepted as a student of CCS.
- Transcripts of all prospective secondary students wishing to enroll at CCS will be reviewed by the Registrar prior to enrollment.
- Current students wishing to take courses outside of CCS for credit at CCS must obtain prior approval from the administration.
- In order to graduate from CCS, a senior must be enrolled in at least 5 classes for the entire school year.

**522 HONORS CLASSES\***

Honors classes are open to all Clovis Christian Schools secondary students who are satisfactorily working toward their high school graduation requirements, and, in the judgment of the Administration, are able to carry the extra load of advanced classes along with their regular load. Honors classes are designated in this manner: those above the regular required courses, such as Spanish 3, Physics, and Advanced Placement courses. Also, some concurrent enrollment classes at Clovis Community College are counted as Honors classes, as determined by the Administration of Clovis Christian Schools. Annually, the Administration will review the concurrent enrollment classes to determine



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those that are considered Honors classes, since these offerings vary. Each of the Honors classes will be graded on a 5.0 scale, thereby carrying additional weight over the regular course offerings.

The criteria for weighting CCS high school grades are as follows:

- If a course is typically taken at a certain grade level, and the student takes the course earlier than the normal year, then that course is considered “Honors” and would be weighted on a 5-point scale.

Example:

- Algebra 1 as 7th or 8th grader,
  - Geometry at 9th
  - New Mexico History as 8th grader
  - New Testament Survey as 8th grader,
  - Algebra II as 9th grader
- All courses that are AP, Honors, or Advanced are weighted on a 5-point scale regardless of when they were taken chronologically. (Pre-AP courses are not considered advanced or honors by the College Board)
- All transfer credits count so long as they come from an accredited school.
- All Dual Credit courses are weighted on the 5-point scale.
- All courses that exceed the minimum graduation requirements are considered “Honors: and are weighted on a 5-point scale.

Example:

- Pre-Calculus is above Algebra II which is the highest required math course
- Physics, Calculus, Trigonometry, Spanish III; any third year of the same foreign language would be weighed on the 5-point scale.

### **523 GRADUATING CLASS AWARDS\***

#### **Seniors**

Class rank will be computed once at the conclusion in the fall semester of 12<sup>th</sup> grade of high school work to provide parents and students with student rankings for college entry and scholarship applications. Grade changes occurring after this point will be entered on the student's transcript and cumulative GPA will be adjusted; however, class ranking will not be re-calculated. Grade point average and rank-in-class are part of each student's permanent record and are included on all

transcripts. Grades from all courses that count toward graduation are averaged except those graded pass/fail or satisfactory/unsatisfactory.

Rank is based on student cumulative GPA. All students earning a cumulative GPA of 4.0 or higher will be ranked as #1. All students earning a cumulative GPA of less than 4.0 will be ranked in the order of highest GPA below 4.0 to lowest GPA below 4.0 beginning with the rank of #2 (e.g. 3.99 = rank of 2<sup>nd</sup> in class, 3.98 = rank of 3<sup>rd</sup> in class, etc.). The student earning the highest GPA for the graduating class will be recognized as earning highest academic honors for that senior class.

Foreign exchange students are not calculated in class rank.

## **524 ATTENDANCE\***

Clovis Christian Schools must comply with the compulsory attendance laws in the State of New Mexico. Regular attendance and promptness are required of all students. Students are to demonstrate responsibility and dependability through their attendance. The teacher records both attendance and tardiness, and compiled records of attendance are kept for reference. A student will be allowed no more than 10 excused absences each school year and no more than 5 unexcused absences each school year.

### **524.1 PUNCTUALITY\***

Punctuality at the beginning of the school day is imperative to the student's success and the organization of the school and classroom. Because determining the validity of tardies is difficult and open to interpretation, Clovis Christian does not generally distinguish between excused and unexcused tardies. Instead, each student is allowed 3 tardies per semester without penalty.

### **524.2 TARDINESS\***

Tardiness is defined as being late by 15 minutes or less. Students in grades 6-12 are considered absent when they are more than 15 minutes late for a class period.

After three (3) tardies, students will serve a maximum of sixty (60) minutes of detention for each offense. Detention may include any of the following: cleaning of the facilities/grounds, lunchroom duty, and/or additional coursework.

An **Elementary grade student** who arrives at school after 8:15 a.m. should report to the Office to obtain a tardy slip before proceeding to class.

A **6<sup>th</sup>- 12<sup>th</sup> student** who arrives at school after the 8:15 a.m. bell sounds must sign in on the Student and Visitor Log and then report to the Office to obtain a tardy slip before proceeding to class.

No student should be allowed into class without a valid slip after the 8:15 a.m. bell rings.

Teachers should not tolerate tardiness between classes in Middle School and High School. Any student tardy to class without presenting a valid pass to his or her teacher will be assigned detention. It is the teacher's responsibility to make sure that any student entering his or her classroom late has an appropriate slip.

The contact persons for our Absentee/Tardy Program are the Health Assistant or Executive Assistant for Elementary School and the Executive Assistant for 6th-12th. Additionally, all administrative staff personnel should be familiar with the attendance procedures in case they need to fill in during the Health Assistant or Executive Assistant's absence.

**Elementary** teachers will take attendance via RenWeb and submit the data no later than 8:30 a.m. every morning and again by 12:30 every afternoon.

The Health Assistant will pull the absentee report from the software program, make the necessary phone calls to verify the location of absent students, and send a report to every staff member via e-mail.

**Middle School and High School** teachers will take attendance via RenWeb and submit the data no later than 8:30 a.m. every morning and again within the first ten minutes of each class period for which they have students.

The Executive Assistant will generate the absentee report from the software program, make the necessary phone calls to verify the location of absent students, and send a report to every staff member via e-mail.

Teachers must conduct a daily roll call in each class and each period as a part of their normal routine.

The Health Assistant and Administrative Assistant will use a software program to document absences/tardies ensuring proper backup procedures are used so data is not lost.

### **524.3 EXCUSED ABSENCE\***

Anytime a student does not attend school without prior written notice, parents are responsible to notify the school before 9:00 A.M. If we have not heard from parents by 9:00 A.M., the school office personnel will attempt to contact the parents as soon as possible. The first purpose of the notification is to ensure the safety of the missing student. The second purpose is to allow us to keep timely and accurate records of all absences on a daily basis.

- **College Days:** Students are strongly encouraged to visit a variety of colleges. CCS annually visits colleges/universities on two scheduled days to give students an opportunity to explore various college options and to learn about college life. Junior or Senior students are allowed one additional day per year to visit colleges or universities of their choice with their parents. In order for the absence to be considered an excused regular absence, a written request must be received from the parent before the day the student is absent. Students remain responsible for missed work.
- **Funeral:** If a student is absent due to a death in the family, parents should notify the school as soon as possible regarding the length of the absence. Parents should seek counsel from the

School Principal and their student's teacher to evaluate academic implications when the funeral leave will be for more than one day.

- **Illness:** If a student is absent 3 or more days from school due to an illness, parents will be required to provide a doctor's note upon the student's return to school.
- **Professional and Doctor's Appointments:** As often as possible, doctor's appointments should be made after school hours. If an appointment is needed during school hours, a parent's call or a note should be submitted prior to that appointment. Recurring appointments should not be scheduled during the same class period every month. Students will not be permitted to leave campus without parental contact with the office.
- **Make-up work for Excused Absence:** Because all make-up work (including tests, quizzes, homework, etc.) is the specific responsibility of the student, students with anticipated absences, including athletic trips and field trips, must check with their teachers before their absence. The day of his or her return to school, the student will verify all work he or she missed. The number of days to turn in work missed equals the number of days the student was absent. (If one day, the work will be due the second day a student is in school, etc.). Long-range assignments are due on the assigned date or immediately upon return.

If the first day of a student's return is the day of a test or quiz, the student will make-up the test at the time arranged by the teacher. If a student was absent only the day before a test, he or she is still responsible to take the test the day of his/her return.

It cannot be emphasized enough that it is the student's responsibility to know these procedures and contact the teacher promptly to complete the requirements of the class missed.

#### **524.4 UNEXCUSED ABSENCE\***

Absences are considered unexcused when no reason is given or when the reason given is determined unacceptable by the principal. We classify missed class time for hair and nail appointments, birthday outings, errands, spring fever days, day after sports events, unauthorized visits to another school campus, family trips or vacations, etc. as unexcused. Parents are encouraged to use great discretion when considering unexcused absences. Routine class work and daily assignments due on the day or days of unexcused absences will receive no credit for each day missed UNLESS the student was able to complete and submit this work in advance of the unexcused absence(s). Major tests and long-term assignments (i.e., research papers, presentations, and other assignments requiring more than 4 consecutive days to complete) missed must be made up with reduced credit (80%) within the same time period allotted for excused absences.

A student who has accumulated five unexcused absences within any twenty-day period will be considered "Truant." A student who has accumulated the equivalent of ten or more unexcused absences within a school year is referred to as a "Habitual Truant."

#### **524.5 TRUANCY\***

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CCS places a very high priority on students being where they are supposed to be at all times. Students who leave the campus without permission from the school office will be considered truant. Intentional class cuts or leaving the campus without authorization will result in school discipline including suspension, revoking any privilege, potential suspension of eligibility for extra-curricular activities, and ultimately expulsion.

