

## Table of Contents

### **Why a Christian School...pg 3**

The Goal...pg 3-4

The Challenge...pg 4

The Commitment...pg 5

### **Mission and Philosophy...pg 6**

Mission Statement...pg 6

Vision...pg 6

Philosophy Statement...pg 6

Philosophy of Education...pg 6-8

Summary...pg 8

Objectives...pg 9-10

Five Foundational Points for Success...pg 10-11

### **Admissions...pg 12**

School Standards...pg 12

Procedures...pg 13

Policies...pg 13-14

### **Tuition and Finance...pg 15**

Financing...pg 15

Gifts/Donations...pg 15

Fundraisers...pg 16

Tuition and Fees...pg 16

Returned Checks...pg 16

### **Curriculum...pg 17**

Philosophy...pg 17

Purpose...pg 18

Particulars...pg 18-19

### **Programs...pg 20**

Daycare/Preschool...pg 20

**Elementary/Jr. High/High School...pg 20**  
**Computer Access...pg 20**  
**Mission and Ministry...pg 20-21**  
**Physical Education...pg 21**  
**Service Hours...pg 21**  
**Academics...pg 21**  
**Grading scale...pg 21**  
**Promotional Policy...pg 21-22**  
**Requirements for Graduation in Carnegie Units...pg 22**  
**Valedictorian and Salutatorian...pg 22**  
**State approval...pg 22**  
**General Information...pg 24**  
**School History...pg 24**  
**School Colors...pg 24**  
**Alma Mater...pg 24**  
**School Hours...pg 24**  
**State Approval and Associations...pg 25**  
**Clubs and Organizations...pg 25-26**  
**Extended Care...pg 26-27**  
**Child Abuse reporting...pg 27**  
**Teacher Qualifications...pg 27**  
**Dress Codes...pg 27-29**  
**Specific Uniform Requirements for boys...pg 30**  
**Specific Uniform Requirements for girls...pg 30-31**  
**Attendance Policies...pg 31-33**  
**Behavior Standards...pg 34**  
**Conduct Standards...pg 34-35**  
**Discipline...pg 35-40**  
**Student rights in discipline process...pg 40**  
**Specific Discipline policies and regulations...pg 41-43**  
**General Behavior...pg 43-45**  
**Miscellaneous Items...pg 45-47**

Various Scriptures to Ponder...pg 48

Ten Ways to Help Your Child Fail...pg 49

## WHY A CHRISTIAN SCHOOL?

*“I am much afraid that schools will prove to be the great gate of hell, unless they diligently labor in explaining the Holy Scripture, engraving them in the hearts of youth. I advise no one to place his child where Scriptures do not reign paramount. Every institution in which men are not unceasingly occupied with the Word of God must become corrupt.”*

*Martin Luther*

These insightful words, spoken by Martin Luther in the 16<sup>th</sup> century, are no less appropriate today. There is a constant battle taking place for the minds and souls of today’s youth – between the world’s view of right and wrong and God’s view, between the world’s ideas of what is truth and what is fiction and the unerring, indisputable truths found in the Bible. As parents or guardians of those who will help shape the moral and spiritual future of the world in which we live, it is a battle none of us can afford to lose.

It is our opinion that God has charged parents with the responsibility and command to educate their children according to the truths of God, which apply to and govern all life. Home schooling would be the most ideal way of obeying that command and assuring that your children learn what *you* believe God wants them to learn. However, for a variety of reasons, home schooling is not practical or even possible for the majority of today’s population, and alternative approaches, methods, tools, and resources must be considered. We agree with the quote from Martin Luther asserting that any alternative considered must be based on God’s truth if it is going to fulfill God’s command. The question then becomes which of those alternatives that profess to be based on God’s truth most closely teach and follow that truth? We believe God has called Celebration Church to establish that alternative which most closely teaches and lives that truth. It is that goal to which we are committed, and it is that goal to which we ask you to be committed as a supporter of Crescent City Christian School.

### THE GOAL

➤ **Knowledge** is the myriad of facts that surround us and impact lives and God’s creation.

- **Understanding** is seeing the relationships between those facts as they affect our world.
- **Wisdom** is the ability to effectively and accurately make application of that understanding to enhance our lives and benefit our world.

All education is based on knowledge, understanding, and wisdom. The vital key is that unless the facts are rooted in truth or the understanding is faulty and the wisdom is distorted. “*There is a way that seems right unto man, but the end thereof are the ways of death.*” (Proverbs 14:12, 16:25) “*Every man did what seemed right in his own eyes.*” (Judges 17:6) All truth is found in God, as is all true, “pure” wisdom. (James 3:17; John 1:17, 16:13) Jesus said He IS the truth. (John 14:6)

### **THE CHALLENGE**

Since the ideas espoused by noted educational reformist John Dewey and others, our educational system, philosophy, and curricula have been moving away from God little by little, almost undetected. This division was accelerated during the Madelyn Murray O’Hare court battles era and the 1963 Supreme Court ruling on prayer in public schools and their further ruling in 1971 that all education is to be divided into secular and sacred. It has been expedited by a series of judicial and legislative actions that not only have made the American educational system devoid of Godly teaching but also have at times been actively anti-Christian and anti-God. The system has become humanistic, or man-centered (based on man’s ideas), rather than theistic, or God-centered (based on God’s Word), as it was originally.

