



**Student/Parent Handbook**

**2021-2022**

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# **GENERAL INFORMATION**

*"The fear of the Lord is the beginning of knowledge..."*  
Proverbs 1:7

## Claremore Christian School

Monday - Friday 8:15am – 3:45pm

1055 W. Blue Starr Dr.  
Claremore, OK 74017  
www.claremorechristian.com

E – ccsoffice@dlc.tv  
P – (918)341-1805

### **Accreditation**

Claremore Christian School is accredited by the International Christian Accrediting Association (ICAA), which is parented by the Oral Roberts University Educational Fellowship (ORUEF), which is registered with the Oklahoma Private School Accreditation Commission (OPSAC), which is recognized by the Oklahoma State Department of Education. CCS is also a member of the Heartland Christian Athletic Association (HCAA).

### **School Board**

Jonathan Cook  
Bob Diskerud  
Lisa Gilsleider  
Jim Palmer  
John Ray – Chairman  
Ami Shaffer  
Glenn Shaffer – Emeritus

### **Administration**

Brant Hall – Head of School

*Claremore Christian School does not discriminate on the basis of race, color, age, national and ethnic origin in its admission procedures, educational procedures, athletic procedures, and employment opportunities.*

*Nothing contained in this handbook is intended to create, nor creates, an expressed or implied contract. Your relationship with Claremore Christian School is voluntary on the part of both the school and you, and either party may terminate that relationship with or without notice or cause.*

# School Calendar

## Claremore Christian School 2021-2022

### School Year Calendar



July 21						
Su	M	Tu	W	Th	F	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 21						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 21						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 21						
Su	M	Tu	W	Th	F	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 21						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 21						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 22						
Su	M	Tu	W	Th	F	Sa
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 22						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 22						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 22						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 22						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- First Day of Semester
- End of Quarter
- HS Graduation
- Last Day of School
- New Sibling Enrollment
- No School/Office Closed
- Professional Development
- Parent/Teacher Conferences
- Event
- All Fees Due
- Re-enrollment

### School Hours 8:30 - 3:30

*Incident Weather Information will be available on Channels 2, 6, 8, & 23, Facebook, email, and text.*

- June 28-July 2 Office Closed
- July 15 All Fees Due
- August 2 Teachers Report
- August 2-6 Professional Development
- August 10 Meet the Teacher Night
- August 12 First Day of School
- August 13 Fall All-Parent Meeting
- September 6 Labor Day (No School)
- October 13 End of 1st Quarter (Dismissal 12:30)
- October 13 Parent/Teacher Conferences (1:00-4:00)
- October 14-15 Fall Break (No School)
- November 11 Veterans Day Activities
- November 22-28 Thanksgiving Break (No School)
- December 9 Christmas Music Program
- December 17 End of 2nd Quarter (Dismissal 1:30)
- December 20-31 Christmas Break (No School)
- January 3 Students Return from Break
- January 17 MLK Day (No School)
- February 21 Presidents' Day (No School)
- February 28-March 25 Re-Enrollment for Current Students
- March 1 Spring All-Parent Meeting
- March 11 End of 3rd Quarter (Dismissal 1:30)
- March 14-18 Spring Break (No School)
- March 24 Open House for Applicants
- March 28-April 1 Enrollment for Siblings
- April 4 Enrollment Open to Public
- April 15 Good Friday (No School)
- May 5 Spring Showcase
- May 13 High School Graduation
- May 18 Last Day of School (Dismissal 1:30)
- May 19 Teacher Check-Out

# FOUNDATIONAL DOCUMENTS

## **Statement of Faith**

Our statement of faith is part and parcel of our doctrinal beliefs. As such, our doctrine undergirds our curriculum development and selections of teachers and administrators, and it informs our conduct. We believe:

### *Inspiration of the Scriptures*

The Bible is the inspired and only infallible and authoritative written Word of God (II Tim. 3:15-17; 1 Thess. 2:13; II Peter 1:21).

### *One True God in Three Persons*

There is one true God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit (Deut. 6:4; Isa. 43:10, 11, Matt. 28:19; Luke 3:22).

### *Deity of Jesus Christ*

The deity of our Lord Jesus Christ, His virgin birth (Matt. 1:23), His sinless life (Heb. 7:26), His miracles (Acts 10:38), His vicarious and atoning death (II Cor. 5:21), His bodily resurrection (I Cor. 15:4), His ascension to the right hand of the Father (Phil. 2:9-11), and His personal return to this earth in power and glory (I Thess. 4:15-18).

### *Salvation by Grace*

The only means of being cleansed from sin is through grace and faith in the completed work of Christ of His death, burial, and resurrection. (Rom. 10:13 15; Titus 2:11; Eph. 2:8).

### *Holy Spirit's Inspiration*

Regeneration by the Holy Spirit is absolutely essential for personal salvation (Eph. 4:24; Rom. 8:16; I Cor. 12:3; Jer. 3:5).

### *Divine Healing*

The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer (Isa 53:3,4; Matt. 8:16, 17; James 5:14-16).

### *Baptism with the Spirit*

The baptism in the Holy Spirit is for all believers, according to Acts 2:4, and the full expression of the gifts of the Spirit is operable in believers through faith.

### *Wholeness*

Believers are positionally and legally right with God through faith in Christ. The sanctifying power of the Holy Spirit indwelling the Christian provides emotional healing and maturity through a process (Rom. 12:1-2; I Thess. 5:23; I Peter 1:15-16).

### *Church*

The church is the eternal purpose of God and serves as the instrument to spread the kingdom of God throughout the earth by the preaching of the gospel and the transformation of the nations. We embrace all five gifts of Ephesians 4:11 as being active and operative in the Church today. We believe through Christ the fulfillment of the promise to Abraham is realized in the new creation made up of both Jews and Gentiles as one new body (Eph 2:11-22; 3:11; Gal 3:7-9; 3:16; 5:15-16).

### *Second Coming of Christ*

We believe the kingdom of God is active in the earth today and continues to increase to fill the whole earth until Christ literally and physically returns for a mature church. We believe there will be a resurrection of the saved and the lost when Christ returns, the one to everlasting life and the other to everlasting damnation (Rev. 20:11-15; John 5:28-29; Acts 24:15).



## **Mission Statement**

Claremore Christian School operates within the confines of the vision and mission of DestinyLife Church. Working under the governance of DestinyLife, CCS supports the mission of the church specifically by assisting parents in making disciples. CCS desires to partner with parents in the shepherding of their children and to equip students to walk out the path and destiny God has for them. Our mission statement is as follows:

*Claremore Christian School is an educational institution designed to partner with parents in shepherding and equipping their children who will engage their call with a Biblical worldview.*

In agreement with this mission statement are what we see as the major purposes of academia: that the student would pursue an intimate relationship with Christ and use his/her ability to read, write, study, and reason out of a Biblical worldview to create and build in the spheres of influence in which they have been called. This mission statement is accomplished in an educational culture rooted in the Scripture.

## **Vision Statement**

*"Then the LORD answered me and said, 'Write down the vision and inscribe it clearly on tablets, so that one who reads it may run. For the vision is yet for the appointed time; it hurries toward the goal and it will not fail. Though it delays, wait for it; for it will certainly come, it will not delay long.'" - Habakkuk 2:2*

In the Hebrew language, this word "vision" means a mental sight, a dream, a revelation, or an oracle. Through prayer and study, Claremore Christian School believes the revelation - or vision - of the Lord for the future comes in three segments:

### 1) Long-Term Vision – Growth

This vision of growth permeates every area of Claremore Christian School. It means growth in Christ, character, and service. It means growth in student numbers and available academic and extra-curricular opportunities. It is growth in Warrior Athletics. The long-term vision of growth means growth in every aspect of the lives of leadership, faculty, staff and students.

This vision of growth is achieved in two ways. First, we will do exactly what Jesus says, when he says to do it (Luke 5:1-11). Second, we will be good stewards (Luke 16:10).

### 2) Yearly Vision – All Things New (2021-2022)

Claremore Christian School operates under the governance of DestinyLife Church and participates in the yearly vision of the church. The CCS yearly vision for 2021-2022 is "All Things New."

### 3) Daily Vision – Mission Statement

The daily vision of Claremore Christian School is walked out through our Mission Statement:

*Claremore Christian School is an educational institution designed to partner with parents in shepherding and equipping their children who will engage their call with a Biblical worldview.*

We daily commit to this vision by partnering with parents to shepherd and equip children to engage their call with a Biblical worldview.

## **Philosophy of Education**

Christian education is the uninhibited pursuit of God and the joy of discovering what God has done, is doing, and will do in every sphere of study. Claremore Christian School is a Christian educational institute in which this pursuit and discovery are encouraged through the biblical worldview philosophy of education.

### *Uninhibited Pursuit of God*

Freedom is found in Christ alone (2 Corinthians 3:17). Any education outside Christian education places restrictions on worshipping God and worshipping only God; it places limits on the ability to study all things and truth itself. Therefore, Christian education is about freedom: freedom to pray, worship, read scripture, and engage in academic study and discussion with God at the center of the entire educational process.

As believers in Christ, Claremore Christian School exercises our freedom to study all things from the vantagepoint of the Creator and to study truth itself. This freedom leads us to look at every sphere of study and ask three primary questions:

- What scripture(s) in the Bible talk(s) about this sphere of study?
- What is a God-centered perspective of what God is doing right now in this sphere?
- God, what will you do prophetically in this sphere?

Answering these questions will lead to a biblical worldview.

### *Joy of Discovering God in Every Sphere of Study*

As a Christian educational institute, Claremore Christian School's educational philosophy is a "biblical worldview education" (Colossians 2:7-8). A biblical worldview examines every sphere of study and everything within those spheres in accordance with scripture (Acts 17:11 NASB). It prayerfully seeks God to understand what He is doing in the earth right now. And it discerns, by revelation from God, where God is taking the sphere of study in the future.

To establish a biblical worldview, there are two major players: teacher and student. Deuteronomy 6 encourages parents to be their children's primary teacher; therefore, CCS teachers partner with parents in the shepherding and equipping of their children. Teachers are encouraged to model in word and action an intimate relationship with Christ to the students at all times, both inside and outside the classroom setting. In every classroom, teachers are to teach every sphere of study from a biblical worldview. This means prayerfully analyzing the sphere of study using the three primary questions and skillfully teaching truth to students.

The second major player in a biblical worldview education is the student. Every man - including every student - is fallen, and a biblical worldview presents man's need for Christ. Beyond presenting man's need for Christ, a biblical worldview education then shows the student how Christ is involved in everything. The student's responsibilities in biblical worldview education are to pursue Christ and to seek answers to the three primary questions for every sphere of study.

## **Spiritual Formation Goals**

*"The [reverent] fear of the Lord [that is, worshiping Him and regarding Him as truly awesome] is the beginning and the preeminent part of knowledge [its starting point and its essence]..." Proverbs 1:7*

The foundation and whole of Claremore Christian School is and must always be Jesus Christ alone. He is our Head, and we exist for His glory. Therefore, above all other goals, we establish the following spiritual formation goals.