Parents must ensure their child attends school. In accordance with New Mexico State Law, after a student is considered “truant” CCS will contact the student’s parent(s) or guardian(s) to inform them and discuss possible interventions. A representative of the school will also meet with the student and his or her parent(s) or guardian(s) to identify the cause for the student’s truancy, identify what actions can be taken that might prevent the truancy, identify possible school and community resources to address the cause for the truancy, and establish a corrective action plan to address the problem.

If the student is a “habitual truant,” CCS will give written notice of the habitual truancy to the student’s parent(s) or guardian(s). If there is another unexcused absence after this notice, the student will be reported to the probation services office within seven days. If the parent(s) or guardian(s) are found responsible for the truancy, they may face prosecution.

### **524.6 INCOMPLETES\***

If, at the end of a grading period, a student has any incomplete assignments as a result of an excused absence(s), an “I” will be recorded as his/her temporary grade. The student will be allowed the normal make-up period based on the number of days absent. The Incomplete grade will be changed to a numerical grade by the end of the first week of the following nine-week period. Incompletes will not be granted for students who have incomplete assignments due to unexcused absences.

### **524.7 ATTENDANCE/COURSE CREDIT\***

In order for a student to receive credit for any course, he/she must not miss more than ten days of the time the class meets in any given semester. Failure to meet this attendance minimum may result in failure of the class.

Special exemptions will be considered for long-term illnesses when a doctor’s letter of notification is received. The student’s track record of completing assignments and meeting class expectations will be evaluated.

If an extended absence for reasons other than illness is anticipated, prior approval for an exception to the 10-day standard is required.

Absences due to participation in school sponsored field trips, school initiated extra-curricular activities, and college visit days (maximum of 3 per junior and senior year) will not count against the 15-day maximum of absences allowed in a given school year. However, students not demonstrating good attendance and punctuality may need to forego field trips, college visit days, and other extra-curricular activities at the discretion of the school principal.

**525 DETENTION\***

- Detention will either occur during the lunch hour or beginning at 3:15 P.M. for elementary students and 3:30 for high school/middle school students. For after-school detention, Grades 1 – 5 will serve 30 minutes from 3:15 to 3:45, 6<sup>th</sup>-7<sup>th</sup> graders will serve 30 minutes from 3:30 – 4:00, and 8<sup>th</sup>-12<sup>th</sup> students will serve 60 minutes from 3:30 to 4:30. Teachers need to be prompt since students are expected to be there at the same time.
- Secondary students (6-12) who have served 5 lunch detentions for not turning in their homework or turning in incomplete homework will begin serving after-school detention on the 6<sup>th</sup> detention. Once students reach the 10<sup>th</sup> detention, they should arrive at school by 7:15 a.m. to serve before school detention. Eleven total detentions related to homework may be cause for suspension or withdrawal from CCS.
- Students will be scheduled for detention as needed on Monday-Friday. The supervisor of the detention detail will discuss with each student their infraction(s) and the specific duties they will perform as a direct result of their detention.
- This discussion with all students should highlight:
  - Admission of guilt
  - Need for repentance
  - A plan for future success
  - Prayer

After this discussion, the student will begin serving detention.

Detention is meant as a means to help students change poor behavior. The example of exemplary behavior is our Lord and Savior, Jesus Christ. Thus, this is the way we need to steer our students as they, and we, attempt to become more Christ-like in all we do.

**526 CLASS PARTIES\***

Teachers may have a maximum of 5 parties per year – Thanksgiving, Christmas, Easter, and an end-of-school activity; every party should be connected to students’ academic learning objectives. The latter may be held off campus with permission from the principal, but, if done that way, it counts as a field trip. Children are not permitted to bring invitations for birthday parties to school, unless the entire class is invited. Special friends should receive their invitations by mail or telephone. This will eliminate innumerable problems with reference to hurt feelings. Celebration of Easter will reflect the importance of our Lord's resurrection.

**527 COMMUNICATION\***

Communication between Clovis Christian Schools and its parents and students is very

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important. CCS attempts to communicate in various ways such as the CCS website via RenWeb, e-mail, Parent/Teacher Conferences, newsletters, telephone, student planners, and blue envelopes. It is important for parents and students to be aware of these methods and be an active part of the communication process to benefit from the greatest educational experience possible at CCS.

### **527.1 RENWEB – WEBSITE\***

All students and parents are given an activation code upon enrolling in Clovis Christian Schools. It is the parent and student responsibility to activate the code and keep a current e-mail address in the system. Parents should login to the system on a regular basis to check student grades, assignments, calendar events, and news items. Teachers are required to maintain class web pages, which give specific information pertaining to each class. CCS also sends out numerous e-mail messages that contain pertinent information regarding upcoming events, school cancellations and delays, and important announcements.

### **527.2 BLUE ENVELOPES \***

The following procedures apply to the Elementary school and may be utilized by the middle school teachers to attempt to improve the communication process between school and home. A blue envelope distribution system that requires students to hand-carry items home to parents on a weekly basis has been implemented. The responsibility for these envelopes begins with the teachers, transfers to the students, and then belongs to the parents. A reverse order of responsibility is realized after the parent has seen the contents of the envelope and has the student(s) return the same. Following are the procedures that pertain to this program:

- Each student will have a blue envelope. These envelopes will be provided to each teacher and should be treated as an item to be accounted for; in other words, lost envelopes will be paid for at a rate of \$1.00 per lost envelope.
- Weekly, teachers will distribute blue envelopes for students to take home and return the next school day.
- Correspondence goes home in the blue envelope in addition to graded papers and assignments each week. Parents may use the return of the blue envelope for communication purposes also. Upon return of the blue envelope, the teacher will remove any document that requires school action and disseminate it accordingly.

### **528 TELEPHONE USE\***

Students may use the office phone for emergency calls only. Teachers must send a permission slip with any child wanting to make an emergency call. Students cannot be called out of class to accept calls, except for emergencies. Messages are to be taken and submitted to the School Receptionist at the designated campus. Teachers and students are not permitted to make any long distance calls unless cleared through the Superintendent. Delivery of flowers, balloon bouquets, etc., will not take place until the last 15 minutes of the school day so as not to interrupt the educational process.

Students may not use cell phones or electronic communication devices (ECD) at school. Clovis Christian Schools strongly recommends that students NOT bring their cell phones or ECD to school. If a student elects to bring a cell phone or ECD to school, the device must remain turned off and in the student's backpack or locker. Setting the cell phone or ECD to vibrate, no ring, or special high octave ringtones are not a substitute for having the device turned off. Time between classes or study halls are no exception to rules. If a phone or ECD is discovered to be on the student's person, in the student's desk, or turned on during prohibited hours it will be confiscated, turned into the principal, and placed in a sealed envelope until the end of the day. Only the student's parents can get the cell phone released from the principal. A second offense will result in the student not being allowed to bring the cell phone or ECD back to school.

Clovis Christian Schools shall not assume any responsibility for theft, loss, or damage of a cell phone or ECD, or unauthorized calls made on a cell phone, at the school or any school-sanctioned activity (e.g., athletic events, award ceremonies, graduation, and performances).

### **529 KINDERGARTEN PROMOTION\***

Kindergarten promotion will be held on the next to last day of school at 9:00 a.m.

The Principal shall be in charge of all scheduling and rehearsals, programs, and reception. The goal is to keep each year as uniform as possible.

Parents should be selected to act as host or hostesses for both the promotion and reception functions. The respective PACE representative should assist with this selection. Other actions the PACE representatives should take include:

- Coordinate with class parents the cookies, punch, napkins, cups, and table covering for the reception.
- Coordinate with class parents the setup and cleanup of the reception area.
- Ensure serving dishes and cups are available.
- Provide servers.

#### ***The ceremony should follow these basic instructions:***

- Each Kindergarten class can have a class presentation of 5 - 10 minutes max.
- Awards for each individual student are to be given in the classroom before the promotion ceremony.
- Certificate of Promotion (as determined by the Principal): Names will be called out by the Principal and handed to each student by the Teacher.



- Students shall dress in chapel attire (see student dress code).

### **530 SENIOR GRADUATION\***

CCS provides \$250 for each Senior Class Graduation. The class should absorb all other costs. The High School Principal shall be in charge of all scheduling and rehearsals, programs, and receptions in coordination with the Senior Class PACE representative(s). A listing of authorized expenditures is contained in the CCS Student/Family Handbook, Section 707.

- The location of graduation should be determined no later than January and reservations should be made to secure the facility.
- Host or Hostesses should be drawn from the Junior Class parents and students (no Senior Class parents should perform this function).
- Decorating should be done in a reasonable manner. Use items on-hand as much as possible. The Senior Class Sponsor and PACE representatives will be responsible for this action.
- The Secondary Principal and Senior Class sponsor must make sure that the diplomas, diploma covers, caps, gowns, academic honor devices, rings, stationary, memory books, etc. are ordered in a timely manner to ensure their availability for graduation.
- There will be a rehearsal the day before or the day of graduation at which time the Superintendent and Principal will address the graduates.
- Programs from previous graduations should be used as a guideline. Board members will be utilized as active participants in the program, with the Board President handing out diplomas. The pre-recorded version of "Pomp and Circumstance" shall be used for the program unless the song is performed live.
- The High School Principal should assist the Senior Class in locating and scheduling their Commencement Speaker. The Superintendent shall make the final decision regarding the speaker.
- The High School Principal, in concert with the Superintendent, will approve all senior class speeches for graduation. These must be submitted at least one week in advance of graduation for approval.
- A reception is not mandatory but is at the discretion of the graduating class. Monies from the CCS budget shall not be used to cover the cost of the reception. If a reception is decided upon, it is the sole responsibility of the Senior Class and/or their parents to finance, set up, decorate, and clean up. The Superintendent has final approval regarding all aspects of the reception.