There are still many fine Christian teachers and administrators in our public system, and we need to lift them up in prayer because they are greatly handicapped and prevented from teaching the truth from God’s perspective due to the system, philosophy, and curricula within which they are required to function. There are still many fine Christian young people striving to live for Christ in our public schools, but they are daily being bombarded with a humanistic system, philosophy, and curricula, resulting in distorted truth, half-truth, and even non-truth. Therefore, they gradually form faulty understanding, which leads to distorted application and de-sensitivity to an ongoing lowering of societal values and standards. The result becomes wrong values, weak convictions, and poor decisions, making the Christian community less distinctive from the world and less effective as “salt and light.”

With each generation, we have become less impacting as the Body of Christ and more accepting of the world's values. Christian education is based on God's truth, which results in accurate understanding, Godly wisdom, right decisions, and effectiveness as "salt and light," which is God's plan for His children.

### **THE COMMITMENT**

As a discipleship school, Crescent City Christian School is committed to excellence in every aspect of your student's education in order to help him/her reach his/her highest potential for Christ in whatever calling He places on his/her life. We will succeed to the degree that we keep God as our focus and His truth as our foundation. If you desire God's best for your student, we ask you to join hands with us to "*Train up a child in the WAY he should go.*"

In His Service,

*William D. Rigsby*

Bill Rigsby  
C.C.C.S. Administrator

## **MISSION & PHILOSOPHY**

### **MISSION STATEMENT**

Our mission, as a discipleship Christian school, is to equip students spiritually, academically, socially and physically, encouraging them to reach their highest potential in life for Christ.

### **VISION**

To become a school that provides students with an excellent academic education built around the fundamental truths of the Bible.

To partner with parents, churches and the entire Christian community to build programs that will result in Crescent City Christian School being acknowledged as the leading Christian educational institution in the New Orleans area.

In all our endeavors, we will strive to bring honor to the Lord Jesus Christ by the manner in which our staff, students and families pursue our mission.

## PHILOSOPHY STATEMENT

It is our belief that the Christian School must support the family by being an extension of the Christian home, providing nurturing, training, and discipling in the Word of God for each student. The school must be accountable to and submit to the authority of God's Word and the Celebration leadership, together with the parents, to help keep integrity within this commitment. *Rom 14:12*

## PHILOSOPHY OF EDUCATION

*At Crescent City Christian School we see...*

**God as a Supreme Trinity** – *Matt. 28:19, 2 Cor. 13:14, 1 Peter 1:2*

- A. God as all and in all – *1 Cor. 8:6*
- B. Christ as Savior and Lord – *Phil. 2:11, Luke 2:11, Acts 16:31*
- C. The Holy Spirit as comforter and guide – *1 Cor. 2:9-15, 1 John 2:20, John 14:26, John 15:26, 2 Peter 1:20-21*

**Man as part of God's creation** – *Gen. 1:1, Psalms 24:1*

- A. Each person as a uniquely created individual – *1 Cor. 12:12, in the image of God – Gen.1:27*
- B. Each person as unconditionally loved by God – *John 3:16, Rom. 5:7-8*
- C. Each person as sinful and condemned – *Rom. 3:23, Isa. 64:6, Psalms 14:1-3*
- D. Each person as being offered redemption – *Titus 2:13-14, Eph.1:7, Rom. 3:24*
- E. Each Christian as awaiting His return – *1 Thes. 4:16-18, 2 Thes. 3:5, 1 Cor. 3:7*

**Truth as revelation from God**

- A. All truth as God's truth – *John 16:13, John 14:6, John 17:17*
- B. Truth as eternal – *Psalms 100:5, 177:2, 108:4*
- C. Truth as immutable – *James 1:17, Psalms 146:6*
- D. Truth as applicable – *John 18:37, Psalms 40:11*

**Morality as a mandate from God**

- A. Right morals as dictated by God – *Ex. 20:1-17, 2 Tim. 3:16*
- B. Right morals as unchanging – *Heb. 13:8*
- C. Right morals as a free-will choice – *Rom. 12:1*
- D. Moral choices as bearing good and evil fruit – *Rom. 5:12, Matt. 18:7-9, Psalms 37:25, Prov. 28:1*

**Relationships as a picture of God**

- A. School as bringing honor to God – *Col. 3:16-17*

- B. School as a ministry of the church – *2 Tim. 3:16-17*
- C. School as an extension arm of the home – *Deut. 6:4-6, Prov. 22:6*
- D. School as a training ground for the student – *1 Tim. 4:12; 2 Tim. 2:15, 20-26*