### *Prayer*

*"Rejoice always, pray without ceasing, give thanks in all circumstances; for this is the will of God in Christ Jesus for you." 1 Thessalonians 5:16-18*

Goal: Every CCS student and personnel will know in their spirits and minds the powerful, peaceful, and intimate practice of regular Christ-centered prayer.

Strategy: Prayer will be a primary focus at Claremore Christian School each day. We will encourage personnel to integrate prayer into classes, meetings, and daily school life.

Strategy: Administrators will regularly lead prayer with personnel, students, and families, formally and informally.

### *Scripture*

*"All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be complete, equipped for every good work." 2 Timothy 3:16-17*

*"Therefore, you shall impress these words of mine on your heart and on your soul, and tie them as a sign on your hand, and they shall be as bands on your forehead. You shall teach them [diligently] to your children [impressing God's precepts on their minds and penetrating their hearts with His truths], speaking of them when you sit in your house and when you walk along the road and when you lie down and when you rise up. You shall write them on the doorposts of your house and on your gates, so that your days and the days of your children may be multiplied in the land which the Lord swore to your fathers to give them, as long as the heavens are above the earth. Deuteronomy 11:18-21*

Goal 1: Every CCS student and personnel will believe in the inerrant Word of God.

Strategy: In keeping with our focus on biblical worldview, scripture will be declared, read, and referenced in each subject of every classroom. Academic studies will be taught through the lens of scripture; spiritual and social formation techniques will be rooted in the Word of God. We will use scripture to interpret scripture, to provide wisdom for everyday living, to guide our decisions, and to measure between right and wrong.

Goal 2: Every CCS student and personnel will end each academic year with more scripture hidden in their hearts than they began the year with.

Strategy: Every student will engage in a daily Bible course as part of their regular curriculum. Elementary students will focus on memorization of scripture and understanding of Bible stories.

Secondary students will focus on memorization of scripture and hearing from the Lord through the reading and studying of scripture.

Strategy: Each summer, all CCS personnel will engage in spiritual and academic preparation for the school year to come. Spiritual preparation may include but is not limited to: conferences, workshops, seminars, webinars, books, research, etc. In August, when teachers report for duty, all personnel will turn in a one paragraph summary of their spiritual preparation, which will be added to their personnel file.

Strategy: As teachers lead students through studies with a biblical worldview, they will themselves be required to learn scripture and this worldview. Administrators will regularly encourage and provide guidance in this area through Bible studies and professional/spiritual development opportunities.

### *Personal Worship*

*"Glory in His holy name; Let the hearts of those who seek and require the Lord [as their most essential need] rejoice. Seek and deeply long for the Lord and His strength [His power, His might]; Seek and deeply long for His face and His presence continually." Psalm 105:3-4*

Goal: Every CCS student and personnel will engage in personal and meaningful worship regularly.

Strategy: Personnel are expected to model and impart personal worship to students. This may be accomplished by praying powerful prayers with students, freely discussing what the Lord has spoken in their personal times of study and worship, engaging in worship during chapel, and other methods.

Strategy: Upon application and re-enrollment, all students/families confirm that they are an active part of a local body of believers. Upon signing/re-signing a contract, all personnel confirm that they are an active part of a local body of believers.

Strategy: Upon application and re-enrollment, all students/families sign the CCS Statement of Faith. Upon signing/re-signing a contract, all personnel sign the CCS Statement of Faith.

### *Corporate Worship*

*"I was glad when they said to me, "Let us go to the house of the Lord." Psalm 122:1*

Goal: CCS students and personnel will value and enjoy worshiping the Lord together in unity.

Strategy: Students and personnel will attend a weekly chapel service that includes engaging worship through music and a message from a local speaker who has sought the Lord for CCS that week. We pray and expect chapel services to be times of powerful worship and growth, not simply a task to check off the week's list of activities.

### *Witness*

*"In fact, it says, "The message is very close at hand; it is on your lips and in your heart." And that message is the very message about faith that we preach: If you openly declare that Jesus is Lord and believe in your heart that God raised him from the dead, you will be saved. For it is by believing in your heart that you are made right with God, and it is by openly declaring your faith that you are saved." Romans 10:8-10*

Goal: Every CCS student and personnel will profess faith in Jesus.

Strategy: During the admission process, all students are required to submit a pastoral reference giving witness to their faith. However, we understand that salvation and faith are much more than a pastoral reference. CCS personnel will actively pastor students, listening to the Holy Spirit and following His promptings for salvation and ongoing discipleship.

Strategy: As an important statement of faith, the water baptism of students will be celebrated with great joy. In agreement with families who would like to do so, baptism at any CCS chapel service will be available and welcome.

### *Biblical Curriculum and Instruction*

*"Let your roots grow down into him, and let your lives be built on him. Then your faith will grow strong in the truth you were taught, and you will overflow with thankfulness. Don't let anyone capture you with empty philosophies and high-sounding nonsense that come from human thinking and from the spiritual powers of this world, rather than from Christ." Colossians 2:7-8*

Goal: Every CCS student and personnel will view every aspect of life from a biblical perspective.

Strategy: Every student will participate in a Bible class as part of the regular daily curriculum.

Strategy: We understand that the effective Christian life cannot simply be relegated to one class per day. Christian education is about pursuing God and discovering Him in every sphere of study. It is the joy of discovering what God has done, is doing, and will do in every area. CCS will be an atmosphere of uninhibited pursuit of God - academically and spiritually. We believe that all knowledge begins with the Lord, and that is where we will continually point in every academic subject.

### *Service*

*"For even the Son of Man came not to be served but to serve others and to give his life as a ransom for many." Mark 10:45*

Goal: Every CCS student and personnel will value service to others and will participate in at least one service project per year.

Strategy: Once per semester, students will have the opportunity to participate in local organized service projects as a group. We will work with local governments, churches, and ministries to organize these age-appropriate service projects.

Strategy: Throughout the year, students will have the opportunity to serve their school at events such as Open House, Graduation, Trivia Night, Standardized Testing Week, and others.

### *Faculty and Staff*

*"And I will give you shepherds after my own heart, who will feed you with knowledge and understanding." Jeremiah 3:15*

*"And David shepherded them with integrity of heart; with skillful hands he led them." Psalm 78:72*

Goal: CCS will hire, train, and encourage staff and faculty who walk out the call of God on their life with biblical integrity.

Strategy: Every personnel decision will be led by the promptings of the Holy Spirit. Whether applicants come by way of word-of-mouth or through recruitment efforts, all documentation and interviews will be considered by the administration and board prayerfully and through the lens of scripture.

Strategy: Each year, all personnel will engage in a minimum of 35 hours of professional development (spiritual and academic). To encourage and strengthen, opportunities will be provided regularly by the administration. Ownership of individual growth will also be needed as personnel seek opportunities for themselves to complete their required hours.

Strategy: Each summer, all personnel will engage in spiritual and academic preparation for the school year to come. Preparation may include but is not limited to: conferences, workshops, seminars, webinars, books, research, etc. In August, when teachers report for duty, all personnel will submit a one paragraph summary of their spiritual and academic preparation.

# **ADMISSION & ENROLLMENT POLICIES**

## **Application for Admission**

Families interested in admission to Claremore Christian School are invited to complete the admission application process. In order for a full admission review to be completed and for admitted students to be prepared for attendance, we recommend that all applications and documents be submitted no later than three weeks prior to the anticipated start date.

## **Admission Policies**

Upon receipt of a completed application and all required documentation, the Head of School will review all documentation, make an admission decision, and inform the family of the decision.

Admission decisions are determined through a prayerful analysis of the student's and family's aptitude for spiritual, academic, and social success at Claremore Christian School.

### *Pre-Kindergarten*

Students must be at least 4 years of age prior to September 1 of the Pre-K year. To determine academic and social readiness, an assessment by the Pre-K teacher, or designee, must be completed as part of the application process for all prospective Pre-K students.

### *Kindergarten*

Students must be at least 5 years of age prior to September 1 of the Kindergarten year. To determine academic and social readiness, an assessment by the Kindergarten teacher, or designee, must be completed as part of the application process for all prospective Kindergarten students.

### *1st-6th Grades*

Students who have successfully completed the most recent grade attempted may be considered for admission to the following grade. To determine academic and social readiness, academic records will be reviewed. An assessment by the appropriate CCS teacher must also be completed as part of the application process for all prospective 1st-6th grade students.

### *7th-12th Grades*

Students who have successfully completed the most recent grade attempted may be considered for admission to the following grade. To determine academic readiness and disciplinary history, a review of the student's academic record will be completed for prospective 7th-12th grade students. An assessment by a CCS teacher may be required as part of the application process.

## **New Student Enrollment**

Students who have been fully admitted may complete the enrollment process after paying the enrollment and curriculum fees for each student. One Gradelink login will be assigned to each family. The enrollment process must be completed through Gradelink for each student by a parent or guardian.



## **Re-Enrollment**

Students who are continuing from one year to the next must complete the enrollment packet and online enrollment process once re-enrollment opens each spring.

## **Enrollment Schedule**

<i>Two Weeks before Spring Break</i>	Re-Enrollment Opens for CCS Students
<i>First Tuesday after Enrollment Opens</i>	Spring All-Parent Meeting
<i>Thursday after Spring Break</i>	Open House for Applicants
<i>Monday after Open House</i>	Enrollment Week Opens for CCS Siblings
<i>Week after Siblings Enrollment</i>	Enrollment Opens to the Public

Please see the CCS calendar for specific dates each year.

# ATTENDANCE POLICIES

## **Hours of Supervision**

CCS provides supervision for all students from 8:15am to 3:45pm on school days. In-class hours are Monday through Friday, from 8:30am to 3:30pm, and all students are expected to be present during those times. Exterior doors open at 8:15am and close at 3:45pm; outside of those times, no students will be supervised or allowed in the buildings unless engaging in an approved athletic or club event.

## **Absences**

Regular attendance is always a contributing factor to success in school. If a student misses more than 10 days per semester in any one class, the student will not receive credit for the class and must retake it. If a student misses more than 10 days per semester, a written appeal may be made to the Head of School. Absences due to school-related events (e.g., field trips, labs, games, etc.) do not count toward the 10 days. In all absences, the number of days a student is allowed for make-up work will be equivalent to the number of days missed. Excessive absences may result in a conference with parents.

### *Absences*

An Absence is an absence due to an illness or other unavoidable circumstance.

After an Absence, the student must

- Turn in a signed note with an explanation from the parent to the CCS Office prior to entering class.
- Make up all missed assignments and exams. This is the student's responsibility.

### *Extended Absences*

An Extended Absence (e.g., family trip, vacation, etc.) may be excused if the following procedure is followed:

- Notify the CCS Office of the planned absence two weeks in advance.
- Work directly with each teacher for a plan to complete all missed work.

After an Extended Absence, the student must make up all missed assignments and exams. This is the student's responsibility.

### *College Day Absences*

Seniors are allowed three excused absences to visit colleges or career schools.

After a College Day Absence, the student must

- Turn in a signed note from the college or career school to the CCS Office prior to entering class.
- Make up all missed assignments and exams. This is the student's responsibility.