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- The High School Principal will be receptive to ideas and suggestions from the Senior Class, Senior Sponsor, and parents; however, all final decisions will be made by the Principal in concert with the Superintendent.
- The Senior Class Sponsor should be supportive of all decisions expressed by the High School Principal and assist the Principal in every way possible.
- The Senior Class Sponsor should entertain all ideas from the Senior Class, but he/she is to remain the “Leader.” The Senior Class Sponsor will attend and preside over all senior class meetings. (Class time may never be used for Senior Class discussion; however, as time allows, use of homeroom time is permissible.)

### **531 GRADUATION/PROMOTION/AWARD CEREMONIES\***

#### **531.1 8<sup>TH</sup> – 12<sup>TH</sup> GRADE\***

- A date will be scheduled for an evening ceremony and posted to the school calendar.
- The ceremony will be coordinated by the High School Principal.
- Awards given are:
  - Best in Subject Areas: Bible, English, History, Math, Science, Art, Band/Music, Journalism, etc.
  - Best of the Best per grade level (8-12 and ONLY when applicable)
  - Stepping-Up Award (one student in grades 9-12 and ONLY when applicable)
  - 4-Quarter Honor Roll
  - 4.0+ GPA maintained for all year
  - Perfect Attendance
- Dress Code is Chapel Dress.

#### **531.2 EAGLE AWARD**

This award goes to a senior who best demonstrates a Christ-like lifestyle in all areas throughout his/her high school experience. He/she should be a well-rounded student who exhibits excellence in athletics, academics, leadership, and extra-curricular activities. The Eagle Award winner will carry a minimum 3.0 GPA, and be involved in two or more activities per year for all four years of high school experience. Additionally, this student must have completed junior and senior year as a CCS student prior to the award presentation. The Eagle Award winner will be chosen by the Superintendent, High School Principal, the NHS Sponsor, and the Athletic Coordinator. This award may not be given each year if no one meets all criteria.

## **SECTION 600 – LIBRARY, MEDIA RESOURCES, AND TECHNOLOGY**

### **601 GOAL\***

The goal of the library/media center is to provide learning enrichment materials that supplement the classroom and encourage students to read. Students should also be equipped with basic library skills.

### **602 GUIDELINES FOR SELECTION OF MEDIA CENTER BOOKS\***

- Selections must be in harmony with and reflect the school's philosophy.
- Selections must be age-appropriate for various grades and reading levels.
- Material should be wholesome and uplifting, while adhering to Christian ideals.
- Every effort is made to select books that will stimulate interest and learning, especially in the following areas:
  - Biographies of Christian individuals
  - Inspiring stories
  - Reference materials
  - Current books that adhere to our criteria
  - Subject matter to avoid includes:
    - Promotion of evolutionary theory
    - The occult, witchcraft, spiritualism
    - Themes of immorality
    - Offensive language and behavior

- Disrespectful attitudes toward others

### **603 DEALING WITH CHALLENGED MATERIALS\***

Clovis Christian Schools Library strives to provide wholesome materials that adhere to Christian ideals and reflect the school's philosophy. The library tries to stimulate interest in learning and to encourage reading. Selections from the library collection are considered carefully with emphasis placed on age-appropriateness and correlation to classroom curriculum.

When library materials are questioned or challenged, it is library policy for the individual to fill out a formal complaint on the **Request for Reconsideration** form CCS-A-13. This procedure will name the item in question and state the reason for the objection. A formal complaint may be filed with the Pre-K-8th or High School Principal.

Upon receipt of a Request for Reconsideration of any library materials, a reconsideration committee, comprised of an administrator, a member of the faculty, and the librarian (as applicable), will examine and review the challenged material and evaluate whether it conforms to the library's policy for materials selection. A written report will be submitted giving the final evaluation within two weeks of the initial complaint.

### **604 OFFICIAL NOTIFICATION OF ACCEPTABLE USE PROCEDURES FOR THE COMPUTER SYSTEM AND THE INTERNET FOR CLOVIS CHRISTIAN SCHOOLS \***

#### ***Introduction:***

Clovis Christian Schools (CCS) provides resources for teaching and learning, communication services, and business data services by the acquisition of computer equipment and maintaining access to local, regional, national, and international sources of information. CCS permits use of its computer system and information resources by students and staff who must maintain respect for the public trust through which they have been provided, in accordance with policy and procedures established by CCS. These procedures do not attempt to articulate all required or prescribed behavior by its users. Successful operation of the computer system and network requires that all users conduct themselves in a responsible, decent, ethical, and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services.

#### ***Guidelines:***

1. Access to the computer system, information networks, and to the information technology environment within CCS's system is a privilege and must be treated as such by all users of the network and its associated systems.
2. The CCS system will be used solely for the purpose of research, education, and school-related business and operations.
3. Any system which requires password access or for which CCS requires an account, such as the Internet, shall only be used by the authorized user. Account owners are ultimately

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responsible for all activity under their account and shall abide by this policy and CCS's computer and Internet Code of Conduct.

4. CCS's technological resources are limited. All users must exercise prudence in the shared use of this resource. CCS reserves the right to limit use of such resources if there are insufficient funds, accounts, storage, memory, or for other reasons deemed necessary by the system operators, or if an individual user is determined to be acting in an irresponsible or unlawful manner.
5. All communications and information accessible and accessed via the CCS system is and shall remain the property of CCS.
6. Student use shall be supervised and monitored by system operators and authorized staff and shall be related to the CCS curriculum.
7. Any defects or suspected abuse in system accounting, security, hardware or software, shall be reported to school administration and/or the IT Coordinator.

### ***Unacceptable Use:***

1. Clovis Christian Schools has the right to take disciplinary action, remove computer and networking privileges, or take legal action or report to proper authorities, any activity characterized as unethical, unacceptable, or unlawful. Unacceptable use activities constitute, but are not limited to, any activity through which any user:
2. Violates such matters as institutional or third party copyright, license agreements, or other contracts. The unauthorized use of and/or copying of software are illegal.
3. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer malware (such as virus, worm, etc). Distribution of any kind that could overwhelm the system (chain letters, network games, etc.) and/or using the network is not allowed.
4. Seeks to gain or gains unauthorized access to information resources, obtains copies of, or modifies files or other data, or gains and communicates passwords belonging to other users.
5. Uses or knowingly allows another to use any computer, computer network, computer system, program, or software to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
6. Destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with the integrity of computer-based information resources, whether on stand alone or networked computers.
7. Invades the privacy of individuals or entities.

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8. Uses the network for commercial or political activity or personal or private gain.
9. Installs unauthorized software for use on district computers.
10. Uses the network to access inappropriate materials.
11. Uses the CCS system to compromise its integrity (hacking software) or accesses, modifies, obtains copies of, or alters restricted or confidential records or files.
12. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.
13. Uses the CCS system for illegal, harassing, vandalizing, inappropriate, or obscene purposes, or in support of such activities is prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Harassment is defined as slurs, comments, jokes, innuendos, unwelcome compliments, cartoons, pranks, and/or other verbal conduct relating to an individual which: (a) has the purpose or effect of creating an intimidating, hostile, or offensive environment; (b) has the purpose or effect of unreasonably interfering with an individual's work or school performance; or (c) interferes with school operations. Vandalism is defined as any attempt to harm or destroy the infrastructure, the operating system, application software, or data. Inappropriate use shall be defined as a violation of the purpose and goal of the network.
14. Violates the CCS Computer and Internet Code of Conduct.

### ***Clovis Christian Schools' Rights and Responsibilities:***

1. Monitor all activity on the CCS system, including the use of GoGuardian for Chromebooks.
2. Determine whether specific uses of the network are consistent with acceptable use policy or the Computer and Internet Code of Conduct.
3. Remove a user's access to the network at any time it is determined that the user is engaged in unauthorized activity or violating this acceptable use policy or the Computer and Internet Code of Conduct.
4. Respect the privacy of individual user electronic data.
5. Take prudent steps to develop, implement, and maintain security procedures to ensure the integrity of individual and district files. However, information on any computer system cannot be guaranteed to be inaccessible by other users.
6. Attempt to provide error free and dependable access to technology resources associated with the CCS system. However, CCS cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

7. Ensure that all student users complete and sign an agreement, which is also signed by their parent or guardian, to abide by CCS's acceptable use policy and administrative regulations. All such agreements will be maintained on file in the school office.

***Violations and Consequences:***

**1. Students:**

- A. Students who violate this policy or the Computer and Internet Code of Conduct shall be subject to revocation of system access up to and including permanent loss of privileges, and discipline up to and including expulsion.
- B. Violations of law will be reported to law enforcement officials.
- C. Disciplinary action may be appealed by parents and/or students in accordance with existing district procedures for suspension or revocation of student privileges.