**The teacher as an example** – *Acts 1:1, Matt. 5:19, 1 Tim. 4:12*

- A. The teacher as called of God – *Eph. 4:11, 1 Cor. 12:28*
- B. Preparedness as a necessity – *Luke 2:47, 2 Tim. 2:2*
- C. Motivation as a gift – *Eccl. 12:9*
- D. Lifestyle as a testimonial – *3 John 1:3-5, 1 Tim. 3, Titus 1*

**The curriculum as a guide**

- A. The Bible as the basis for all learning – *2 Tim 3:16-17*
- B. All disciplines as extensions of scripture – *Isa. 3:20, Phil. 4:8*
- C. Curriculum as a tool to develop a Christian world view having no dichotomy between secular and sacred – *Eph. 4:6, Rom. 13:1, John 1:3*

**The classroom as a laboratory**

- A. Methodology as tailor-made to fit the needs, personality, and uniqueness of each student as created by God – *Col. 3:11, 1 Cor. 13, 1 Cor. 9:22*
- B. Knowledge as a building block in nature with the new resting on the foundation of the old – *Matt. 13:52*
- C. Methodology as being patterned after the techniques and examples of Jesus – *Luke 15:3, Luke 9:20*

**Control as a means of discipline**

- A. Man's sinful nature as requiring correction – *Prov. 19:18*
- B. Discipline as a tool to mold the nature of the student to the image of Christ – *Heb. 12:9-10*
- C. Discipline as a function of discipleship, as it builds self-control – *Gal. 5:23*
- D. Discipline as an act of love – *Heb. 12:6*

**Evaluation as a means of accountability**

- A. Review and testing as a Scriptural evaluation of the teaching process – *Isa. 28:10,13*
- B. The need for understanding (wisdom) – *Matt. 7:24, James 3:17*
- C. The ultimate goal as fruit in the life of the students – *2 Tim. 2:2*

## SUMMARY

Each student is a unique creation of God and intended to fellowship, serve, and have a relationship with Him. It is the parents' God-given responsibility to instruct their children in the ways of God and to help them establish an eternal relationship with Him. The Christian school is a partner with the home and church in accomplishing this goal. Therefore, we must be vigilant, efficient, compassionate, and accountable to the students, the parents, the church and God. We must apply the Holy Scriptures as our guide for reproof and instruction. May the man of God be perfect and thoroughly furnished unto all good work.

*“I am the light of the world: he that followeth me shall  
not walk in darkness, but shall have the light of life.”*

*John 8:12*

## OBJECTIVES

Our objective is to provide an educational environment that puts God's view/perspective first in all areas of the school, from teachers, to curricula, to school activities, allowing us the ability to minister to, train, and grow each student in his/her walk with Christ. One of the most important aspects of a Christian school is to ensure that it is built on the proper foundation: Jesus Christ.

### **Specifically we propose to do the following:**

1. Provide a safe learning environment.
2. Provide a Godly moral climate.
3. Help students learn self-discipline.
4. Help students learn self-control.
5. Demonstrate by example a distinctively Christian life-style.
6. Develop in each student a reverence for God.
7. Instill in each student a hunger for God's Word.
8. Teach a Christian world view rather than a dichotomy of secular and sacred.
9. Develop in each student a servant's heart.
10. Promote patriotism and love of country.

11. Develop each student's academic potential to its fullest.
12. Encourage and emphasize a thankful heart.
13. Inspire a spirit of teamwork.
14. Teach and model forgiveness.
15. Help each student unveil and cultivate his/her creative and artistic talents.
16. Build strong, healthy bodies.
17. Act as a buffer between our students and the world as they learn the ways of God.
18. Teach sportsmanship and compassion through healthy competition.
19. Develop a high level of commitment to every task the students face.
20. Recognize, respect, and teach to the individuality of each student.
21. Teach students, not courses.
22. Help students handle both failure and success properly.
23. Minister to families as well as students.
24. Encourage and demonstrate respect for parents.
25. Strive to be positive, contributing influence in the community.
26. Teach evangelism by Word and deed.
27. Be fiscally responsible, giving parent's quality for their investment.
28. Be sensitive to the hurts and needs of each student and give wise counsel when needed.
29. Develop a generous spirit in our students.
30. Lead each student to a saving knowledge of Jesus Christ.
31. Plant God's Word in our student's minds, hearts, and lives through Scripture memorization, meditation, and internalization.
32. Impart knowledge, facilitate understanding, and pursue wisdom with our students.
33. Expose sin by holding it up to the light of God's Word.
34. Encourage students to live and walk in the Spirit of God, desiring and exercising the spiritual gifts with which they have been entrusted.