## **Late, Tardy, Early Check-Out**

CCS is a closed campus. No student may leave campus without being checked out through the CCS Office.

### *Late Arrival*

Any student arriving between 8:30 and 8:40 will be considered a late arrival, and admittance to class will only be allowed after checking in with the CCS Office. Excessive late arrivals may result in a note home, a conference with parents, or other measures as deemed necessary.

### *Tardies*

Students who arrive after 8:40 are considered tardy to school, and admittance to class will only be allowed after checking in with the CCS Office. Four tardies will equal one full day of absence and will apply to the 10 absences allowed per semester. Excessive tardiness may result in a note home, a conference with parents, or other measures as deemed necessary. This may include a repeat of the grade due to Oklahoma school attendance requirements.

### *Late-to-Class*

Students who arrive to class after the bell are considered late to class. Admittance to class will only be allowed after obtaining a Late-to-Class slip from the CCS Office. This slip must be signed by CCS personnel, presented to the teacher, then signed by a parent and returned to the teacher. Excessive lateness to class may result in a note home, a conference with parents, or other measures as deemed necessary.

### *Early Check-Out*

Any student leaving before 3:30pm will be considered an early check-out, and release from class will only be allowed after parental permission has been received by the office. Excessive early check-outs may result in a note home, a conference with parents, or other measures as deemed necessary.

To request early check-out for a student, the parent must

- Contact the CCS Office with the following information
  - Student name
  - Reason for early check-out
  - Time of early check-out
  - Transportation arrangement
- Receive confirmation from the CCS Office that the request has been processed

To check out early, the student must

- Wait for the CCS Office to contact the student's teacher
- Sign out through the CCS Office

Anyone picking up a student early must do so at the CCS Office and not directly from the classroom.

## **Weather Policy**

School closings for severe weather or other unscheduled events will be communicated through the following methods:

- Email
- Text message
- CCS Facebook page
- Channels 2, 6, 8, and 23

CCS closings do not always correspond to the local public schools. Parents should make the ultimate decision as to the safety of their child attending school during inclement weather. CCS practices leniency for daily work during these time periods.

# ACADEMIC POLICIES

## **Curriculum**

CCS utilizes Abeka, BJU Press, Saxon, Prentice Hall, IEW, Shurley English, Positive Action, Pearson, and Apologia curriculum. This curriculum is reviewed annually by administration and faculty.

## **Graduation Requirements**

High School students must complete all curriculum graduation requirements set forth by the Oklahoma State Department of Education. For more information on graduation requirements, please visit <https://sde.ok.gov/achieving-classroom-excellence-resources#Checklists>.

## **Graduation**

CCS graduates eligible Seniors and Kindergarteners. Graduation information will be communicated during the last quarter of the academic year. Seniors must meet all academic and financial obligations prior to obtaining a diploma or transcript.

## **Grading Scale**

### *PreK & Kindergarten*

E = Excellent  
G = Good  
S = Satisfactory  
NI = Needs Improvement

### *Grades 1<sup>st</sup>-12<sup>th</sup>*

A = 90-100	A = 4 GPA points
B = 80-89	B = 3 GPA points
C = 70-79	C = 2 GPA points
D = 60-69	D = 1 GPA points
F = <59	F = 0 GPA points

## **Communication of Grades**

Parents are encouraged to stay informed of students' academic status by utilizing Gradelink regularly. Student planners and take-home folders may also be utilized by teachers and parents. For assistance with Gradelink, please contact the CCS Office.

All assignments with a grade of F require a parent signature and must be returned to the teacher.

## **Make-up Work for Missed Class**

Students who miss class for any reason are required to complete all assignments. It is the student's responsibility to get class notes from peers and to ask the teacher for missed assignments.

The number of days allowed for make-up work is equivalent to the number of days missed. Any days beyond that in which make-up work is submitted will be subject to a deduction of points earned (see

Late Work policy). Students who are absent for tests or quizzes will be required to take them upon return.

Students who miss class for athletic or other school-sponsored events are not considered absent. Therefore, they do not have extra days to submit assignments for full credit. All work must be completed and submitted in the manner and timeframe assigned in class. It is the student's responsibility to complete all missed assignments on time.

## **Late Work**

Coursework turned in after the class period on the assigned due date is considered late. Points will be deducted as follows:

- One day late = 10 points off
- Two days late = 20 points off
- Three days late = 30 points off
- Four days late = Not accepted; will be graded as a 0, but student still must submit assignment

Teachers may assign in-class work and require it to be submitted at the end of class. In this case, students may not turn it in late, even for points off.

## **Homework**

Homework reinforces academic skills, develops self-discipline, teaches responsibility, and creates time management skills.

### *Elementary*

All Elementary students are expected to read at least 20 minutes each weeknight. Parents must verify with a signature this has been completed.

In addition, Elementary students may have homework in subjects for which they

- missed class;
- did not finish in-class work;
- need to study, read, and complete projects.

### *Junior High & High School*

Junior High and High School students may have homework in subjects for which they

- missed class;
- are assigned work specifically to be completed outside of class;
- did not finish in-class work the teacher allows to be taken home; or
- need to study, read, and complete projects.

## **GPA Requirements**

All students are expected to maintain a minimum GPA of 2.0. Student grade reports (measured at progress report and report card) that indicate a cumulative performance falling below 2.0, or who has earned a grade of F for any one course, will be placed on academic probation. Students who continue to perform at these substandard levels may be subject to withdrawal.

## **Academic Eligibility for Extra-curricular Activities**

Academic eligibility requirements of Claremore Christian School are consistent with those stipulations dictated by the Heartland Christian Athletic Association (HCAA) and are managed by CCS Administration or a designated representative. All questions concerning academic eligibility will defer to the HCAA policy and must meet published standards.

Student eligibility is measured weekly and at the end of each semester.

Students who transfer to CCS will be held to the same standard as continuing students. In this case, grades from the previous academic institution will be reviewed for eligibility purposes.

### *Weekly Eligibility Requirements*

Weekly academic eligibility is checked for all students beginning the fourth week of school. Grade reports are run at the end of the school day each Friday to determine eligibility for the following week.

Students must have a grade of D or better in all subjects to remain eligible for extra-curricular activities. If a student is not passing one or more course, the student will be considered ineligible.

Eligibility may be re-established with a grade of D or better in all classes when the next weekly academic eligibility report is run.

### *Semester Eligibility Requirements*

Semester academic eligibility is checked for all students after all semester grades are posted to the transcript or report card.

Students must have a semester grade of D or better in all subjects to remain eligible for extra-curricular activities. If a student does not pass one or more course, the student will be considered ineligible.

Eligibility may be re-established by earning a grade of D or better in all classes during the weekly grade check after four weeks of the next semester.

### *Ineligibility*

Students who do not meet the minimum weekly or semester academic standards for participation in extra-curricular activities will be considered ineligible.

Ineligibility due to weekly grades will begin at 8:30am on the Monday morning after the grade check and will continue until the following Monday morning at 8:30am. Ineligibility due to semester grades will last the first four weeks of the following semester.

For additional details on eligibility, please refer to the Athletic Handbook.



## **Concurrent Enrollment**

Claremore Christian School offers concurrent classes to eligible seniors through local universities.

Oklahoma State Regents for Higher Education (OSRHE) policy 3.10.3 indicates that,

*“A high school student admitted under the provision set forth [...] may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester-credit-hours of college work.”*

In agreement with this policy, CCS offers this option to students who are eligible according to their CCS academic record and university admission requirements.

All concurrent enrollments must fit within students’ CCS class schedule and be approved by the Head of School and parents/guardians. For each concurrent course taken in a semester, CCS will allow two class periods in which to work on the concurrent course. (For example, if a student enrolls in Composition I concurrently, the student could be allowed to “miss” second and third hours for attendance of and work on that course.) Students enrolled in concurrent classes must be on the CCS campus or university campus during time allotted.

CCS will award one high school credit for each concurrent course successfully completed. The grade earned at the university level will be the grade posted to the CCS transcript and will be calculated into the CCS GPA. An official transcript must be received from the university before CCS credit will be awarded. In addition, students who are in the running for valedictorian or salutatorian must provide a written statement from each college professor verifying the actual number grade earned in the concurrent course.

CCS students who are interested in concurrent courses are encouraged to enroll through Rogers State University (RSU). RSU is a four-year regional institution, accredited through the Higher Learning Commission (HLC). The RSU campus is located one mile from CCS and allows students the option of on-campus or online coursework. Additionally, RSU offers discounted courses to eligible high school students.

Concurrent students will be required to pay all tuition, fees, books, etc, required by the university through which they enroll, as well as their regular CCS bill.

## **Student Retention**

### *Elementary*

The decision to promote or retain an Elementary student at the end of the school year is based on the student’s ability to function adequately at the next grade level. Aspects to be considered include academic progress (especially in reading, language, and math), presence of learning disabilities, and social maturity. Often, the student’s teacher can predict this decision by the end of the first semester. Efforts will be made to inform parents of possible retention no later than the end of the third quarter. A final decision will be made by the teacher and Administration after final grades are posted to the end-of-year report card.

Goals for students who need modification or enhancement will be discussed with the teacher and approved by the Head of School.

### *Junior High*

The decision to promote or retain a JH/HS student at the end of the school year is based on the student's academic performance, as recorded on the transcript or report card. To pass to the next grade, a Junior High student must earn a grade of D (60%) or higher and pass 60% of classes each semester; or earn a 2.0 GPA for the academic year.

### *High School*

The decision to promote or retain a High School student at the end of the year is based on the student's academic performance, as recorded on the transcript. To pass to the next grade, a High School student must earn a grade of D (60%) or higher and pass 60% of classes each semester; or earn a 2.0 GPA for the academic year. High School student who earn an F in any class for any semester may be required to retake the course in order to earn credit for graduation.

## **Honor Rolls**

### *Elementary*

All 1<sup>st</sup>-6<sup>th</sup> Grade students are evaluated at the end of the year for the Elementary Honor Roll. To qualify for the Elementary Honor Roll, students must earn an A or B in all classes for both semesters. Semester grades are calculated by averaging the two quarter grades.

### *Junior High & High School*

Junior High and High School students are evaluated at the end of the year for the 4.0 Honor Roll and the 3.5 Honor Roll. The GPA for these awards is calculated by averaging the two semester averages.

## **Valedictorian & Salutatorian**

Each year, CCS recognizes one graduating student as Valedictorian and one as Salutatorian. To be evaluated for these honors, a student must be in good standing at CCS and must have attended CCS for the Junior and Senior years.

Yearly calculations are performed at the conclusion of the 2<sup>nd</sup> semester, and final calculations are performed at the end of the senior year. Calculations are processed until the two students with the highest overall grades are determined.

The Valedictorian and Salutatorian will be invited to speak at the graduation ceremony. Speeches must be submitted to Administration for approval prior to graduation.

## **National Merit Scholarship Program**

The National Merit Scholarship Program is an academic competition for recognition and scholarship. This program is regarded as one of the highest academic honors attainable by U.S. high school students.