**2. Staff:**

- A. Staff who violate this policy or the Computer and Internet Code of Conduct shall be subject to discipline, up to and including suspension, termination or discharge, in accordance with Board policy, negotiated agreements, and applicable law.
- B.
- C. Violations of law will be reported to law enforcement officials.

This will serve as official notification informing all email account users that any violation of the above information will result in disciplinary action, which could include suspension and/or termination. Further information or clarification can be obtained by contacting the superintendent.

***Clovis Christian Schools***

**605 Computer and Internet Code of Conduct**

1. Use of the CCS computer system and access to the Internet by students and staff of the Clovis Christian Schools shall be in support of education and research that is consistent with the mission and curriculum of CCS. Internet use is limited to those persons who have been issued district-approved accounts.
2. Use will be in accordance with the district's Acceptable Use Procedures and this Code of Conduct:
3. Keep confidential and protect all computer and Internet passwords, access codes, or logon information from disclosure to others.

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4. Respect the privacy of other users. Do not use other users' passwords. Unauthorized use of passwords, access codes, or other confidential account information may subject the user(s) to discipline, and to both civil and criminal liability.
5. Be ethical and courteous. Do not send hate, harassing, or obscene mail; discriminatory remarks; or demonstrate other antisocial behaviors. State law prohibits the use of electronic communication facilities to send fraudulent, harassing, obscene, indecent, profane, intimidating, or other unlawful messages. See NMSA 1978, § 30-45-1 et seq.
6. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
7. Treat information created by others as the private property of the creator. Respect copyrights. Software protected by copyright shall not be copied except as licensed and stipulated by the copyright owner.
8. Use the network in a way that does not disrupt its use by others. Do not use the Internet for commercial purposes. Transmission of commercial or personal advertisements, solicitations, promotions, destructive programs, or other unauthorized use unrelated to the mission or curriculum of CCS is prohibited.
9. Do not destroy, modify or abuse the hardware or software in any way. Users shall report any suspected abuse, damage to equipment or tampering with files to CCS administration or the IT Coordinator.
10. Do not develop or pass on programs/malware that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, global mailings, ResEdit, etc. Do not "hack" the system. Attempts to gain unauthorized access to confidential information or private directories maintained by CCS or to circumvent privacy protections on internal files or non-public restricted files, accounts or directories of any external source is a violation of this code of conduct, and may subject the user to civil or criminal liability.
11. Do not use the Internet to view, access, download, or process pornographic, obscene, indecent, profane, or otherwise inappropriate material.
12. Use of the system to access games and use of computer time for game-playing shall be restricted solely to instances directed and monitored by instructional staff and is limited to games which address educational goals.

In addition to disciplinary sanctions which CCS may impose upon students or staff under applicable policies, codes of conduct or administrative regulations, Clovis Christian Schools reserves the right to remove a user's account and deny use and access of the computer system if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.



**606 FACULTY AND STAFF SOCIAL MEDIA POLICY (Added, July 19, 2014)*****What is social media?***

Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content on the website. (Online Matters) A large percentage of Internet traffic is centered on the use of social media. Social media includes: Facebook, MySpace, Ning, Twitter, Second Life, YouTube, blogs, wikis, social bookmarking, document sharing and email.

***Be Transparent***

How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity or misrepresenting your identity. Be honest about who you are, where you work, and what you do.

***Always a Clovis Christian School Employee***

The lines between public and private, personal and professional are blurred in the digital world. Even when you have a disclaimer or use a different user name, you will always be considered to be a Clovis Christian School employee. Whether it is clearly communicated or not, you will be identified as working for and sometimes representing the school in what you do and say online. Always write in the first person, and make it clear that you are speaking for yourself and not on behalf of CCS.

***Christian Values***

Represent Christian integrity and Biblical principles. Regardless of where you are, at school, home, or in the community, you are a representative of Jesus Christ and Clovis Christian Schools. Express ideas and opinions in a respectful manner. All communications should be done in good taste and in keeping with a Christian lifestyle. Build trust and responsibility in your relationships. Do not denigrate or insult others including students, staff, administrators, parents, or other schools. Don't use ethnic slurs, innuendos, obscenity, or any other inappropriate content. Consider carefully what you post through comments and photos. School districts have taken disciplinary action regarding staff that made posts relative to alcohol and sexual activities.

***Build Community & Positively Represent Clovis Christian Schools***

Represent CCS and the students and parents you serve in the best light. Respect the privacy and the feelings of others. Under no circumstance should offensive comments be made about students or colleagues (including administrators) nor the district in general. Negative comments about people may amount to cyber-bullying and could be deemed a disciplinary offense. Your posts and comments should help build up and support the Clovis Christian community. Do not comment on nor forward unsupported information, e.g. rumors. You are responsible for what you post; be certain it is accurate and supports Clovis Christian Schools. If you are about to publish something that makes you hesitate,

wait a day, review the guidelines, and talk to a colleague or supervisor. Once posted you can't take it back.

## ***Own and Correct Mistakes***

If you make a mistake, admit the mistake and correct it quickly. Clearly state if you've corrected a previous post. Even though damage may be done, it is best to admit your mistake and correct it. Apologize if appropriate.

## ***Confidential Information***

Online postings and conversations are not private. Do not share confidential information whether it is internal school discussions or specific information about students or other staff. What you post will be seen by others and will be online for a long time. It can be forwarded or shared in just a few clicks. Do not write about a colleague or student without their permission.

## ***School Logos, Photos, and Movies***

Do not use any school logo or image without permission. Do not post photos or movies of fellow employees without their permission. Do not use photos or movies taken at school without permission. Do not post photos or movies that contain students without parent consent.

## ***Responding to Negative Comments and Criticism***

How you respond to negative comments or criticism will say more about you and your character than what you post. If you delete a negative post, it discourages open communications. When publicly criticized or receiving a negative comment, first, stay cool and don't reply in haste. Express your view in a clear, logical way. Don't get personal and if you made a mistake, admit it and move ahead. It is not uncommon for a negative response to be answered by some other person, who supports your view. When in doubt, it's best to ignore a comment and not give it credibility by acknowledging it with a response publicly; perhaps a face-to-face meeting would be more appropriate.

## ***Spell Check and Abbreviations***

Blog and wiki posts should be well written. What you post will be online for the world to read. Follow writing conventions including proper grammar, capitalization, and punctuation. Be cautious about using common abbreviations. While your circle of friends may understand what you are saying, you may have readers from across the world who won't understand. When in doubt, define the abbreviation at least once in a post or include a definitions page on your site.

## ***Copyright and Fair Use***

Respect copyright and fair use guidelines. Share what others have said by linking to the source and using embedded content. Be sure to cite your source when quoting. When using a hyperlink, confirm that link goes where it should and that the content is appropriate. It is recommended that all online

content be licensed under a *Creative Commons Attribution Non-Commercial Share Alike 3.0 United States License*.

### **Video**

YouTube is a popular platform to share personally created videos. You are responsible for all you do, say, and post online including video. Anything you post online should represent you in a professional manner, as others will see you as connected to the school district. It disrupts learning to have days of conversation about a teacher created YouTube video with questionable content.

### **Staff-Student Relations**

Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. Examples of unprofessional relationships include, but are not limited to:

- o Employees fraternizing or communicating with students as if employees and students were peers such as writing personal letters or e-mails
- o "Texting" students; calling students on cell phones or allowing students to make personal calls to them unrelated to homework or class work; sending inappropriate pictures to students
- o Discussing or revealing to students personal matters about their private lives or inviting students to do the same (other than professional counseling by a school counselor)
- o Engaging in sexualized dialogue, whether in person, by phone, via the Internet, or in writing.
- o Employees who post information on Facebook, MySpace or similar web sites that include inappropriate personal information such as, but not limited to:
  - Provocative photographs
  - Sexually explicit messages
  - Use of alcohol, drugs, or anything students are prohibited from doing must understand that if students, parents, or other employees obtain access to such information, their case will be investigated by school and district officials and if warranted will be disciplined up to and including termination, depending upon the severity of the offense.
  - Additionally, certified personnel, depending upon the severity of the offense, may have their case forwarded to the appropriate state department for review and possible further sanctions.

The Superintendent or designees reserve the right to periodically conduct Internet searches to determine if employees have posted inappropriate materials on-line. If inappropriate use of computers

and web sites is discovered, the Superintendent's designees will download the offensive material and promptly bring that misconduct to the attention of the Superintendent.

## **SECTION 700 – STUDENT SERVICES**

### **701 STUDENT ACTIVITIES\***

- All student organizations shall have purposes and guidelines. Activities of the student organizations shall be approved by the Administration.
- For the welfare of students and families, no CCS activity shall be scheduled on Sunday. Sponsors and parents are encouraged to schedule activities at times which do not conflict with church services or family affairs, such as holidays and normal vacation periods.
- Students participating in Secondary School athletics must pass an annual physical exam administered by a physician of the parents' choice. Written certification of the student's eligibility to participate in athletics must be provided to the school before the student can participate in any athletic events or scheduled practices. A variety of activities are options for student participation. These depend upon student interests, funds needed, and the availability of coaches, sponsors, and volunteer adult supervision, etc.
- Archery is not an NMAA sanctioned sport. The CCS Archery Team will travel to Louisville, Kentucky, to compete in the NASP National Championship Tournament ONLY once every three years upon winning the state championship, unless the overall team score merits an opportunity to place in the national competition. When a highly competitive score indicates an elementary, middle, or high school archery team stands to place in a national competition, an exception may be made to the 3-year rule.