*“Train a child in the way he should go and  
when he is old, he will not depart from it.”*

*Proverbs 22:6*

## FIVE FOUNDATIONAL POINTS FOR SUCCESS

At Crescent City Christian School, we believe that there are five foundations that must be transferred to the students from the staff through modeling, mentoring, teaching, and training. Each staff member will be not only qualified educationally and called of God but also trained in transferring the following:

1. **A Christian world view** – In essence, seeing every aspect of life from God’s perspective. *Deut. 6:1-15*
2. **Complete Biblical integration** – Seeing every aspect of the curriculum, from literature to science to algebra to yearbook staff, etc. as being directed by the Word of God. *2 Tim 3:14-16*
3. **Servant leadership** – Choosing to consider others over ourselves. *Luke 22:26, Phil. 2:1-8*
4. **Individual application** – Each teacher must be able to recognize each student’s unique traits and adjust his/her teaching style accordingly. *1 Cor. 3:6-15*
5. **Five behavior guidelines** – These Biblical principles govern every part of our lives. While they must be age appropriate, they never change because they are based in truth. We feel that if we can instill these principles into our children from birth, we can help them evade devastating problems in life. They are as follows:
  1. **Immediate obedience:** Students should respond positively to any instruction given by those in authority. *Eph. 6:5-7, Phil. 2:14-15*
  2. **Honor for authority:** Students are expected to give honor to all those in authority in both attitude and action. *Rom. 13:1-2; Heb. 13:17*
  3. **Absolute honesty:** Students should never deceive, mislead, or fail to tell the truth. *Rom. 13:13, Prov. 12:22*
  4. **Christ-like behavior:** In all attitudes and actions, students should live according to Biblical principles and values. *Eph. 2:10, 5:1; 1 Peter 2:21*
  5. **Complete dependability:** Students should keep their word and accept the necessary responsibilities. *Matt. 5:34-37, Num. 30:2*

*“The fear of the Lord is the beginning of  
knowledge: but fools despise wisdom and instruction.”  
Proverbs 1:7*

At Crescent City Christian School, we strive to produce young people who excel at academic achievements while being grounded in Christian values and Scripture - people who will truly be the future “light of the world.” We pray that you will be led to join us in our mission.

## ADMISSIONS

Crescent City Christian School, a private Christian school and a ministry of Celebration Church, will admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students of the school. Crescent City Christian School does not discriminate on the basis of race, color, nationality, and ethnic origin in administration of its educational and admissions policies, or other school-administered programs.

It is the desire of Crescent City Christian School to offer assistance to families in the New Orleans area in providing for their children a quality academic education in a distinctively Christian environment. We seek students among families who support the foundation of Jesus Christ, the truth of the Word of God, the practice of Biblical morality, and the goal of peak independent accomplishment spiritually, academically, socially and physically.

### SCHOOL STANDARDS

**Academic** – Applicants will interview with an appropriate member of the administration. A determination will be made concerning the student’s likelihood of success in the CCCS program.

Testing will be scheduled if it is determined to be necessary or helpful in deciding on acceptance or placement.

**Conduct** – The five behavior guidelines will be explained. Older students will be expected to sign a code of conduct involving abstinence from all forms of tobacco, alcohol, drugs, and immoral sexual behavior. CCCS students are expected to be exemplary, respectful, patriotic, and submissive. Any previous discipline problems or conduct concerns should be disclosed and will be discussed during the interview.

**Spiritual-** Applicants and at least one parent are expected to believe in and support our mission, philosophy, and statement of faith and be actively involved in their local churches.

## **PROCEDURES**

**Should you desire to pursue enrollment, please submit the following:**

- Schedule and complete an orientation meeting and tour.
- Fully completed application packet/forms.
- All academic records (minimum of two previous years).
- Any other information which might have bearing on the student's acceptance.
- The appropriate registration fee.

As part of the registration process, after receiving your completed application and the required tuition deposit, you will be contacted for an appointment and asked to attend an interview, which should be attended by both parents and the student. If one or both parents have no regular contact with the student and no input into decisions concerning his/her care, then the responsible parent, grandparent(s), or guardian(s) should attend the interview with an appropriate member of the Crescent City administration. The school office will make notification of your child's status no later than one week (5 working days) after the interview. In order to allow time for prayerful consideration of all factors, NO decision will be rendered at the time of the interview. Upon acceptance, additional information will be provided concerning policies and procedures, school calendars, uniform acquisition, and other pertinent considerations.

## POLICIES

Exceptions to the following policies may be granted by administrative approval only.

**Review** – All new students will be reviewed generally but not formally, after the first complete grading period, to help ensure their acclimation to and success at CCCS.

**Probation** – A student may be admitted or retained on either academic or disciplinary probation. When this occurs, the parents will be notified and the rules for probation will be strictly adhered to.

**Beginning school** – Students enrolling in pre-k 3, 4 or kindergarten must be three, four or five years old (respectively) on or before August 31st of the current year. No student will be enrolled in the first (1<sup>st</sup>) grade program whose sixth (6<sup>th</sup>) birthday is later than August 31st of the current year. In order to be enrolled in any grade first (1<sup>st</sup>) or above, the student must be able to show proof of having successfully completed the previous grade.