To participate in the competition, a student must:

- be enrolled as a high school student (traditional or homeschooled), progressing normally toward graduation or completion of high school, and planning to enroll full time in college no later than the fall following completion of high school;
- take the PSAT/NMSQT in the specified year of the high school program and no later than the third year in grades 9 through 12, regardless of grade classification or educational pattern; and
- attend high school in the United States, District of Columbia, or U.S. commonwealths and territories; or meet the citizenship requirements for students attending high school outside the United States. (To be eligible for the 2021 National Merit Scholarship Program, a student attending high school outside the United States must be a citizen of the United States; or be a U.S. lawful permanent resident [or have applied for permanent residence, the application for which has not been denied] and intend to become a U.S. citizen at the earliest opportunity allowed by law.)

National Merit Finalists are often eligible for numerous other post-secondary financial opportunities. For more information on the National Merit Scholarship Program, visit [www.nationalmerit.org/](http://www.nationalmerit.org/)

### **Learning Differences**

CCS believes that God has created all people with the ability to learn. With that in mind, faculty make reasonable efforts to recognize learning differences, teach using a variety of methods, and help students learn to their fullest capacity. CCS also believes that a student's education is the primary responsibility of the student and family. Teachers partner with families to find reasonable solutions to learning-related difficulties. While efforts should be made by the student, parents, and teachers for classroom and at-home solutions, CCS is limited in its capacity to provide accommodations. Families of students who have a documented learning disability should discuss this with appropriate personnel during the admission interview and throughout the educational process.

### **Standardized Testing**

CCS participates in several standardized testing programs that provide data for evaluation of local instructional methods and student retention. These tests may also be used as measures for post-secondary opportunities. The standardized testing program at CCS does NOT function as an intelligence test, nor were the individual tests designed to be used in this capacity. The CCS testing program serves as a feedback mechanism and is used as a small factor in the overall evaluation of students and instructional effectiveness. All CCS underclassmen participate in spring standardized testing which is normed nationally, as well as locally with all ORUEF schools.

Before a student's graduation, the CCS Office must have on file the results of an ACT taken during the senior year.

Each fall, CCS administers the PSAT/NMSQT to all juniors.

### **Transcript Requests**

Official transcripts are provided to and sent on behalf of students at no cost. All tuition, fees, and other balances must be paid prior to any official transcript being released. To request a transcript, please contact the CCS Office.

# CONDUCT POLICIES

## **Parent/Guardian Responsibilities**

The following statement was signed by parents at the time of enrollment:

In order for my family to be informed and aware of all school policies, we commit to read and be familiar with the Student/Parent Handbook.

In keeping with the student's expected conduct, our family agrees and upholds all Biblical standards of integrity and morality. We agree to lead our home to exhibit respect for the instructional process at CCS and support the code of conduct expected from CCS students.

We understand and support the need for the CCS student governance policy to include multiple means of correction of inappropriate behavior and ultimate expulsion of a student if necessary.

We support and uphold behavior that is law abiding and respectful towards others.

We understand that students are expected to maintain a minimum of a 2.0 GPA.

We understand that the school reserves the right to dismiss any student who does not cooperate with the educational process.

We understand that all students are accepted at first on a 9-week probationary basis.

We understand students should not bring valuable items or unnecessary cash to school. CCS cannot be responsible for any items lost or stolen from the students. Any personal belongings brought to school should be labeled with the student's name.

We understand the importance of cooperating with our student's teachers, and we understand that if we have questions, comments, or complaints, we will follow the Issue Resolution Guidelines.

As Christian parents/guardians we support and commit to:

- Speaking respectfully of others and guarding against gossip.
- Addressing a problem in person and not on social media.
- Christ-like behavior at all school functions, including assemblies, field trips, and athletic events.

We understand it is important to attend all CCS parent meetings and all school programs in which our student is participating.

We agree that for CCS to be successful, parent and family participation is required. We desire and agree to participate in the CCS volunteer program. We will work to create and develop a successful CCS family culture.

## **Student Governance Policy**

*"If your brother sins, go and show him his fault in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector."*

*Matthew 18:15-17*

The goal of CCS is to provide an environment that is most conducive to safe and effective learning for all students. This environment is effectively fostered by students who understand and act with Biblical principles. CCS maintains a school-wide commitment to safe and orderly classrooms. It is our expectation that students are able to operate in a social/classroom setting with a standard of respect for authority and others. To this end, teachers are given the responsibility of enforcing classroom regulations in accordance with school policy and in light of Christian principles. In order to maintain proper order in the classroom, it becomes necessary to correct behavior or attitudes that are a detriment to the welfare of the school.

Administration oversees student consequences that maintain a proper atmosphere for learning. Factors that govern the severity of these consequences include but are not limited to:

- Nature of the offense
  - To what degree has the infraction compromised the Code of Conduct?
  - To what degree has the infraction adversely affected the welfare of the school or the delivery of educational services?
  - To what degree has the infraction violated the CCS standard of respect for authority and others?
  - To what degree does the infraction contributed to the delinquency/truancy of a student?
- Demeanor of the student
- Repeated/historical/perpetual nature of the student's infraction

It is the function of administration and instructional staff to maintain an orderly and respectful climate that is most conducive to education. It is the function of parents to discipline their respective students so that behavior is modified to an acceptable point that maintains enrollment at CCS. The enforcement of classroom regulations is accomplished with teacher/student conferences, teacher/parent conferences, teacher/administrator/parent conferences, and suspension or expulsion.

## **Code of Conduct**

The following statement was signed by all parents and by 4<sup>th</sup>-12<sup>th</sup> Grade students at the time of enrollment:

Recognizing that it is a privilege to be enrolled in Claremore Christian School, it is my desire and commitment to demonstrate Christian character through standards of integrity and morality while on campus and off all year.

It is my desire and aim to grow in Christian character and in relationship with Jesus Christ. I recognize that I am expected to grow through personal prayer and Bible reading while participating in my local church, chapel, and devotions.

I know my spiritual growth and progress is directly related to how I embrace and submit to the leaders God has placed in authority over me. It is important that I recognize the place of my parents, teachers, principals, and pastors.

I understand that the principle of respecting the property of others means I will show respect, honor, and guard against taking what does not belong to me as I choose to respect the property of others and the school.

As a Christian, I recognize my call to love my neighbor as myself. I commit to not gossip, speak against others, or participate in bullying.

It is my desire to learn how to resolve conflict with others through the principles laid out in Matthew 18. I agree to allow authorities in my life to walk through the process with me when in conflict with others.

My life as a Christian will be in keeping with the Scriptural admonishment to not have “a hint of sexual immorality or any kind of impurity” (Eph 5:3). I understand the need to maintain a lifestyle of purity in all my relationships as a student at CCS.

To participate as a student at CCS, I understand certain activities are not allowed such as use or possession of alcoholic beverages, tobacco products, vaping, or illegal drugs/substances.

My behavior toward others will reflect honor and respect. I understand physical or verbal fighting is not tolerated.

I commit to guard my tongue and not allow unwholesome talk to come out of my mouth (Eph 4:29). I will refrain from the use of vulgar language, cursing, suggestive language, and racial or cultural slurs.

I recognize the seriousness of social media and will not participate in posting or reposting comments that reflect anti-Christian values against our school, classmates, teachers, administration, coaches, school board, or any other school personnel.

I understand that at all school activities and events at home or elsewhere the Administration has the right to address any inappropriate dress, overall appearance, or conduct. I understand it is my responsibility to inform guests in advance of our code of conduct.

I understand that violation of these guidelines may result in expulsion.

### **Issue Resolution Agreement**

The following statement was signed by all parents at the time of enrollment:

I understand that the proper way to handle a school-related issue or question at Claremore Christian School is to follow the Biblical guidelines set forth in Matthew 18. Christ gives instruction that any time an issue or question arises, I am to first contact the person with whom I have a conflict to schedule a discussion. If no resolution can be reached, I may then contact the school office for further steps.

I further understand that addressing the issue in public or by posting on any type of social media whatsoever is not acceptable and will not be tolerated.

### **Discipline Policy**

The following statement was signed by all parents at the time of enrollment:

Teachers and administrators have the responsibility and authority to enforce school and classroom policies. Failure of a student to abide by school policies, classroom procedures, and/or the Student Code of Conduct will result in consequences.

Teachers are encouraged to use positive reinforcement and are required to have control of their classroom so the student may experience an optimal learning environment and will learn self-discipline, which is a fruit of the Spirit (Galatians 5:22).

Disciplinary measures may include but are not limited to admonishment, detention, withdrawal of privileges, parent conferences, temporary suspension, and, as a last result, expulsion from Claremore Christian School.

## **Student Due Process**

Students should make all attempts to settle personal differences with the teacher. This may be done privately outside of class, not during instructional time. Teachers and students who are unable to work together should consult with the school administrator. The CCS School Board has final authority on all issues involving student governance.

## **Basic Procedures**

Procedures used for maintaining the general welfare of the school include but are not limited to:

- Locker checks
- Use of drug dogs
- Searches of wallets, purses, gym bags if probable cause exists

Teachers have the authority to deal with situations in “real-time.” A good basic protocol for most daily situations include:

- Get the facts
- Have appropriate students apologize
- Email parents

## **Alcohol, Tobacco, Vaping, or Illegal Drugs/Substances**

In accordance with state law and as agreed upon by students in the Code of Conduct, CCS prohibits the use of alcohol, tobacco, vaping products, and illegal drugs/substances on campus and at all CCS-sponsored events. Students who are found in violation of this policy may face a minimum consequence of a 3-day suspension for the first offense. Parents will be contacted by CCS Administration and may be required to pick up the device or substance, if applicable. Additional violations may warrant consequences up to and including expulsion.

## **Uniform Infractions**

When a uniform infraction occurs, any CCS Administration, Faculty, or Staff member is authorized to address it.

Per-day general guidelines are as follows:

### *Infraction 1*

- Inform the student (and/or parent, if Elementary) of the infraction
- Require student to change clothes, if applicable

### *Infraction 2*

- Inform the student (and parent, if Elementary) of the infraction
- Require student to change clothes, if applicable
- Require student to turn in inappropriate item to CCS Office, if applicable, to be picked up by student at the end of day



### *Infraction 3*

- May result in a call to parent/guardian from CCS Administration and further action

Repeated or ongoing disregard for the Uniform Guidelines may result in a parent conference with CCS Administration.

## **Suspension & Expulsion**

Suspension is the temporary exclusion for a specified period of time (1-5 days) or until a specified action is completed by the parent/student. Major tests and quizzes are allowed to be made up upon the student's return. Any weekly or daily tests or quizzes will be given a grade of zero. All other coursework must be completed and turned in for one letter grade deduction.

Expulsion is permanent separation from CCS. Multiple suspension in a single academic year is sufficient reason for expulsion.