### **702 FELLOWSHIP OF CHRISTIAN ATHLETES (FCA) \***

CCS desires and will strive to have an effective FCA program. Annually, a staff member and a parent volunteer will be sought to work with this program.

### **703 STUDENT GOVERNMENT\***

The Clovis Christian Schools Student Government will annually identify a staff member and a parent volunteer to provide guidance and oversight. CCS Student Government was established to:

- Lead others to accept Jesus Christ as Savior and Lord.
- Model through example the Christian disciplines of prayer and Bible study.
- Serve as a communication link between the students, faculty, and Administration.

- Promote and provide Christ-centered outreach to the surrounding community.
- Serve the students, faculty, and administration of Clovis Christian Schools as the best example of our Lord and Savior, Jesus Christ.
- Organize and execute all school pep rallies and the Homecoming dance.

## **704 ATHLETICS\***

CCS offers a variety of sports activities and is a member of the New Mexico Athletic Association (NMAA). We participate in all regular and post-season competition available for each sport. CCS shall, at a minimum, meet all eligibility requirements established by the sanctioning organizations.

### **704.1 PHILOSOPHY AND VALUES\***

Athletics is an important part of the Clovis Christian Schools educational program. The experience of participating in athletics is an excellent opportunity for all students who attend our school.

Participation in a sound athletic program contributes to good sportsmanship, character, physical development, coordination, a wholesome interest in sports, and the discipline necessary in a Christian life.

Interscholastic sports competition exemplifies the value of the democratic process and of fair play. Through participation, the student athlete learns how to work with others for the achievement of group goals.

Good sportsmanship practices have life-long values. The athlete who acts fairly, who observes laws and customs, who treats others with consideration, and who takes adversity with dignity earns respect. Students in today's schools are tomorrow's community citizens and, as adults, will demonstrate many of the attitudes they are now learning.

### **704.2 GOALS\***

#### ***Varsity Sports Programs***

These programs are focused towards the competitive level because we play against public schools whose philosophy is competition. The coach will place on the courts or the field of play the most competitive team available to them. The Administration acknowledges that wins and losses are part of the game; however, the expectation of our coaches is that our teams be well prepared, competitive, and, **most importantly, always role models for good sportsmanship and Christian character.**

#### **Junior Varsity Programs**

When student participation numbers dictate, a Junior Varsity Program will be utilized to give lower-ranked Varsity players more game time and higher-ranked Junior High players a greater competitive challenge. Procedures for playing players are as with those noted below with the Junior High Programs.

### **Middle School Programs**

These programs are focused towards the development of skills necessary for participation at the Varsity level. The coach of any sub-varsity team should emphasize development of areas needing improvement on an individual and team basis. The coach will play every eligible team member in every game to ensure that the possibility of improving their skills under the pressure of a game situation will be available to all.

#### **704.3 ATHLETIC GENERAL PROCEDURES\***

- Athletic safety is a number one priority. Participants must be aware that other athletes' physical safety is extremely important and avoid any type of aggressive action, which could lead to injury to another participant. Participants are also responsible to avoid any activity that could lead to injury when not being supervised by an assigned faculty member or coach.
- All student-athletes are encouraged to participate in as many different sports during each school year as possible. The choice of sports should be determined by the students and their parents.
- Students are expected to report for sports at the beginning of each sport season.
- Team members of all sports are required to attend all scheduled practices and meetings during the established sports season. If circumstances arise whereby the student cannot attend a practice or meeting, the individual coach will adjudge the validity of the reason. In all cases, however, the coach must be notified, prior to the practice or meeting missed, by personal contact, phone call, or written statement from the parent or guardian. **No practices will be held beyond 5:00 p.m. on Wednesdays.** (Updated 11-17-17)
- LEAVING A TEAM / QUITTING A TEAM / REMOVAL FROM A TEAM: Any athlete that quits a team or is removed from a team for any reason during the season will not be permitted to go out for any other team of that sport season or participate in a practice, conditioning program, or weight room activity of any team preparing for an upcoming season. The athlete must wait until the current sport season is completed. The end of the sports season is defined as the day following the last scheduled contest for all teams. For all NMAA tournament roster teams, the date that a team is eliminated from the state tournament is considered the conclusion of a sport athlete is considered a member of a team at the conclusion of the tryout period at which time the coaching staff has selected the team.

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- If an athlete wants to quit a sport, he/she will be given 24 hours to reconsider their decision. If he/she quits or is removed from a team for any reason, he/she will not be allowed back on the team for one calendar year. An athlete who is removed from a team for disciplinary reasons may not be allowed to participate in any other sport season for the remainder of the school year. An athlete quitting or being removed from a team must immediately return all equipment and clear all financial responsibility with the school.

### ***Pre-sport preparations include:***

- Having on file with the Athletic Coordinator, a current physical.
- Having on file with the Athletic Coordinator, current emergency care information (i.e. name of medical insurer and numbers).
- Having on file with Athletic Coordinator, a current NMAA participation form.
- Having on file with Athletic Coordinator, a current parental permission form.
- Having on file with the Athletic Coordinator, proof of insurance or have an insurance waiver form signed by their parents.
- Attend the mandatory pre-season orientation for all coaches, students, and parents.

Transportation: Students must travel with coaches or approved parents to any athletic contest that is scheduled outside of the immediate community. Students, not directly involved in an athletic contest, i.e. statisticians and managers, may be excused from school to travel with the team. However, under extenuating circumstances, the Superintendent may restrict this privilege.

### ***704.4 ATHLETIC PARTICIPATION\****

#### ***Eligibility:***

To be eligible to participate in the athletic programs at Clovis Christian Schools, a student must meet all of the following criteria:

- Be a full-time student at Clovis Christian Schools. They may not attend a public school.
- Be a homeschooled student who is enrolled at Clovis Christian Schools at least 51% of the school day.
- The student must be enrolled in at least 51% of the member school's regular class schedule in courses that will be counted towards his/her graduation and in regular attendance during the current as well as the previous grading period.
- Must have in the Athletic Office a copy of a current physical for the current school year.

- Must have in the Athletic Office a completed parental permission form.
- Must have in the Athletic Office proof of medical insurance or have an insurance waiver form signed by their parents.
- Must not have reached their 19<sup>th</sup> birthday by the time school starts in the fall.

***Updated January 17, 2020***

1. CCS will require students who participate in extracurricular activities to maintain a 2.5 GPA.
2. Since our CCS standard of 2.5 is higher than the NMAA's standard of 2.0 then **IF** a student meets the NMAA's 2.0 level, but they do not meet our 2.5 level, then they will be ineligible for three weeks of the new 9-week grading period. They will be allowed to remain on the team, and they can practice during those first 3-weeks at which time IF they have brought their overall GPA up to 2.5 or higher, then they would regain their CS eligibility for the remainder of the 9-week grading period. However, if their GPA is below 2.5 at the end of the first 3-weeks, then they will now also be ineligible for the next 3-weeks. We will re-evaluate their GPS at each 3-week mark of that 9-233ks grading period. At the end of the first or second 3-week mark, if the student's GPA is at or above 2.5, they would regain their eligibility for the remainder of that 9-week grading period.
3. Even though NMAA does not allow a student to participate or practice during the time that they are ineligible, our policy does not state that at this time, so our students whose overall GPA is above 2.0 can practice and remain on the team.
4. Our weekly criteria requiring our students to maintain a 2.5 GPA each week will still be in effect. This is our local requirement, and we will continue to do grade checks weekly to make sure students have a 2.5 or they cannot play the following week, but this criteria is different from the NMAA 9-week rule.

***704.5 Weekly Eligibility***

Each Monday, the Athletic Assistant will complete an eligibility grade check on athletes. If an athlete receives a report that makes him/her ineligible, he/she can compete and participate in practice that week but will be ineligible for the following week's games if the 2.5 GPA requirement is not met. Exceptions are at the discretion of the superintendent. Any suspended student is ineligible for the duration of the suspension and for the first game upon return from suspension. (*Updated 11-17-17*)

***704.6 SCHOOL ATTENDANCE***

A student's academic progress is of utmost importance. A student must attend at least four classes on the day of an event in order to be eligible to play in the contest. The responsibility for attending class is with the student and his/her parents. Additionally, students must be in class at the start of the



next school day following competition, unless the student is sick and unable to attend as verified by the parent. Failure to do so will cause the athlete to sit out his/her next game. The Superintendent may grant an exception to this policy when deemed appropriate. *(Updated 11-17-17)*

#### **704.7 MINIMUM LETTERING REQUIREMENTS\***

*(Subject to: Discretion of the coach)*

*(Subject to: All seniors participating in any sport will letter, without regard to the following requirements.)*

#### **Varsity Athletics**

Any student who is selected to participate on the varsity team in football, volleyball, basketball, cheerleading and golf will receive a letter. For track, the participant must score at least 4 points in a season.

#### **704.8 ATHLETIC AWARDS\***

##### **MOST VALUABLE PLAYER AWARDS**

This award goes to the athlete who makes a significant difference to the team. This award is based on the following criteria:

Lead scorer

- Most yards gained
- Touchdown passes
- Most Rebounds, Assists, Steals, etc.
- Most kills in volleyball
- State qualifier in an individual sport

##### **MOST IMPROVED PLAYER AWARD**

This award goes to the athlete who has worked hard to improve his/her fundamental skills and abilities with discipline and persistence.