**Non-payment** – Should any balance due fall 30 days behind, the student may be withheld from classes until balances are current. Late fees will apply, and lack of communication with the school will be viewed as evasive action.

**Refunds** – All fees are non-refundable after a student is accepted. Should a tuition refund be in order, it will be approved and enacted within 30 days.

## TUITION & FINANCE

### FINANCING

Crescent City Christian School is a ministry of Celebration Church, a 501-C3 non-profit organization. The majority of support comes from private sources. Our primary support comes from tuition and fees and assistance from Celebration Church. Since these sources do not cover the entire cost of educating the students, we rely on other resources.

### GIFTS/DONATIONS

*All donations are tax deductible.*

**Founders Club** – A group of parents, grandparents, and other friends of the school who are aware of the value of a Christian education and therefore stand in the gap each month with a tax-deductible donation to the CCCS program

**Endowments** – Provisions made by individuals for the furtherance of the ministry. Endowments may be financial or physical assets given to the overall program or specific aspects such as science, vocation, or tuition assistance.

**Memorials** – Funds or physical assets given in honor of someone who has preceded the donor in death

**Trusts** – Funds placed in the watch care of a financial institution for the purpose of assisting the CCCS program. This is a long-term investment where the principal gift is usually not made available but merely used to generate funds to assist with operations.

**Sponsorships** – Funds donated for the benefit of a particular individual or facet of the school program

**Tuition Assistance** – Funds donated so that those students who would not normally be able to attend CCCS because of financial reasons have the opportunity to do so

**Private donations** – Monies, property, or valuables donated to the school by citizens or businesses

**Corporate gifts** – Donations made by corporations, either in conjunction with or on behalf of their employees, or funds made available to educational institutions at large

**Grants** – Each year several million dollars is made available to educational institutions but goes unused because no one knows how or where to find it. CCCS is actively seeking organizations, corporations, or individuals who have awarded grants for which we would qualify. It is our intention to actively seek assistance through the writing of grant proposals.

### **FUNDRAISERS**

**School-wide** – Crescent City Christian School will sponsor 3 school-wide fundraisers. However, the Very Involved Parents (VIP) may sponsor additional fundraisers, which will follow guidelines set forth in the operations manual of that organization and be open to optional participation by every family.

**Organizational** – Each year organizations have need of funds for different projects. Their needs may be met by fundraisers sponsored by the individual organizations or by the VIP. All such fundraisers are subject to administrative approval. The administration considers a certain amount of these projects to be valuable to the learning process but recognizes that no one could possibly take advantage of each and every fundraiser, be supportive, and be good stewards of what God has entrusted to them.

### **TUITION AND FEES**

A current tuition schedule is available from the school office. A non-refundable registration deposit is due at the time the application is submitted to the school. Tuition is calculated on a pro rata basis. Unused portions will be refunded. Upon acceptance, the tuition and resource fees are paid through the F.A.C.T.S. tuition management program. There is a limited amount of financial aid available to help families who desire a Christian education for their children but honestly cannot afford it. These funds are usually assigned by mid-May. This requires registration and completion of a financial aid

application which includes a copy of the applicant's latest 1040 form. All information is highly confidential and awards are need-based. Financial aid forms can be requested from the school office. No student will be given transfer credits to another school or be allowed to graduate until all accounts are paid in full. Periodically during the year, students' report cards will be withheld if accounts are in arrears. Past due accounts must be settled prior to registration for the new school year.

### **RETURNED CHECKS**

All checks or F.A.C.T.S. payments that are returned because of insufficient funds will automatically be re-deposited one time. If the check is returned a second time, the issuer will be asked to redeem the returned check with either cash or a money order. Checks or drafts returned by the bank are subject to the late fee plus a \$20 charge to cover reprocessing. The tuition due date will remain in effect. Habitual abuse of this policy will necessitate a conference with the administrator and possible withdrawal from the school.

## **CURRICULUM**

### **PHILOSOPHY**

For many years, we have been convinced that curriculum encompasses more than the traditionally accepted idea of textbooks and teaching aids. We have discovered an excellent expression of our long-held convictions and have chosen to quote it here with our thanks to Nora Carpenter, author of *Christian Curriculum in the United States*, from which the following was taken:

Curriculum is everything that affects the accomplishments of the established goals of learning. It is based on the philosophy of the school—why do you do what you do?—and actual implementation—what do you do? Curriculum is not only the textbooks; it is the teachers, and the janitor, and the discipline in the hallways. It is attitude of the school secretary directing a late student to class. It is how the classrooms are designed, and who sits next to whom, and what we are going to do with the student who forgot his lunch. It is the playground, and the science lab, and the parking lot. It is the budget, and the memos, and the faculty meetings. It is the principal, and the parents, and the attitude of the community. Curriculum is everything that impacts the student while at school—from people to plumbing (anyone who has tried to teach

children when the restrooms are broken can tell you the impact of facilities on the learning process).