Student actions leading to suspension or expulsion include but are not limited to:

- Possessing, handling, or transmitting any object or material which is generally considered a weapon
- Use of violence, force, fear, or abuse of any kind that compromises the institution's commitment to an orderly and respectful climate
- Causing or threatening to cause bodily injury to oneself or others
- Sexual or vulgar conduct on or off campus
- Truancy or skipping of class
- Remarks of disrespect to any CCS personnel
- Violations that compromise the Code of Conduct
- Causing or attempting to cause damage to private or school property
- The excessive necessity of student/teacher conferences (more than three per semester)
- Divisive nature or object such as secret clubs, writings, flags, banners, symbol, slogans, or other actions that compromise an orderly climate
- Writing or passing notes in class, halls, or on school grounds
- Unauthorized open containers of food or drink in lockers or in classrooms
- Inappropriate displays of affection, including but not limited to holding hands or kissing
- Discussing inappropriate entertainment

Cussing is considered a violation of the Code of Conduct and warrants an automatic one-day suspension for the first offense. Further incidents of cussing will warrant additional discipline.

Full cooperation is expected from parents and students. If at any time CCS believes this cooperation is insufficient, the student will be requested to transfer out.

## **Purpose of Technology**

Technology is a tool to further God's purpose in the earth. At CCS, we do not worship technology. We are not addicted to technology. We do not serve technology. Rather, technology serves us. Technology is a tool that allows Christians to be more productive and efficient in impacting the earth for the kingdom of God.

*“For the [remarkable, undeserved] grace of God that brings salvation has appeared to all men. It teaches us to reject ungodliness and worldly (immoral) desires, and to live sensible, upright, and godly lives [lives with a purpose that reflect spiritual maturity] in this present age.” Titus 2:11-12*

*“The Kingdom of God is the sphere of God’s rule (. . .) Since, however, the earth is the scene of universal rebellion against God, (. . .) the ‘kingdom’ of God is the sphere in which, at any given time, His rule is acknowledged.”*

Strong, J. (2010). Kingdom. In The new Strong's expanded exhaustive concordance of the Bible (p. 52). Thomas Nelson.

For students to learn the specific fruit of the spirit: self-control.

*“But just as he who called you is holy, so be holy in all you do; for it is written: ‘Be holy, because I am holy.’” 1 Peter 1:15*

For students to learn how to create and not just consume.

*“In the beginning, God created...” Genesis 1:1*

### *Student Internet Policy*

Students must receive authorization before using any media device that is connected to the internet. Authorization must be granted before a student is to use the internet services at CCS/DLC during CCS sponsored activities. This policy is in effect anytime the student is on campus during school activities/events/programs. Under no circumstance should a student view, download, or share material of an inappropriate nature including but not limited to the following:

- Content of a sexual nature
- Pornography
- Child pornography
- Extreme violence
- Content related to illegal drugs or drug use
- Materials of a questionable nature

Consequences for violations will be consistent with the Student Governance Policy.

### **Internet Usage Policy**

The following statement was signed by all parents and by 4<sup>th</sup>-12<sup>th</sup> Grade students at the time of enrollment:

I understand that internet use is designed for educational purposes and that Claremore Christian School, a ministry of DestinyLife Church, and DestinyLife Church, Claremore, Oklahoma and Owasso, Oklahoma, have taken precautions to eliminate controversial material. However, I also recognize it is impossible for Claremore Christian School and DestinyLife Church to restrict all access to controversial materials.

Therefore, I will not hold Claremore Christian School nor DestinyLife Church responsible for information acquired on the internet.

Further, I will accept full responsibility for supervision if and when my student’s internet use is not in a school setting.

I hereby give my permission to grant internet access for my student. Permission for use of the internet remains in effect while the student is enrolled at Claremore Christian School.

### **Electronic Devices**

Cell phones are allowed at school but must be kept on “silent” in the student’s locker. Cell phones are not allowed in class unless under the teacher’s direction for educational purposes.

Phone usage similar to or relative to text messaging, internet browsing, gaming, etc., during class is strictly prohibited. A first offense will result in the teacher taking the phone until the end of the class period. A second offense will result in the phone being delivered to the CCS office for a parent to pick up. A third offense is grounds for expulsion.

# UNIFORM POLICIES

## Uniform Guidelines – 2021-2022

*“Therefore I tell you, do not worry about your life, what you will eat or drink; or about your body, what you will wear. Is not life more than food, and the body more than clothes?” Matthew 6:25*

As representatives of Jesus Christ and CCS, all students are expected to maintain a well-groomed, modest, and respectful appearance at all times. While on campus and participating in off-campus school functions, students must adhere to the following guidelines. CCS Administration, Faculty, and Staff may address inappropriate dress and appearance, whether or not expressly delineated in these guidelines.

	PRE-K THROUGH 6 <sup>TH</sup>	7 <sup>TH</sup> THROUGH 12 <sup>TH</sup>
SHIRTS	Uniform polo style Solid navy, red, white, black, pink, or purple only No logos Long or short sleeves No long-sleeved shirts under short-sleeved polos	Uniform polo style or oxford style with button collar Any solid color No logos Oxford shirts must be tucked in Long or short sleeves No long-sleeved shirts under short-sleeved polos
PANTS	Uniform style No cargo, joggers, denim, or jeggings Modest fit Solid navy or khaki only	Uniform style No joggers, cargo, denim, or jeggings Modest fit Solid navy, khaki, or black only
SHORTS (BOYS ONLY)	Uniform style Modest walking length Solid navy or khaki only	Uniform style Modest walking length Solid navy, khaki, or black only No leggings
SKIRTS (GIRLS ONLY)	Uniform style Box or knife pleat <b>ALL</b> the way around Modest knee length (to bend at back of knee) Shorts required underneath Solid navy or khaki; or CCS Plaid*	Uniform style Box or knife pleat <b>ALL</b> the way around Modest knee length (to bend at back of knee) Shorts required underneath Solid navy, khaki, or black; or CCS Plaid*
SKORTS AND JUMPERS (GIRLS ONLY)	Uniform style Box or knife pleat <b>ALL</b> the way around jumpers Modest knee length (to bend at back of knee) Solid navy or khaki; or CCS Plaid*	Not allowed
CAPRIS (GIRLS ONLY)	Not allowed	Solid black, navy, or khaki only No jeggings Modest fit
LEGGINGS (GIRLS ONLY)	Under uniform skirts or jumpers only Solid black only No hose	Under uniform skirts only Solid black only No hose
SOCKS	Matching Solid white, black, or navy only	Matching Solid colors or modest design
SHOES	Closed toe with a back Something easy to play in Flat heels and no wedges No sounds or wheels	Closed toe with a back Something easy to walk in Flat heels and no wedges No sounds or wheels
BELTS	Wear as needed Solid black or brown only	Wear as needed Solid black or brown only
CHAPEL ATTIRE	Solid khaki approved uniform bottoms CCS chapel polo Solid white, black, or navy socks	Solid khaki approved uniform bottoms CCS chapel polo Solid white, black, or navy socks
FIELD TRIP ATTIRE	Regular fit blue jeans with no holes, frays, embellishments, etc CCS field trip t-shirt	Regular fit blue jeans with no holes, frays, embellishments, etc CCS field trip t-shirt
FRIDAY ATTIRE	Regular fit blue jeans with no holes, frays, embellishments, etc; or approved uniform bottoms CCS shirt ordered through CCS Office or PTO Old CCS logos not permitted	Regular fit blue jeans with no holes, frays, embellishments, etc; or approved uniform bottoms CCS shirt ordered through CCS Office or PTO Old CCS logos not permitted
OUTERWEAR (IN CLASSROOM)	Navy cardigan CCS Jacket ordered through CCS Office	Navy cardigan CCS Jacket ordered through CCS Office

Continued on Next Page

## Uniform Guidelines Continued

	PRE-K THROUGH 6 <sup>TH</sup>	7 <sup>TH</sup> THROUGH 12 <sup>TH</sup>
HAIR	Natural hair colors only; Conservative style Out of the eyes Boys' hair no longer than top of collar and covering no more than the middle of the ear. No man buns or ponytails.	Natural hair colors only; Conservative style Out of the eyes Boys' hair no longer than top of collar and covering no more than the middle of the ear. No man buns or ponytails. Boys must be clean-shaven.
MAKEUP	Not allowed	Modest, conservative, in good taste No Goth
JEWELRY	Max of two rings or bracelets Stud earrings (girls only) Flat, non-logo headbands (girls only)	Non-distractive; no excess of rings and/or bracelets No earrings for boys Limit two sets of earrings for girls
GENERAL APPEARANCE	Well-groomed, clean, modest, not to draw attention Properly fitting clothing No holes, rips, frays, etc No permanent or temporary tattoos No hats in any building	Well-groomed, clean, modest, not to draw attention Properly fitting clothing No holes, rips, frays, etc No permanent or temporary tattoos No hats in any building
SENIOR PRIVILEGE	Not applicable	Senior boys may have neatly groomed facial hair Senior girls may have one small stud nose ring

\* CCS Plaid available only at C&J School Uniforms

## **Uniform Purchases**

### *Chapel Polos*

Purchased through CCS Office

### *Field Trip T-Shirts*

Payment is included in Enrollment Fees  
Ordered through CCS Office

### *Friday Attire Shirts*

Purchased through CCS Office  
or CCS PTO fundraisers

### *CCS Plaid Skirts, Skorts, and Jumpers*

C&J School Uniforms, Inc  
4984 S Memorial Dr  
Tulsa, OK 74145  
(918)610-7470  
[www.cjschooluniforms.com](http://www.cjschooluniforms.com)

# **NON- ACADEMIC POLICIES**

## **Communication**

Claremore Christian School communicates with stakeholders through the following channels:

- Email
- Text Message (outgoing messages only)
- Facebook
- Calendar on Gradelink
- Warrior News (weekly email newsletter)
- Take-home folders & planners (Elementary students)
- Required All-parent Meetings (fall & spring)

Email is the primary means of communication, and therefore parents should check this daily.

## **Parent/Teacher Conferences**

CCS readily encourages interaction between parents and teachers. Parent/Teacher Conferences are scheduled each fall and are published on the CCS calendar. If a conference needs to be scheduled before or after this date, teachers and parents should communicate directly with one another to schedule a mutually convenient time.

For further clarification, please see the Issue Resolution Agreement.

## **Visitation**

All visitors must check in at the CCS Office and obtain a visitor's badge. This badge must be worn at all times while on campus. At the end of the visit, visitors must check out through the CCS Office and return the badge.

## **Class Volunteers**

Please recognize the following policies:

- Dress appropriately (no shorts, t-shirts, ripped jeans, or leggings/yoga pants)
- Do not bring any additional children
- Do not bring food or drinks with you

## **Field Trips**

Field trips are considered a regular class day for students. All major field trips will be planned at least a week in advance and parents will be notified. Occasional spontaneous field trips for educational purposes may take place at the teacher's discretion. School employees or approved volunteers will transport students to and from the location of the field trip.

The following statement was signed by parents at the time of enrollment:

My student may participate in any activity of Claremore Christian School provided that proper supervision by authorized adults is applied. Such activity would include, without limitation, field trips, tours, picnics, and school-sponsored events.



I, the parent/guardian of the above-named dependent, agree that I and above-named dependent will abide by the rules of Claremore Christian School and its adult supervisors.