##### **EAGLE SPIRIT AWARD**

This award goes to the athlete who has demonstrated one or more of the following:

- Displays Christ-like attitude
- Shows enthusiasm
- Exhibits sportsmanship
- Supports the team and teammates
- Demonstrates effort above what is normally expected

#### **704.9 SPECTATOR**

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The spectator has an opportunity to provide for the students and athletes an adult role model for sportsmanship. They should:

- Attempt to understand and be informed of the playing rules.
- Recognize and appreciate a good play no matter who makes it.
- Cooperate with and respond enthusiastically to cheerleaders.
- Show compassion for an injured player, applaud positive performances, and avoid heckling, jeering, or distracting players and obnoxious language and behavior.
- Respect the judgment and strategy of the coach, and do not criticize players or coaches for the loss of a game.
- Respect the property of others and the authority of those who administer the competition.
- Censure those whose behavior is unbecoming.

### **704.10 PLAYER**

Players can be the best ambassadors for the school by their behavior. They must be taught to perform under pressure and still represent the values taught by Jesus Christ. Players should:

- Treat opponents with respect.
- Play hard, but play within the rules.
- Exercise self-control at all times, setting the example for others to follow.
- Respect officials and accept their decisions without gestures, comment, or argument.
- Win without boasting, lose without excuses, and never quit.
- Never taunt or degrade an opponent. There is no place for trash talk in the Christian athlete
- Always remember that it is a privilege to represent the school and community.

### **705 NATIONAL HONOR SOCIETY (NHS) \***

Clovis Christian Schools will maintain an active chapter of the National Honor Society (NHS). It is the responsibility of the Secondary School Principal to ensure this is a viable and active organization. Induction into the NHS will take place in the spring of each year.

See the National Honor Society By-Laws posted on the CCS website for specific information regarding this organization.

### **706 HOMECOMING\***

The CCS Junior Class sponsors Homecoming. The Advisor and Coach of these activities, as well as the Principal, form the Homecoming Committee that will work together to make the CCS Homecoming a significant event that annually glorifies Christ.

Before the beginning of the school year, the High School Principal and Athletic Coordinator will schedule this event.

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A dance will be held immediately following the formal homecoming functions and is limited to 6<sup>th</sup> graders and above. The Principal will ensure this event is adequately chaperoned. Check the School Dress Code for proper attire.

### **706.1 COURT ELECTIONS**

- Grades 9-10 will vote for one boy and girl to represent their class (if ties exist, runoffs between those tied will be conducted).
- Grades 11 and 12 will vote for two boys and two girls (one student may not vote for another student twice; if they do, their votes only count for one vote). The desire is to have two candidates from the 11<sup>th</sup> and 12<sup>th</sup> grades for Homecoming King and Queen.
- The 11<sup>th</sup> and 12<sup>th</sup> grade names are then pooled on one ballot and voted on by the entire Secondary School.

### **706.2 COURT ELIGIBILITY**

- Only an 11<sup>th</sup> or 12<sup>th</sup> grade boy may win King and an 11<sup>th</sup> or 12<sup>th</sup> grade girl may win Queen.
- All candidates must be involved in at least one school activity that school year or actively last year, with intent to follow through during this year's season. (Example: sports, cheerleading, praise and worship, student government, etc.)
- All candidates must be of good moral character.
- All candidates must be passing all classes.
- All candidates must have been attending CCS at least one full year.

### **706.3 VOTING RESPONSIBILITIES**

Teachers must ensure that their students are aware of these rules before voting takes place so an ineligible student is not elected. Students must be reminded they are voting for people that will be representing their class and our school. If a tie occurs for King and Queen, a re-vote may be taken, or a voting council can be convened to vote by ballot to break the tie.

- Voting council will consist of: Superintendent, Principal, Athletic Coordinator, and a member-at-large appointed by the Superintendent.
- The Principal, in concert with the Superintendent, will choose the needed number of first grade boys and girls to serve as crown and cape holders.

### **706.4 NON-CCS STUDENT TO ATTEND HOMECOMING OR PRO REQUEST**

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- A CCS secondary student who wishes to invite a non-CCS student to the homecoming events or to the Junior/Senior Prom must follow the following procedures:
- Obtain a **Student Guest Request** form, CCS-S-07, before the scheduled Homecoming event or Prom. The form can be obtained in the Secondary School Office.
- Only one guest may be invited by a student and must be a friend of the opposite sex.
- Complete the form entirely and return (3 weeks prior) to the Principal for review.
- Principal will maintain a list of the forms received and will submit the original form to the School Superintendent for review and consideration.
- The Superintendent will then complete the review process, return the form to the Principal, and inform them of the decision.
- The Principal will then return the form to the requesting CCS student and advise them of the decision made by the Superintendent.
- The Principal may invite additional students to attend the Junior/Senior Prom based on a Student Guest List that has been provided by the current junior class. If the list is approved, a **Student Guest Request** form should be completed for each additional guest.

### **707 JUNIOR/SENIOR PROM\***

Annually in the spring of the year, the school will hold a Junior/Senior Prom off-campus. This event is sponsored by and paid for by the Junior Class as a gift to the graduating senior class.

Students eligible to attend this function are limited to freshmen and above. No same-sex couples are allowed at the prom.

Students from outside the school may be invited, but they must have Administrative permission to attend prior to the event. Determination on who may attend the Prom rests with the Principal, as noted above, and she or he is the final authority on this matter.

The Principal will attend and provide the appropriate number of chaperones.

### **708 SENIOR CLASS MISSION TRIP AND EXPENSES\***

- The Senior Class Sponsor is responsible to schedule all fundraisers and to schedule and preside over all Senior Class meetings. Meetings should be held in an orderly fashion with minutes taken and published. Additionally, they will appoint at least one adult to oversee each fundraising event. The overseer must be aware that they are responsible for the conduct of students involved and for monies raised. The Senior Class Sponsor must submit all fundraising

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events by the deadlines established for fundraising requests for approval by the Superintendent.

- By Christmas break class sponsors should report that half of funds were raised.
- Only seniors who work a particular event may receive money from that event. If a senior is unable to attend the event, he/she may send another worker in their place to represent them (prior approval from the Senior Class Sponsor is necessary). Monies are to be pro-rated out by attendance and time. The Senior Class Sponsor will turn in all records to the treasurer.
  - Each student is responsible to raise his/her own funds for the trip.
  - Monies cannot be used on an individual trip but only for the Senior Class Mission trip. Monies may be transferred back into the account and divided equally among all those going on the trip (exceptions at the discretion of the Superintendent). ). If the whole trip is cancelled or money remains in the account after all expenses have been paid, the remaining balance will be transferred to the CCS Scholarship Fund to support tuition financial assistance for qualifying students.
  - At least 1/2 of the monies required, per student, must be raised before Christmas break.
  - The remaining amount must be raised by Spring Break.
  - Expenses for the Senior Class must also be considered and may include: Graduation Reception - \$125 per student maximum; gift for Class Sponsor - \$500 per class maximum; Legacy gift to the school - \$500 maximum. Caps/gowns, announcements, senior gift bags, decorations, tokens of appreciation to parents, and customized graduation programs are expenses that may also be incurred.
  - Class sponsors, parents, and students need to be aware that the class is responsible for their chaperones, the bus driver's, and class sponsor's trip expenses.
  - Trip destination must be approved by the Superintendent and then finalized with all costs and schedules by the last Friday of October. Trip destinations must clearly reflect a Christian mission or ministry focus. No cruises are allowed. As liaisons, two senior class parents will be the designated coordinators of planning the Senior Mission Trip. Their role is to communicate important ideas and information to all senior class parents, the Senior Class Sponsor, and the High School Principal. Any Senior Class student or parent, as well as the Senior Class Sponsor, may make ideas and suggestions. Upon gathering information, the Senior Class Sponsor is to present the options to the Superintendent for a final decision and approval. Time must be allowed for any changes in order to still meet the October deadline.
  - The Senior Class Mission Trip is a school-sponsored trip, and students on school-sponsored trips are expected to adhere to the policies and rules of CCS while on

those trips. Students that violate CCS policy, while on a school-sponsored trip, place themselves in a position of jeopardy and may be required to return home prior to the end of the trip at their own expense, if so determined by the Superintendent.

- **Only actively enrolled students of CCS will participate in this trip.**
- Any late in-coming students and their parents should be notified immediately by the Senior Class Sponsor of the Senior Mission Trip plans, cost, etc., so they may be allowed to participate as well.
- If an after-graduation reception is decided upon, each senior may be required to donate monies from his/her account, in equal amounts, to fund this reception. A reception is not mandatory nor is it a CCS function. CCS facilities may be used

### **709 GUIDANCE SERVICES\***

Course and curriculum counseling will be given to each high school student annually to complete their Next Step Plan, to determine courses to be taken, and to ensure they are on track for graduation. Eighth grade students will begin developing their Next Step Plans before the end of the school year.