To illustrate: A locomotive weighing several tons is guided, controlled, and directed by the track upon which it runs. That is all the train comes in contact with. In the same manner, the curriculum, the track on which the student runs, is everything the student comes in contact with. It is our responsibility to seek God's leadership and direction as we choose the curriculum we will use to guide the students at CCCS, whether it is a textbook, a teacher, a classroom, or a custodian. Therefore, the learning objectives outlined in this handbook should be considered from this perspective.

### **PURPOSE**

In view of our philosophy of curriculum and in light of Proverbs 8:35, "*For whoever finds me, finds life, and obtains favor from the Lord,*" our purpose for curriculum parallels our mission statement: Our mission, as a discipleship Christian school, is to equip students spiritually, academically, socially and physically, encouraging them to reach their highest potential in life for Christ.

### **PARTICULARS**

It is our desire to convey a sample or general idea of the subject matter taught at each level. This is in no way intended to be exhaustive.

**Three-year olds** – Students will be exposed to recognition of name, sound, and pictures of vowels and consonants in upper and lower case; language development and listening skills using colors, shapes, animals, transportation, countries, community helpers, health, safety, and manners; counting 1-100; number concepts 1-20; and Bible lessons on creation, Noah, Samuel, Daniel, Jesus, Zacchaeus, and the Good Samaritan.

**Four-year olds** – Students will be exposed to manuscript writing, formation of letters, blends, words, sentences, and writing of first name; language development and listening skills including colors, shapes, animals, transportation, countries, community helpers, health, safety, manners, and science;

numbers, including largest and smallest, 1-20, and addition  $1+1=2$ ; and Bible, including lessons from Scripture concerning creation, Noah, Samuel, David, Jesus, Zacchaeus, etc.

**Kindergarten** – The K-5 program is a full phonics-based course of study. It involves cursive writing, reading of sentences, and stories with one and two vowel words from a variety of books. The students will commit Scripture and poems to memory. Science will explore God’s plan for seeds, animals, seashore, man, weather, and seasons. Math will involve recognition counting and sequencing 1-100 by ones, twos, fives, and tens; telling time; using a calendar; and basic story problems in addition and beginning subtraction. Social studies will involve community helpers and children of the world and America (map studies, famous people, and places). Bible will include praise and worship songs, memory verses, and lessons concerning salvation, Adam and Eve, and the life of Jesus.

**Elementary** – The goal of the elementary is to prepare students to reach their highest potential and to be successful in our academic program. We use the ABeka program as our primary curriculum source for pre-k three through second grade. In third through sixth grades we use a combination of curricula (i.e. ABeka, Bob Jones, ACSI, etc.) which provide a sound academic education integrated with a biblical world view. The elementary curriculum is student-oriented, Christ-centered, accelerated, extremely challenging and easily individualized.

**Jr. High** – We will be using a combination of Christian curricula, as much as possible, to maximize application and learning. Language arts will include a continuing study of the eight parts of speech, capitalization, and punctuation rules. Diagramming is taught to enhance word usage and sentence structure. Composition is a large part of the study plan. Students will be required to write varied projects from letters to research papers. Reading involves poetry, fiction, some classics, and Christian biography. History includes world history and American history and geography. In science, students study life science and earth science. Mathematics includes a seventh-grade review and support of the concepts taught in fourth through sixth grades and algebra based student readiness.

**High School** – We will be using a variety of Christian Curricula as much as possible to maximize application and learning. In instances where the available Christian Curricula is academically inadequate, secular curricula will be employed with diligent integration of God’s Word and principles by the teacher, and careful and thorough discussion of any facts, concepts, or ideas that are contradictory to the scriptures or God’s principles. Our goal will always be to teach academic facts in light of God’s word and from His point of view. When they graduate, we do not want our students to be ignorant of Man’s philosophies or teachings, but instead, wise to their fallacies and errors in light of

God's truth; that they not be *"tossed to a fro by every wind of doctrine"* and thus be deceived, but instead *"be rooted and grounded"* in their faith. We want them to have the best possible education, and know how to apply it to God's greatest glory, rather than misuse it to His dishonor and the detriment of mankind.

## PROGRAMS

### **DAYCARE / PRESCHOOL**

Our daycare staff for children from six weeks to two years will be using Biblically based resources and materials to present foundational concepts for learning and growing spiritually, mentally, physically, emotionally, and socially and to stimulate interest, imagination, and creativity in your child. Workers will be totally committed to loving and nurturing your child and working closely with you to provide the best possible care and foundation for growth in all areas. Beginning with our two-year-old program, we will use a gradually more structured Christian curriculum designed to move the student toward readiness for the K-3 and above programs outlined in the curriculum section of this information packet.

### **ELEMENTARY / MIDDLE SCHOOL/HIGH SCHOOL**

In addition to the academic concepts outlined in the curriculum section, our students will be age-appropriately exposed to opportunities in music, art, drama, speech, physical education, sports, careers, business and finance, health, computer technology, ministry, missions, writing, Bible memory, life skills, Biblical principals and precepts, and any other input that God impresses upon us to meet the students' individual needs and better prepare them to serve Christ, benefit society, and succeed in life.