Recognizing the possibility of physical injury associated with these activities, and in consideration for Claremore Christian School, I hereby release, discharge, and/or indemnify Claremore Christian School, its administrators, principals, school committees, board members, teachers, associated personnel, DestinyLife Church membership, and DestinyLife Elder and Deacon board against any claim by or on behalf of the above-named dependent as a result of the dependent's participation in such activities and/or being transported to or from the same, which transportation I hereby authorize.

### *Parent Information*

Unless available space or other unusual circumstance prohibits it, parents are welcome to attend field trips. As a courtesy, parents who plan to attend should inform the teacher before the day of the trip. Because of liability concerns, additional students or siblings are not allowed to attend field trips. Unless otherwise informed by the teacher, all parents will purchase their field trip admission. Parents may check out their students with the appropriate teacher at the conclusion of the field trip if desired.

### **Parties and Gifts**

CCS does not sponsor dances. All school-sponsored events will be on the school calendar or noted in the weekly Warrior News.

If personal party invitations are distributed at school, they should include everyone or all of the same gender in any class.

Birthday or other treats are welcome to be distributed to all students in the class at lunchtime. Teachers must be informed before treats are distributed for the protection of students with allergies. All guests must check in at the CCS Office upon arrival to campus.

Gifts (flowers, balloons, etc.) sent to students during school hours will be delivered and held in the office. Students may pick up these gifts at the end of the day.

### **Recess Weather**

Prior to allowing students outside play time, the appropriate teacher will determine if the weather is suitable. As a general policy, students will not be allowed outside play time when the wind chill is at or below 32 degrees Fahrenheit. If outside play time is not allowed, inside play time will be given instead. Students are encouraged to dress appropriately for weather conditions, regardless of the likelihood of being outside for recess.

### **Food Services**

CCS is a closed campus. No student may leave campus without being checked out through the CCS Office. See the Early Check-out section of this handbook for more information.

Students may purchase a hot lunch through CCS or may bring a lunch from home. Safe Haven Child Development Center provides hot lunches that are prepared in a DHS-approved kitchen. To purchase a hot lunch, students must inform their teacher at the beginning of the day during lunch count. Payments may be made on the family MySchoolBucks account or through the CCS Office.

Students who bring a lunch may utilize the microwaves in the cafeteria. Plates, cups, silverware, condiments, etc., are not provided.

In support of the cafeteria program, CCS encourages families to refrain from bringing in outside restaurant food.

Elementary students may have pop and candy on Fridays only to help class management following lunch.

### **Lost and Damaged Property**

Students utilize books, equipment, and facilities that do not belong to them. These items and all other facilities should be used with respect and not treated destructively. Significant damage to books (broken spines, water damage, peeled off covers, etc.) will cost the student the purchase price of a new book. Any books or equipment left after school hours on top of lockers, on floors, in classrooms, etc., will be returned to the CCS Office. Any damage to school facilities or equipment, including computers, will result in a minimum charge of \$25.00. Students are not allowed to be in the practice gym, computer lab, cafeteria, or other similar areas without appropriate supervision.

### **Gum, Water, and Snacks**

Gum is not allowed on the CCS campus. Mints are allowed only during Standardized Testing.

Water bottles are encouraged and may be kept on each student's desks.

Students are encouraged to bring a healthy snack each day. Elementary students may eat this during snack times designated by their teacher. JH/HS students may eat this between classes.

### **Lockers**

Periodic random locker checks will be performed throughout the year. These checks will ensure the general welfare of the school. Lockers should be kept neat and free of any sticky decals, trash, or food. Locks may be used but the combination must be on file in the CCS Office.

### **Hats and Coats**

Hats are not to be worn inside school buildings. They may be placed in students' backpacks or lockers when not worn. Coats are not permitted in classrooms. These can be hung on classroom hooks (Elementary) or in lockers (JH/HS). See the Uniform Guidelines for more details.

### **Backpacks**

Students are encouraged to bring a backpack to school for the purpose of organization. In order to maintain a safe environment and comply with fire regulations, backpacks must be stored only in the appropriate locations. Elementary students should store backpacks in the designated area of the classroom as instructed by the teacher. JH/HS students should store backpacks inside their lockers and keep them out of the hallways. JH/HS students may take their backpacks to class if they would like, but must keep them out of the walking aisles.

## **Lost and Found**

Clothes, shoes, supplies, lunch containers, and other items left on campus will be moved to Lost and Found. Any item found should be reported to the CCS Office for this purpose. Students may retrieve lost items before or after school. Items not accounted for at the end of each year – or periodically throughout the year if too many items are accrued – will be donated to local charities.

The Lost and Found is located in the CCS Office.

## **Spirit Days**

Every Friday is a CCS Spirit Day, and everyone is encouraged to participate. If the last school day of the week is not a Friday, that day will be considered a Spirit Day.

See the Uniform Guidelines for appropriate dress for Fridays.

## **Spirit Weeks**

Occasionally throughout the year, the JH/HS Student Council, with approval of the Head of School, may declare a Spirit Week. All students, faculty, and staff are encouraged to participate in Spirit Week. These days are not “free dress” days; if not participating in the day’s theme, students must follow the regular Uniform Guidelines. If participating in Spirit Week, students must adhere to the day’s theme and also meet appropriate dress standards. See the Uniform Guidelines for more details on appropriate dress.

## **Pictures**

CCS arranges for individual, class, and athletic photos to be taken each year. Families may purchase these if desired, and these photos may be used in the yearbook or other CCS publications. Individual student photos are taken each fall, and class pictures are taken each spring. The dress code for class pictures is the same as chapel day. Athletic pictures are taken during each sport’s season.

Seniors may arrange to have senior pictures taken by a private photographer if desired.

## **Release of Student Information**

Claremore Christian School utilizes a variety of media venues to share information about students. The type of information shared may include, but is not limited to, student names, photographs, interviews, honors/awards received, academic and athletic competitions, non-graded work, art and science projects created, spelling bees, and audio and/or video recordings. Permission to release student information is given or denied by parents at the time of enrollment. To update this permission throughout the year, contact the CCS Office.

CCS may give students’ directory information (name only) as deemed safe and appropriate.

## **Spring Banquet**

Each Spring, a banquet is held for high school students. This event is highly formal and consists of two elements: a dining experience and an awards ceremony. Freshman through Juniors will attend the event individually. Seniors are approved to bring a guest of the opposite gender if they so choose\*. Only CCS

high school students, their invited guests, and CCS faculty and staff are invited to attend the dining portion of the evening. All Secondary staff, Secondary faculty, and Secondary head coaches are required to attend both the dinner and ceremony. Elementary staff and Elementary faculty may attend both if they choose. Immediately following dinner, the awards assembly will begin and is open to the public.

All CCS high school students and dinner guests of Seniors must follow the dress code guidelines. If attire has been altered since approval or does not meet guidelines, the student will be sent home to correct the issue. School guidelines regarding piercings, accessories, facial hair, etc. are still in effect.

### *High School Gentlemen*

Acceptable attire:

- Nice or formal wear including:
- Tux, suit, sports jacket, dress shirt with tie, banded collar shirts, dress pants, vests
- Dress shoes

Unacceptable attire:

- Jeans or shorts
- Polos
- Tee-shirts
- Tennis shoes or flip flops

### *High School Ladies*

Acceptable attire:

- Dresses must be approved in-person by CCS office staff prior to banquet
- Nice or formal dress with the following qualifications
  - Slits no higher than 3 inches above the knees
  - Back must not fall below where a normal bra would fall
  - Must have straps (no see-through straps allowed)
  - Length must be roughly a dollar bill width from the bend in the back of the knee

Unacceptable attire:

- Low front (no cleavage allowed)
- Low back (must be no lower than normal bra strap would be)
- Halter
- Strapless
- Anything showing midsection skin when arms are stretched above head

\*Guests of Seniors must be pre-approved by CCS administration. Guests must follow all attire guidelines, including pre-approval of dresses.

### **Senior Trips**

A senior class trip may be taken at the students' expense. If a senior weekend trip is taken before graduation, the proposal must be submitted to CCS Administration at least two months in advance for review and approval or denial. Senior trips are not guaranteed. Included in the proposal must be recommendation of a male sponsor and a female sponsor, both over the age of 40. This event is for graduating members of the senior class. Any student not in good standing with CCS or under discipline may not be permitted to go on the trip. All CCS policies and conduct must be followed.

Class trips after graduation are not required to be approved by CCS Administration, as graduated students are no longer under CCS authority. These trips are at the discretion of students and their families.

### **CCS Office Telephone**

Students may use the CCS Office phone with appropriate permission.

# STUDENT HEALTH POLICIES

## **Immunizations**

In obedience to the Scripture in Romans 13, all students at Claremore Christian School must have proof on file in conformance to the immunization requirements/legal waiver of and from the State of Oklahoma. Failure to comply could result in suspension from school until requirements are met. Students' immunizations should be updated according to his/her age.

CCS must have on file the dates for Hep A, Hep B, Varicella (chicken pox), MMR, DTaP or DTP, POLIO, Hib vaccines and the boosters.

Waiver forms are available by request in the CCS Office.

## **Control of Contagious/Infectious Diseases**

Claremore Christian School follows the Scriptural admonition of loving our neighbor as ourselves (Matt 22:39). In respect for that care of our brothers and sisters, we ask that all contagious/infectious diseases, including parasites, be reported to the school, so that we can be proactive in the care of other students in the class and contain the spread. Contagious/infectious diseases, include, but are not limited to:

- CoVID-19
- Chicken Pox
- Gastroenteritis (vomiting/ diarrhea)
- German Measles
- Hepatitis
- Impetigo
- Intestinal Parasites
- Lice
- Measles
- Meningitis
- Mononucleosis
- Mumps
- Scabies
- Scarlet Fever
- Ringworm
- Upper Respiratory Infections
- Whooping Cough

When a student has been ill, please DO NOT RETURN the student to school until the student is symptom free and has no fever for at least twenty-four (24 hours) hours without the use of fever-reducing medication.

It is a great consideration and help to other students and families that, if a student becomes ill with one of the above communicable diseases or parasites, the illness is quickly reported to the school. Because of HIPPA laws, both state and federal, regarding confidentiality, it is the responsibility of the parent to inform the school administration immediately and remove the student from class for the duration of the disease.

## **Communicable Disease Protocol**

It is the policy of Claremore Christian School that any student who is ill with one of the above-named communicable disease adheres to the protocol as follows:

- Any student afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he is free from the contagious disease or head lice.
- Any student prohibited from attending school due to head lice shall present to the appropriate school authorities, before the student may reenter school, certification from a health professional as defined by O.S. 63 § 2601 of the Oklahoma Statutes or an authorized

representative of the State Department of Health that the student is no longer afflicted with head lice.

- School district and county or city-county health departments may enter into agreements under the Interlocal Cooperation Act for the purpose of providing assistance to the school district by inspecting students who are returning to school after an absence due to head lice to ensure that the student is no longer afflicted with head lice.
- If a school district and county or city-county health department has entered into an agreement as authorized in subsection C of this section, upon written authorization of the parent or guardian of a student, the county or city-county health department may provide treatment to the student for head lice. (70 O.S. §1210.194).