### **710 HEALTH SERVICES\***

By state law, students are required to attend school regularly. However, if your child is sick or running a fever, please keep him/her home so others are not infected. The child needs to be without fever for at least 12 hours (without fever reducing medication) before they can return to school. **Parents should call the school office by 9:00 A.M. when their child is absent from school.** If notification is not received, the school will attempt to contact the parents to ensure the child's safety and whereabouts. Students that are absent from school without notification (and when the school is unable to contact a parent) will be considered unexcused.

It is the policy of the health office to send a student home for any of the following symptoms:

- Fever of 99.9 or higher
- Vomiting or diarrhea within the last 24 hours
- Sore throat (especially with a fever)
- Thick green nasal drainage
- Green drainage from eyes
- Open or draining sores
- Any other symptoms the Health Assistant may consider contagious

Children who are suspected of having a communicable disease (including all of the above symptoms) will be sent home for diagnosis and treatment. After a child is diagnosed with an "infection" it is very important to keep him/her out of school for at least 24 – 48 hours after starting antibiotics. After a child is sent home with any suspected contagious disease they are required to bring a note from the doctor upon returning to school. The note should clearly state the date that they may return to school.

Any student returning to school without written permission from their physician may be sent home until such permission is obtained.

### **710.1 OVER THE COUNTER MEDICATION**

No over the counter medications (OTC) will be given to any student without written parent permission. A standard "OTC Medication Authorization" form needs to be completed annually and returned before a student can receive any medication at school. These forms are located in the annual enrollment packets. If a parent does not want their child to receive any medication at school, the form should be completed accordingly.

Elementary students will not receive Tylenol or Ibuprofen unless the parent has been contacted via telephone and has given verbal authorization to do so.

If a student requires any over the counter medication that is not listed on the authorization form, it will be treated as a prescription drug (see below).

**NO** student is allowed to carry **any** medications with them during school hours unless arrangements have been made through the school health assistant with the exception of cough drops. If your child has a cough, please provide him/her with cough drops to carry on his/her person.

**All medication is to be kept in the health office in a locked cabinet.**

### **710.2 PRESCRIPTION MEDICATION**

Prescription medication cannot be administered until the Clovis Christian Schools Medication Policy form is filled out and signed by the parent and the physician. A new form is required for each prescription change and at the beginning of each school year. **No** medication will be given if these requirements are not met.

**All** medication must be brought in its original container, which should be clearly marked with the child's name, name of medication, dosage, and pertinent instructions. No medication will be given if sent in an envelope or bag. Students may not carry their medication to and from school without written, dated, and signed authorization from the parent that should include the child's name, medication, and the length of time the child will be on the medication.

Parents/Guardians may pick up unused medication in the health office at the end of the school year. Any remaining medication will be disposed of properly. If your child has any unused medication in the health office you will receive written notice before the end of the school year.

The school retains the right to reject requests for administration of medicine at any time, as deemed necessary.

## **SECTION 800 – SUPPORT SERVICES**

## **801 TRANSPORTATION\***

### **801.1 SEAT BELTS**

In accordance with state laws, students transported for authorized school functions shall wear seat belts when riding in vehicles so equipped. **“Double buckling” is not approved.**

### **801.2 TRAVEL POLICY**

- This travel policy applies to any CCS activities held off-campus and applies to students (team members), coaches, chaperones, parents, and staff traveling as part of official school activities/functions. Exceptions to this policy must be approved in advance and can only be approved by the Superintendent or the CCS Corporate Board. Remember, as you travel, you are representing CCS.
- No trip will be undertaken without a staff member of CCS being present on the trip to and from the event, as well as the event itself. This staff member is ultimately responsible for all that happens during the trip. Volunteer coaches are considered to be staff members for the sake of this policy and are, therefore, bound by all policies pertaining to CCS staff.
- All team members will be driven to the activity, thereby meeting the criteria set forth in this policy. No students will be allowed to drive their own private vehicle. All vehicles should depart from CCS at the same time and in an orderly fashion. The trip should be in a “convoy” configuration, so others can render assistance if a vehicle becomes inoperable.
- All occupants of all vehicles must have seatbelts secured prior to any vehicle being placed in motion. At no time will the posted speed limit be exceeded.
- Students should not be transported without adult supervision. A ratio of fifteen students to one adult supervisor is not to be exceeded. The driver shall not be considered as an adult supervisor when a motor coach/bus is being used as the mode of transportation.
- The CCS representative will provide maps and/or GPS to all drivers showing the route to the event site.
- The CCS representative will provide an emergency telephone contact listing to all chaperones and drivers. As a minimum, this list will include the telephone numbers for:
  - The Superintendent and Principals
  - Event location contact number
  - Other telephone numbers deemed necessary or prudent by the event coordinator (coach, teacher, etc.).



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- The CCS representative will ensure a student roster of those traveling is created and maintained, as well as knowledge of chaperones/drivers responsible for each student.
- No outside student may travel with CCS unless a Medical Emergency Authorization and Field Trip Permission, CCS-R-9/Re-13, is on file with the School Administration, AND permission has been granted by the School Principal.
- Our first desire is to glorify God in all we do. CCS activities and the personal conduct of all should be reflective of this desire.

### **801.3 BUS POLICY**

Transportation will be provided based on a per child rate whether your student uses the seat or not. Refunds will not be provided for any unused portion of the quarter except for military families who get transferred out.

The quarterly CCS Transportation Fee must be paid in full prior to the first day of each quarter in order for a child to be guaranteed a seat. A refund may be awarded for a full unused quarter if notice is given 10 days in advance.

Parents may reserve a seat for A.M. or P.M. or both.

Seats will be assigned on a first/come first/serve basis, but to be guaranteed a seat, the fee must be paid in full prior to the beginning of the quarter.

#### **REVISED August 1, 2020**

Utilizing the CCS bus/van service as a means of transportation to and from school is a privilege. Therefore, the following guidelines have been established for the safety and welfare of all students who are bus/van riders.

Bus/van disruptions, deliberately or inadvertently interfering with the safe operation of a school vehicle which is stopped or moving, behaving in a manner adversely affecting an individual or any property on or near the bus/van itself, at bus stops, or at pick-up areas will result in a progressive discipline procedure as stated below:

#### ***Progressive Discipline Procedure for Bus/Van Disruption***

The bus driver, in cooperation with the principal, administers the Discipline Procedure.

- **First offense** - The bus driver issues a Bus Incident Report stating the offense. The Bus Incident Report is turned into the school office. Parents are informed that bus privileges may be suspended should another incident occur.
- **Second offense** - The bus driver issues a Bus Incident Report stating the offense. The Bus

Incident Report is turned into the school office. Parents are informed of a minimum 3-day bus suspension and of the procedures for further bus incidents.

### **School Bus Expectations**

1. Students should remain seated to keep aisles and exits clear.
2. Students must sit in their assigned seats.
3. Students must keep the bus clean.
4. Rough and unruly conduct will NOT be allowed.
5. Students may not eat or drink while on the bus.
6. Students may NOT use profane language or obscene gestures.
7. Hands and objects remain inside the bus at all times.
8. Students will show respect to the bus driver.
9. Students will use quiet voices while riding on the bus.
10. Cell phones must remain on vibrate. iPods and other listening devices may
11. be used with earphones.
12. Remember, the bus is an extension of the school. Any rules that apply at school apply to the bus.

The principal, in cooperation with the Bus Driver, may immediately revoke bus privileges for behavior that results in injury or potential injury to another person.

### ***802 LUNCH PROGRAM\****

CCS provides a catered lunch program for student convenience. Microwaves are provided for students that bring meals from home. Other items such as Cup-O-Soup, cereal, Lunchables®, chips, milk, water, and juice are available to supplement meals. Our lunch program is staffed by volunteers, so take a moment and consider helping in this important program. Please contact the Administrative Assistant to volunteer.

### ***803 SAFETY AND CRISIS PLANNING\****

The school will have a well-developed Crisis Management Plan that attempts to address the myriad of situations a school could be confronted with and kept in the Superintendent's office.

## ***SECTION 900 – SCHOOL FACILITIES***

### ***901 VISITOR \****

All visitors to the school are to report to the office immediately for a visitor's badge. Visitors on campus without a badge will be reported to the office where steps will be taken to have them removed.

General visitation is discouraged at CCS. Visits are welcome by parents or students interested in CCS as a possible school home but not as a hangout place. Those desirous of visiting the school as

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prospective students or parents are to first contact the office for approval. Students desiring a visitor on campus must first have a Visitor Request Form, CCS-A-42, approved.

### **902 GROUNDS\***

Our campus should be maintained to provide an aesthetically pleasing image. Special attention should be given to school parking areas and loading/unloading areas.

- Students may operate motor vehicles on campus with the consent of their parents and the approval of the administration; authorization forms, CCS-A-06, and parking permits are available from the office. The student must be legally licensed, and the vehicle must have current registration and insurance. Students must park in designated areas only and comply with established rules. Unauthorized vehicles may be towed at the owner's expense. The CCS campus speed limit is 5 MPH and violation of this policy can lead to an individual's right to drive on campus being revoked.

### **903 PARKING\***

Parking areas are designated as follows:

- Staff members will use the parking spaces on the east side adjacent to the main building as well as the west parking lot immediately adjacent to the gym.
- All student drivers will park in the east parking lot adjacent to high school and will display their CCS parking permit where it is visible through the front windshield.