## **COMPUTER ACCESS**

We will have an educational computer in each classroom, to be used by students under the control and direction of the teacher. We will also have a fully equipped computer lab where each class will have specific training on a regular basis with the level and frequency being age-appropriate and schedule-friendly. Our library will also be equipped with computers for student's research and projects. (All internet access is filtered and monitored.)

## **MISSIONS AND MINISTRY**

In addition to being taught about missions and ministry, each student will have opportunities to practice what he/she is learning in response to the leading of the Holy Spirit. These opportunities will be age-appropriate and enhance learning rather than interfere with the academic process. CCCS is a discipleship school and our mission is to promote spiritual growth and ministry in the heart of every student, no matter what vocation into which God leads him/her.

## **PHYSICAL EDUCATION**

It is our conviction that the Bible teaches that physical fitness is important to God and ministry. Consequently, each student will be exposed to some form of regular physical activity to develop and maintain health and fitness. If there is a medical condition that precludes the normally prescribed activities, we will attempt to individualize a program for your student in consultation and cooperation with you and his/her physician. A doctor's consultation will be necessary for any modification of the general program plan for your student's class.

## **SERVICE HOURS**

All students in grades 9-12 must complete a minimum of ten (10) service hours per year. Additional service hours may be required for students involved in service organizations.

## **ACADEMICS**

### **Grading Scale:**

A: 94-100; B: 87-93; C: 77-86; D: 70-76; Failure: 69 and below.

### **Promotional Policy:**

**1. Kindergarten:**

Normally promotion is based on age and available tests.

**2. Grades 1-6:**

The child must have reached six years of age before September 1<sup>st</sup>. Under normal circumstances, a student fails if he/she fails two major subjects or if he/she fails one major subject and two minor subjects. In either case the student must repeat the grade the following year.

**3. Grades 7-8:**

If a student fails 1-2 subjects for the year, the student must complete a CCCS approved summer school program for those subjects. If a student fails 3 or more subjects for the year, the student must repeat the grade the following year.

**4. Grades 9-12:**

Each semester stands alone. The student must pass the semester to get credit. In addition, the student must have a passing grade for the second semester and a passing grade for the fourth quarter in order to get credit for the second semester. If the student fails the first and/or second semesters he/she must attend a CCCS approved summer school and pass the semester’s work failed in the regular session.

**Senior Exam Exemptions**

Students with a yearly average of 90% in a subject will be exempt from the final exam in that subject.

**Requirements for Graduation in Carnegie Units:**

English .....	4 units
Mathematics.....	4 units
Science.....	3 units
Social Studies.....	3 units
Fine Arts.....	1 unit
Health & Physical Education.....	2 units
Bible.....	4 units
Foreign Language (two credits in the same language).....	2 units

Elective (includes ½ credit in computer lit.).....4 units

### **Valedictorian and Salutatorian**

The student with the highest cumulative numerical grade point average at the end of the senior year will be class valedictorian. The student with the second highest cumulative numerical grade point average at the end of the senior year will be class salutatorian. When a tie for the highest cumulative numerical grade point average occurs, the students will be declared co-valedictorians. Students considered for valedictorian and salutatorian must attend CCCS for their entire junior and senior year and must take advanced math and physics.

### **Honor Graduates**

Students with an overall cumulative average of 90% will be identified as an honor graduate.

### **State Approval**

Crescent City Christian School is an approved non-public school through the Louisiana Department of Education.

### **Library**

Students in first through sixth (1<sup>st</sup>-6<sup>th</sup>) grades can have no more than three (3) books checked out at one time. Books are checked out for one (1) week at a time and may be renewed twice. Students in seventh through twelfth (7<sup>th</sup>-12<sup>th</sup>) grades can have no more than six (6) books checked out at one time. Books are checked out for two (2) weeks at a time and may be renewed twice. Students will be fined .25 cents per day for each overdue book. When fines exceed the average cost of a book (\$15.00) library privileges will be suspended until the books are returned and the fine is paid in full. Students who lose books will be charged the cost of the book. Computers in the library are only for school related research or assignments. Students using the computers for games, email, or chat rooms will lose their computer privileges.

## GENERAL INFORMATION

### **SCHOOL HISTORY**

Crescent City Baptist High School first opened its doors on September 4, 1956.

The school's mascot is "The Pioneer" because the founding church, Crescent City Baptist, was a pioneer in the organization and operation of a high school by a local Baptist congregation.

In August 2005, Crescent City Baptist Church merged with Celebration Church. Shortly thereafter, Hurricane Katrina struck the New Orleans area, damaging the campuses of both Crescent City Baptist School and Celebration Christian School. The two schools were merged at the Transcontinental campus, and now function together as Crescent City Christian School.