### **Meningococcal Meningitis**

At the beginning of each school year, when the board of education of a school district provides information on immunizations, infectious diseases, medications, or other school health issues to parents and guardians of students in grades six through twelve, the board shall include information about meningococcal meningitis. The information shall include at least the causes and symptoms of meningococcal meningitis, how it is spread, sources for additional information about meningococcal meningitis, and the availability, effectiveness, and risks of vaccinations against the disease.

The State Department of Education, in cooperation with the State Department of Health, shall develop and make available to school districts information that meets the requirements of subsection A of this section. The State Department of Education shall develop and make the information available in the most cost-effective and programmatically effective manner available as determined by the Department, which shall at a minimum include posting the information on the Department's website. (O.S. 70-1210.195)

### **At-School Illness**

Parents of a student who become ill while at school will be contacted to pick up the student.

### **Medication**

If a student requires medication during school hours, the medication with the doctor's instructions and a signed parental authorization must be brought to the CCS Office. CCS cannot be responsible for administering prescription medication to students unless the medication is in the original container with the prescription label.

Non-prescription medications may be administered only if a consent form has been signed by a parent and is on record in the CCS Office.

### **Self-Administration of Medication**

Students may carry and self-administer medication (inhalers, EpiPens, etc.) if a consent form has been signed by a parent and is on record in the CCS Office. Parents must also provide a written statement from a physician indicating that the student is capable of self-administering the medicine, and written notification to the parent or guardian that school employees are exempt from liability as a result of any injury from self-administration.



## **Head Lice**

Usually the first sign of head lice is itching or scratching in the area of the body where the lice feed. Itching at the back of the head or around the ears may result from the presence of head lice and nits in the hair.

If a student has head lice, the CCS Office should be notified immediately. Parents must treat the student and then have the student checked by the Health Department. Students may only return to CCS with a note from the Health Department clearing the student to return. The student must be re-checked in 7-10 days.

If a child is found with head lice at school, each child in the school will be checked.

## **COVID-19**

As we prayerfully consider 2021-2022 school year, one of our most important decisions is how to resume school during the ongoing concerns of COVID-19. Our conclusion is that we believe the best learning environment for our students is in a classroom led by professionals with the gift and call to teach at Claremore Christian School. That is where the most effective learning happens for our students. This belief guided our plan for the 2021-2022 academic year to teach students in-person in CCS classrooms.

With this decision comes the need for some flexibility. Attendance will continue to be taken daily; however, our attendance policy will be flexible for students who are sick or in isolation/quarantine. If a student needs to be isolated/quarantined, take-home work will be available. Other accommodations may be given as needed.

We will take the following measures to make this as safe as we can. In agreement with CDC standards and for purposes of this policy, "fever" is defined as a temperature of 100.4 or higher.

- Hand sanitizer will be available to students and personnel at rooms and school vehicles.
- Desks, chairs, door knobs, and other often-used classroom items will be sanitized at the end of each day by students and faculty.
- Sharing of supplies will be avoided as possible.
- Students who need assistance in class will be encouraged to stay at their own desks rather than going to the teacher's desk.
- Students and personnel are encouraged to bring their own drinking water, and drinking fountain usage will be discouraged.
- All lunches (including lunch recess for Elementary) will be 45 minutes, giving ample time to wash hands before and after eating and to sanitize lunch tables.
- Handles to buildings, classrooms, restrooms, restroom stalls, etc. will be sanitized each day by cleaning personnel.
- Age-appropriate signs with proper hand washing instructions will be posted in all restrooms, and proper hygiene will be discussed often in classrooms.
- No student, personnel, or visitor with a fever or symptoms of sickness should be on the CCS campus.
- After being out for sickness, students and personnel must be free from fever and symptoms at least 24 hours prior to returning to the CCS campus.
- If a student or personnel tests positive for or has contact with someone else who tests positive for COVID-19, they should inform the school office and refrain from being on the CCS campus.

Before returning to the CCS campus, a doctor's note indicating that the quarantine period has been completed must be emailed to the school office (ccsoffice@dlc.tv).

- The CCS bus seats and door handles will be sanitized at the end of each day by the bus driver.
- Masks may be worn by students at the discretion of their parents. If parents choose this route, CCS personnel will make reasonable efforts to ensure these students wear masks while in the care of CCS. However, CCS cannot guarantee that students will fully participate at all times and cannot be held responsible for such participation.
- Masks may be worn by personnel at their own discretion.

Because the COVID-19 pandemic is ever-changing, this policy is subject to revision at any time the CCS Board and Administration deem necessary.

# **RELATIONSHIP & SEXUALITY POLICIES**

## **Relationships**

CCS does not encourage any relationships beyond friendships. Prohibited behavior at CCS includes but is not limited to: discussions of “going out,” separating selves as a couple, outward displays of affection, etc.

## **Sexuality Policy**

Whereas, DestinyLife Church has existed as a congregation for more than forty years as a church that upholds traditional biblical teaching concerning marriage and family; and

Whereas DestinyLife Church has regularly taught the biblical view that sexual relationships of any kind outside of the traditional marriage of a man and woman are forbidden by the Scriptures; and

Whereas, DestinyLife has regularly taught and communicated in all forms both publicly and in private counsel that the above statements are foundational and an integral part of beliefs of DestinyLife as a local church;

Let it be known to whomever it may concern, DestinyLife Church does not perform, bless, or participate through any of its leaders, facilities, or programs, the union of same sex marriages in any form.

Whereas, Claremore Christian School is an extension of DestinyLife from its establishment in 1984; and

Whereas, Claremore Christian School is overseen by the elder board of DestinyLife Church; and

Whereas, Claremore Christian School is owned by DestinyLife Church and operated in the facilities of DestinyLife Church, let it be known the same policy is in effect for Claremore Christian School and its faculty, administration, and volunteers.

### *General School Policy*

As a program overseen and managed by DestinyLife Church, Claremore Christian School upholds that any sexual practices and lifestyles apart from that expressed in the marital union of one man and one woman are contrary to God’s plan (Gen. 2:24; 19:5, 13; 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 6-9; 1 Thess. 4:1-8; Heb. 13:4). Claremore Christian School defines a person's gender as the sex assigned at birth.

Claremore Christian School will not admit and/or allow to maintain enrollment of students who themselves or their parent(s)/guardian(s) engage in or condone any form of homosexuality, lesbianism, bisexuality, transgenderism, bestiality, incest, fornication, adultery, polygamy, or pornography. Claremore Christian School will not hire and/or retain as administration, teachers, or in any form of employment those who engage in or condone any form of homosexuality, lesbianism, bisexuality, transgenderism, bestiality, incest, fornication, adultery, polygamy, or pornography.

In addition, Claremore Christian School will not make the facilities, property, or staff members available to any persons or organizations that engage in, espouse, or encourage others in such practices.

### *Employee Policy*

Any faculty, staff, or employee who engages in conduct or who condones or supports sexual expression apart from God's plan as defined in the general policy will be terminated for misconduct.

### *Student Policy*

Claremore Christian School reserves the right, within its sole discretion to refuse admission of an applicant or to discontinue the enrollment of any student:

- If the atmosphere or conduct within the home or the activities of the student or a parent/legal guardian either on campus or within the community are counter to or are in opposition to the Biblical lifestyle that the school teaches and is reflected in the general policy of the school. This includes, but is not limited to, participating in, condoning, or supporting homosexuality, lesbianism, bisexuality, transgenderism, bestiality, incest, fornication, adultery, polygamy, or pornography.
- For participating in or voicing support for sexual expression apart from that expressed in the marital union of one man and one woman by a student's parents/legal guardians constitutes grounds of expulsion.

## **Sexual Harassment**

Claremore Christian School is committed to a learning and working environment for all students, faculty, and staff that supports, nurtures, and reward career and educational advancement on the basis of ability and performance. Harassment of any kind undermines the character and purpose of the institution. Sexual harassment is a part of the school's general governance policy. Consequences for student violations will be consistent with the Student Governance Policy.

### *Legal Definition*

Sexual harassment is a violation of laws against discrimination (Title VII of the Civil Rights Act of 1964). It is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individuals; or
- Such conduct has the purpose for effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as "any unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature." The key word to consider is "unwelcome."

### *Employee/Student Policy*

While Title VII principles apply to sexual harassment by or against employees, CCS also prohibits any sexual harassment by a school employee against a student.

### *Examples of Unacceptable Behavior*

Sexual harassment is not acceptable behavior. It may include but is not limited to:

- Physical assault, including rape or any coerced sexual relations
- Subtle pressure for sexual activity or for a relationship that takes on a sexual or romantic nature, therefore exceeding the limits of a healthy adult/child relationship
- Leering or ogling at a person's body
- Sexual or suggestive remarks about a person's physical attributes, clothing, behavior, or sexual preferences

# FINANCIAL POLICIES

## **Payment Agreement**

The following statement was signed by parents at the time of enrollment:

I have reviewed the full Curriculum, Enrollment, and Tuition Fees Schedule provided in the enrollment packet, as well as this Payment Agreement Form. I agree to pay all tuition and fees incurred for the student listed on this form. I understand that late fees will be applied to my account in the event my payments are not made by the published due dates.

## **Refund Policy**

Students withdrawing before the 10<sup>th</sup> day of any month will be refunded up to 50% of tuition paid for the month, upon request, providing that all fees, lunch accounts, and library fines are paid. All tuition and school debts must be paid before grades are issued or official records released. Students whose tuition has been paid for the year will receive a refund for the months in which the student is not enrolled. Students withdrawing will be required to pay the total cost for their books, regardless of the date of withdrawal. Refunds will be mailed within fourteen days of the date of withdrawal.



# TRAFFIC PATTERN

## **Arrival & Departure Procedures**

CCS is required by the Claremore Police Department to implement and follow a traffic pattern. Families should follow this pattern for the safety of students and the general public.

### *Elementary Arrival*

Students should be dropped off no earlier than 8:15am. If arriving earlier than that, please pull forward as far as possible in the drop-off line and ensure that everyone remains in the vehicle until the on-duty teacher opens the building at 8:15am.

Elementary students should be dropped off at the sidewalk on the north side of the cafeteria building. If the CCS parking lot is full or the entrance is blocked, utilize the Pecan Park circle drive as an extension of the drop-off line. To ensure safety, do not cut out of the drop-off line once your student has left the vehicle, but follow the car ahead of you to exit the parking lot.

If you walk your student in, please park in Short-Term Parking and walk the student to the on-duty teacher at the door.

### *JH/HS Arrival*

Students should be dropped off no earlier than 8:15am. If arriving earlier than that, please pull forward as far as possible in the drop-off line and ensure that everyone remains in the vehicle until the on-duty teacher opens the building at 8:15am.

JH/HS students should be dropped off at the main entrance to the JH/HS building. If the CCS parking lot is full or the entrance is blocked, utilize the Pecan Park circle drive as an extension of the drop-off line. To ensure safety, do not cut out of the drop-off line once your student has left the vehicle, but follow the car ahead of you to exit the parking lot.