### **904 LEAVING DURING SCHOOL\***

If a student needs to leave the building during school hours, he/she is to be picked up by parents, or the parents are to notify the school about when and who is to pick up the student. The student must sign out/in when leaving/returning from the school during the day. Students may not leave the building without parent authorization. Students who can drive may check themselves out with parents' consent.

Students 10th -12th grade can leave campus for lunch by checking in/out. All students must have a parental consent form filed in the high school office to be able to leave.

### **905 INCLEMENT WEATHER PROCEDURES\***

Notifications will be sent via text, Facebook and other forms of web access on inclement weather.

### **906 PUBLIC CONDUCT ON CCS PROPERTY OR AT CCS ACTIVITIES\***

Clovis Christian Schools hosts or participates in many curricular and extracurricular activities attended by parents and the general public. These include, for example, but are not limited to, the

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following: interscholastic athletic contests; religious services; musical performances; field trips; fund-raisers; and meetings for parents, patrons, and the public and are referred to herein as “events.” Events occur on school property, as well as at other locations, or on property (such as school vehicles) leased to the school for a particular purpose. All such property is referred to herein as “school owned or controlled property.” Groups and members of the public also use school owned or controlled property under the Facilities Use Policy.

All persons using or appearing at events conducted on school owned or controlled property will observe, at a minimum, those standards of behavior and conduct expected of school staff and students. Specifically, whether they appear as users, participants, or observers of an event, such persons shall not:

- Obstruct, disrupt, or interfere with teaching, research, service, administration, control, discipline, coaching, officiating, or progress of an event.
- Physically abuse or threaten any persons with physical harm on school owned or controlled property.
- Have in their possession at the event, carry, exhibit, display, pull, or threaten with a weapon apparently capable of producing bodily harm in a manner, which, under the circumstances, manifests intent to intimidate another or warrants alarm for the safety of others.
- Damage or threaten to damage property of the school or property leased in connection with an event.
- Force or make unauthorized entry to school-owned or controlled property.
- Use, possess, distribute, or sell illegal drugs, other controlled substances, alcohol, or other illegal contraband on school-owned or controlled property. (Persons known to be under the influence of alcohol or illegal drugs shall not be permitted to enter school-owned or controlled property.)

## **APPENDIX A**

**CCS HANDBOOK**

AUGUST 15, 2021

**ANNUAL REQUIRED FORMS:**

**A-1: RECORD OF RECEIPT OF EMPLOYEE HANDBOOK**

**A-2: INTERNET USE AND IDENTITY THEFT FORM**

**A-3: LAPTOP USE AGREEMENT FORM**

**APPENDIX A-1**

**RECORD OF RECEIPT OF EMPLOYEE HANDBOOK**

I (employee) acknowledge receiving the Clovis Christian Schools (CCS) employee policy handbook. I clearly understand that this policy handbook does not create a contract for employment with CCS, and that CCS may change or modify the policies and procedures in this handbook at any time, with or without prior notice. I have read and understood the policies outlined in the CCS handbook and agree to be bound by the organization's rules and regulations during my employment with CCS. I understand that violating the policies and rules set out in the handbook may lead to discipline, up to and including termination.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

**APPENDIX A-2**

**Clovis Christian Schools  
CCS EMPLOYEE USER COMPUTER AND INTERNET ACCESS RELEASE FORM**

I certify that \_\_\_\_\_ I have received a copy of the Policy on Acceptable Use of the Clovis Christian Schools' computer system and the Internet and the Computer and the Internet Code of Conduct.

\_\_\_\_\_  
Signature of CCS Faculty/Staff User

\_\_\_\_\_  
Signature of School Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Clovis Christian Schools**  
**COMPUTER AND INTERNET CODE OF CONDUCT**

Use of the CCS computer system and access to the Internet by students and staff of the Clovis Christian Schools shall be in support of education and research that is consistent with the mission and curriculum of CCS. Internet use is limited to those persons who have been issued district-approved accounts.

Use will be in accordance with the district's Acceptable Use Procedures and this Code of Conduct:

1. Keep confidential and protect all computer and Internet passwords, access codes, or logon information from disclosure to others.
2. Respect the privacy of other users. Do not use other users' passwords. Unauthorized use of passwords, access codes, or other confidential account information may subject the user(s) to discipline, and to both civil and criminal liability.
3. Be ethical and courteous. Do not send hate, harassing, or obscene mail; discriminatory remarks; or demonstrate other antisocial behaviors. State law prohibits the use of electronic communication facilities to send fraudulent, harassing, obscene, indecent, profane, intimidating, or other unlawful messages. See NMSA 1978, § 30-45-1 et seq.
4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
5. Treat information created by others as the private property of the creator. Respect copyrights. Software protected by copyright shall not be copied except as licensed and stipulated by the copyright owner.
6. Use the network in a way that does not disrupt its use by others. Do not use the Internet for commercial purposes. Transmission of commercial or personal advertisements, solicitations, promotions, destructive programs, or other unauthorized use unrelated to the mission or curriculum of CCS is prohibited.
7. Do not destroy, modify or abuse the hardware or software in any way. Users shall report any suspected abuse, damage to equipment or tampering with files to the CCS administration or IT Coordinator.
8. Do not develop or pass on programs/malware that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, global mailings, ResEdit, etc. Do not "hack" the system. Attempts to gain unauthorized access to confidential information or private directories maintained by CCS or to circumvent privacy protections on internal files or non-public restricted files, accounts or directories of any external source is a violation of this code of conduct, and may subject the user to civil or criminal liability.

## CCS HANDBOOK

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9. Do not use the Internet to view, access, download or process pornographic, obscene, indecent, profane or otherwise inappropriate material.
10. Use of the system to access games and use of computer time for game-playing shall be restricted solely to instances directed and monitored by instructional staff and is limited to games which address educational goals.

In addition to disciplinary sanctions which CCS may impose upon students or staff under applicable policies, codes of conduct or administrative regulations, Clovis Christian Schools reserves the right to remove a user's account and deny use and access of the computer system if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.



**APPENDIX A-3**

***Clovis Christian Schools  
Laptop Use Agreement***

**Terms:**

You will comply at all times with the Clovis Christian Schools Student/Parent Laptop Handbook and Acceptable Use Policy. Any failure to comply may terminate your rights and possession effective immediately and CCS may repossess the property.

**Title:**

Title to the property is in the District and shall at all times remain with CCS. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Parent/Student Laptop Handbook.

**Loss or Damage:**

If the property is damaged, lost or stolen, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of property must be reported to CCS by the next school day after the occurrence.

**Repossession:**

If you do not fully comply with all terms of this agreement and the Parent/Student Laptop Handbook in a timely manner, including the timely return of the property, CCS shall be entitled to declare you in default and to take possession of the property.

**Term of Agreement:**

Your right to use and possess the property terminates no later than the last day of the school year unless earlier terminated by CCS or upon withdrawal from CCS. Seniors must clear all records and pay all fees before participating in graduation.

**Use of Chromebooks on the CCS Network**

CCS is committed to the importance of a student being able to continue with his/her work when his/her laptop is experiencing problems. To assist with this problem CCS is providing the following:

***Chromebooks in for Repair***

- From time to time, students may need to turn in their Chromebook into the CCS Technology coordinator. It is CCs goal to turn around repairs within 24 hours.

### ***Charging the Chromebooks***

- Fully charged batteries should be functional for 8-hours. Students should charge their Chromebooks overnight and not have to rely on electricity access during class. However, students should have their battery charger on-hand at all times if there is a need to use it.

### ***Internet Safety***

- There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked with the CCS content filter while students are logged into the school network but may be unprotected outside of school. Students are in violation of district policy if they access these sites through proxies. Parents are encouraged to restrict their home Internet access. For more information about Internet safety go to [www.isafe.org](http://www.isafe.org).

## **General Laptop Rules**

### ***Inappropriate Content & Graffiti***

- Inappropriate content will not be allowed on Chromebooks.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
- If plastic parts of a laptop are damaged beyond repair, students will be charged for replacement parts.

### ***Deleting Files***

- Do not delete any folders or files you did not create or that you do not recognize. Deletion of certain files will result in a computer failure and will interfere with your ability to complete class work and may affect your grades.

### ***No Loaning or Borrowing Chromebooks***

- Do not loan Chromebooks to other students or family members.
- Do not borrow a laptop from another student.
- Do not share passwords or usernames.

### ***Music, Videos, Games, or Programs***

- Copyright infringement also violates CCS' Internet Service Provider's terms of services and could lead to limitation or suspension of CCS' Internet service.
- Students found with illegal files on their computer will have their computer confiscated.

See more about copyright issues at [www.respectcopyrights.org](http://www.respectcopyrights.org)

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**Unauthorized Access**

- Access to another person's account or computer without their consent or knowledge is considered hacking and is unacceptable.

**Transporting Chromebooks**

- To prevent hard drive damage, laptops should be shut down between classes.
- Laptops should be transported in the appropriate case and should not be placed in backpacks.

**I have reviewed the CCS Laptop Use Agreement and understand the responsibility of possessing a Chromebook from CCS.**

\_\_\_\_\_  
Printed Student Name                      Student Signature                      Date

\_\_\_\_\_  
Parent or Guardian Signature                      Date

**For Office Use Only:**

Assigned Chromebook \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Administrator Signature                      Date

# CCS HANDBOOK

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