Students who drive themselves to school and/or ride with a student driver should take safety precautions in the parking lot. Students should park in the main parking lot in front of the JH/HS building, remain in their vehicles until 8:15am, and enter the building when the on-duty teacher opens the building.

### *Elementary Departure*

Elementary students should be picked up at 3:30pm each day, but no later than 3:45pm. Students who have not been picked up by 3:45 will be sent to aftercare at Safe Haven Child Development Center in Claremore, and the family will be billed for applicable charges.

Elementary students will gather in the cafeteria and be dismissed from there. Vehicles should form a horseshoe shape around the outside of the parking lot on the north side of the cafeteria building. Vehicles should pull all the way to the end of the grass so several vehicles can be loaded at once. Please do not stop at the sidewalk or park in the middle of the horseshoe line. For safety reasons, students will not be allowed to cross the parking lot or walk through the traffic circle. Students may only be picked up in the car line where on-duty teachers are stationed. If the CCS parking lot is full or the entrance is blocked, utilize the Pecan Park circle drive as an extension of the pick-up line.

To ensure safety, do not cut out of the pick-up line once your student has entered the vehicle, but follow the car ahead of you to exit the parking lot.

For safety purposes and to ensure students are delivered to the correct vehicle, each family is assigned a number for the duration of the year. This number must be displayed in the passenger window of the vehicle picking up students and must be visible to the on-duty teacher before your student may be released. This should be done the entire school year.

On-duty teachers will assist students into vehicles, allowing families to remain in their vehicles. Once students are seated in the vehicle, please pull into Short-Term Parking to adjust seat belts or complete other tasks as needed, allowing the pick-up line to flow smoothly.

If unable to display the family number in the vehicle, please park in Short-Term Parking on the east side of the cafeteria building and walk to the flagpole with identification. Students will be released after your family number is provided to the on-duty teacher.

#### *JH/HS Departure*

JH/HS students should be picked up at 3:30pm each day, but no later than 3:45pm.

JH/HS students will be dismissed from the main entrance to the JH/HS building. Vehicles should pull up even with the east edge of the building so multiple vehicles can be loaded at once. Please do not stop at the first door or park in the middle of the line. If the CCS parking lot is full or the entrance is blocked, utilize the Pecan Park circle drive as an extension of the pick-up line.

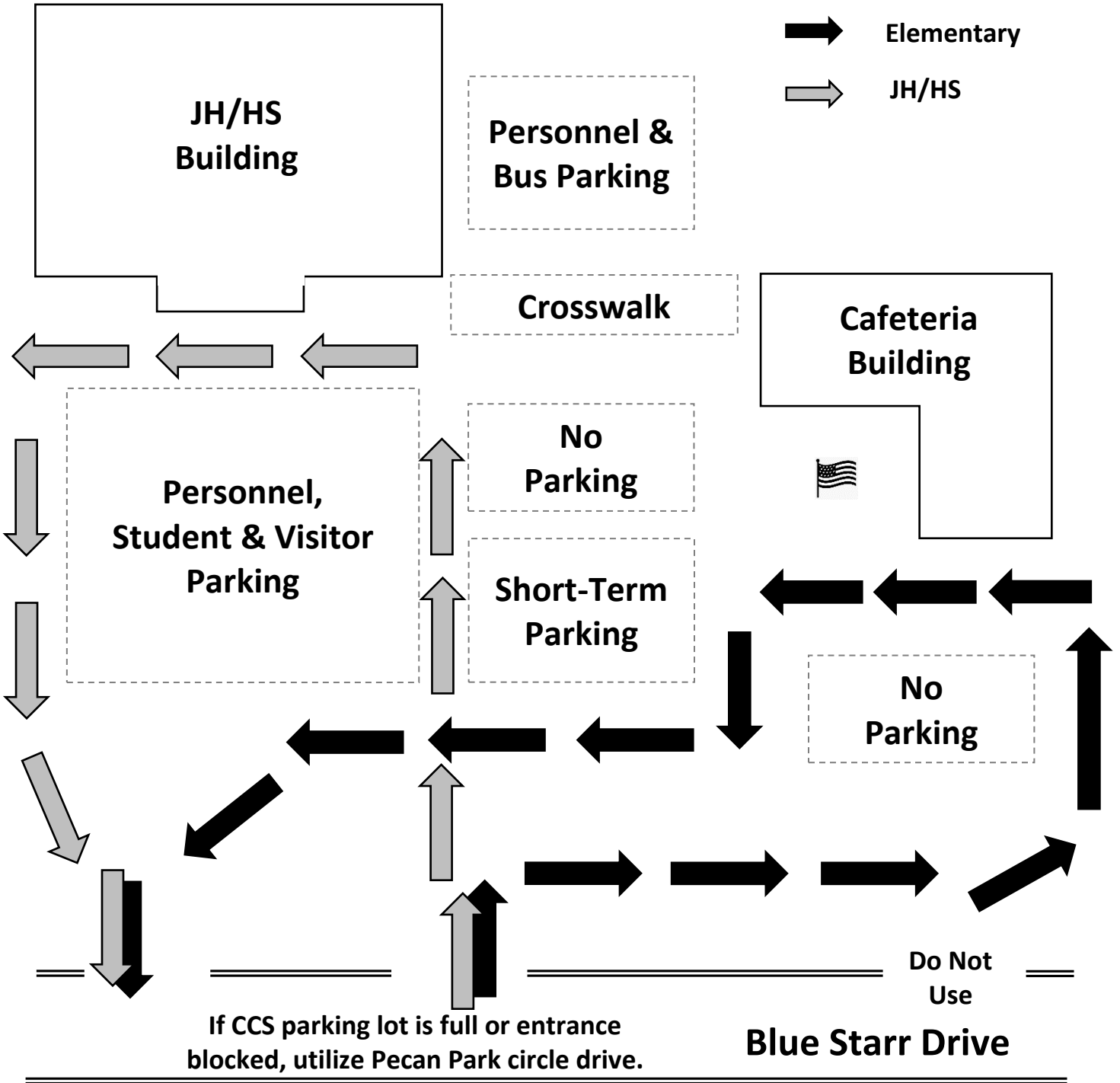
To ensure safety, do not cut out of the pick-up line once your student has entered the vehicle, but follow the car ahead of you to exit the parking lot.

Students who drive themselves to school and/or ride with a student driver should take safety precautions in the parking lot.

Traffic Pattern



USE EXTREME CAUTION



# SERVICES PROVIDED

## **Library Services**

Claremore Christian School maintains a small Elementary library on the southwest corner of the Secondary building. This library houses approximately 3,200 reference, fiction, and non-fiction books. No computers are dedicated solely to the library; however, WiFi is available campus-wide. CCS employs one elementary Specials teacher to come one day each week to provide library education and to offer Elementary students the option to check out books.

CCS understands that this small Elementary library does not fully meet the needs of students or accreditation standards. Therefore, CCS actively promotes municipal/county libraries which provide a large selection of books and services to our families.

Each November, Claremore Christian School celebrates Literacy Month. Included in that month is a flyer sent home with all students promoting municipal/county libraries.

Links to local municipal/county libraries:

[www.claremorecity.com/168/Library](http://www.claremorecity.com/168/Library)  
[www.tulsalibrary.org/locations/owasso](http://www.tulsalibrary.org/locations/owasso)

All students may use the CCS Library and are granted checkout privileges. Students are responsible for the full replacement cost of lost or damaged books.

If additional literary resources are needed, CCS students, faculty, and staff have access to local public libraries according to their published policies. Please refer to local libraries for more information. If students are taken on a field trip to a public library, only materials of CCS's standard may be checked out.

## **Student and Family Development Services**

In a strategic effort to support families and develop well-rounded students, Claremore Christian School is proud to offer the following services:

- Spiritual counseling to students and families through DestinyLife Church.
- Weekly chapel services with an emphasis on deepening personal relationships with Jesus Christ. These services are also open to homeschool students and their families who are a part of CCS athletics.
- Prayer coverage to students, families, faculty, and staff. DestinyLife Church serves as a major catalyst in this coverage. Each August, DLC holds a special worship experience to pray over the school year and the teachers. Additionally, a group meets at DLC each Wednesday morning and CCS is very often included in that prayer time. All CCS stakeholders are encouraged to attend their congregation's weekly prayer groups.
- Higher education guidance through a volunteer who worked in higher education for 16 years. This guidance comes from one-on-one meetings with students and families, emails, recruiter visits to CCS, ACT guidance, PSAT guidance, college reference letters, and more.
- References to tutoring resources in the Claremore and Owasso areas. CCS refers families to multiple individuals in the Claremore area for tutoring plus to multiple organizations, such as Mathnasium and Sylvan, in the Owasso area.
- Athletic opportunities in cross country, volleyball, football, basketball, and track. As a member of the Heartland Christian Athletic Association (HCAA), CCS competes primarily with other HCAA member schools. In addition, CCS often competes with OSSAA member schools.

- Leadership development through an active Student Council. Officers, elected annually by the junior high and high school student body, are tasked with organizing events, class competitions, pep rallies, and more. For the personal, spiritual, and leadership development of students, CCS has a long-term goal of strategically adding additional student organizations for junior high and high school students.
- An active Parent Teacher Organization (PTO) for the purpose of supporting CCS through fundraising, encouraging school spirit, networking, volunteering, and more.
- Service project opportunities

## **Volunteer/Support Services**

Claremore Christian School is honored to partner with quality organizations and gifted volunteers to maintain operations and ensure ongoing services for students and families.

*“Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms.” 1 Peter 4:10*

### *Support Services*

#### Before and After Care

Partnership with Safe Haven Child Development Center for the care for students before and after school hours

#### Bookkeeping and Financial Management

Partnership with the DestinyLife Church business office

#### Food Services

Partnership with Safe Haven Child Development Center for the provision of nutritionally balanced lunches for CCS students and personnel

#### Legal Advice

Partnership with teacher and school board member Ami Shaffer, Attorney-at-Law

#### Library Services

The Stratton Taylor Library on the Rogers State University campus is available for use by CCS concurrent students; the Will Rogers Library is available for use by all residents of Rogers County; and other area libraries are available for use by CCS students as indicated by individual library policies

#### Maintenance

Partnership with DestinyLife Church maintenance team

### *Volunteer Services*

#### Academic Assistance

Several academic aides and tutors volunteer their time and abilities for CCS students

#### Athletics

Volunteer opportunities for CCS families at athletic events include gate cashier, announcer, music coordinator, clock keeper, football chain crew, finish line spotters, coaching positions, and more.





#### Events Management

Volunteer opportunities for CCS families include Specials classes for elementary students, field trips, class parties, holiday events, and end-of-year events including Banquet, awards assemblies, and graduation

#### Facilities Maintenance

CCS families and community stakeholders volunteer hundreds of hours annually for summer workdays, school year projects, and special renovation projects

#### Food Services

Volunteers are utilized during lunch periods to serve students and help clean

#### Parent Teacher Organization

CCS stakeholders are encouraged to participate in the CCS PTO to assist with school fundraising and volunteer needs of CCS, which often leads to the completion of projects

#### Transportation

Volunteers with a Commercial Driver's License are called upon when multiple buses are in use