### **SCHOOL COLORS**

Blue and Gold

### **SCHOOL MASCOT**

"The Pioneer"

### **ALMA MATER**

Through the halls of Crescent City, Hear the Savior's call.

We will love our alma mater, Raising Christ o'er all.  
Crescent City High School, Crescent City High School,  
Colors blue and gold,  
We will love our alma mater, As the years unfold.

### **SCHOOL HOURS**

For K-3 through sixth grade, general school hours are from 8:15 a.m. – 3:15 p.m., 7<sup>th</sup> – 12<sup>th</sup> grade hours are from 8:00 a.m. – 3:02 p.m., Monday, Tuesday, Thursday and Friday. **Each Wednesday K-3 through sixth grade will release at 2:15 and 7-12 grades will release at 2:00.**

### **STATE APPROVAL AND ASSOCIATIONS**

Crescent City Christian school is a state-approved school. We are a member of the Louisiana High School Athletic Association, the Southern Baptist Association of Christian Schools and of the Association of Christian Schools International.

### **CLUBS AND ORGANIZATIONS**

Crescent City Christian School promotes a variety of student activities for the purpose of fostering growth and the rounded development of all students, not just those who excel in a particular activity. Every student is encouraged to engage in one or more of these activities.

**Student Council-** Student participation in school government is based on the idea that there must be opportunity for the fullest development of the individual so that he/she may render the greatest service to the group. The Student Council is the legislative and executive authority of the students in all of their affairs and represents their views to the faculty and to the administration. The understanding, ability and poise gained through participation in these affairs will enable these same students to take an active and intelligent part in the civic affairs of their community, state and nation.

**Class Officers-** Each class (grades 7-12) elects a president, vice-president, secretary, treasurer, and class representative each year. Each candidate must meet the following standards.

The previous year average in each major subject must be at least 80.

The conduct grade must be at least B

Each candidate must present a letter of recommendation from two of his/her teachers. This is to be given to the Student Council Sponsor.

All candidates must be approved by the Administration.

**National Honor Society-** The National Honor Society is an organization whose purpose is to “create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character.” Membership is based on Scholarship, Service, Leadership and Character. Candidates shall have spent at least one semester in Crescent City Christian School, and shall be members of the Junior or Senior Class who have a scholarship average of 92% (cumulative) in each academic subject.

**National Junior Honor Society-** This organization is based on the National Honor Society, and is for Junior High Students.

**Key Club-** The Key Club is an organization dedicated to constructive service in support of the civic affairs of the school. It is sponsored by Kiwanis International. The motto of the Key Club is “We Serve.”

**Fellowship of Christian Athletes (FCA) -** The FCA helps athletes have a better understanding with Christ and their fellow man.

**Christian Youth Club (CYC) -** The CYC helps students have a closer relationship with Christ and fellow students.

**Cheerleaders-** Work together to promote school spirit among the student body.

**Jr. High, J.V. and Varsity Athletics-** CCCS is a member of the Louisiana High School Athletic Association (LHSAA). Boys participate in Football, Basketball and Baseball. Girls participate in Volleyball, Basketball and Softball. In order to be eligible for these sports, each student must meet the requirements set forth by LHSAA, and meet and maintain all academic and behavioral eligibility requirements set forth by the CCCS Administration.

## **EXTENDED CARE**

CCCS will facilitate your extended care needs. Students should not be brought to school before 7:00 a.m. No one will be available to supervise them. All students should leave the premises no later

than 3:15 p.m. Monday, Tuesday, Thursday and Friday and no later than 2: 15 p.m. on Wednesdays. The school will not be responsible for students after 3:15 p.m. (or 2:15 on Wednesdays). Students who make arrangements for after school care will be moved at 3:00 p.m. Monday, Tuesday, Thursday and Friday and 2:00 p.m. on Wednesdays, to the after care room to study.

***The fee structure is as follows:***

- Registration per student.....\$30.00 (one time fee)
- After care per student.....\$115.00 (per month)

Those who do not register for extended care, but require their services on occasion will be charged a \$20.00 (twenty dollar) fee per student, per day.

We are delighted to inform you that our extended care program will not merely “baby-sit” your children but challenge them to use their time wisely, be creative, and study new talents.

**You may not leave your child(ren) on the CCCS campus unsupervised.** Any students remaining on campus after 3:30 p.m. will be automatically moved into the extended care program and a fee will be assessed.

**CHILD ABUSE REPORTING**

We are a mandatory reporting agency. Any expected, verified, or claimed instances of child abuse must be reported to the administration immediately.

If a representative from the law enforcement or child protective agency requests to interview a student as the result of a report of suspected child abuse, the administration will permit such an interview to take place on campus.

**TEACHER QUALIFICATIONS**

Our elementary and secondary teachers are college graduates who continue to receive training appropriate to their specific teaching assignments and are certified or in the process of teacher certification through the state of Louisiana. Each of our teachers is qualified to teach in his/her given field, is called of God to teach, is a committed Christian, is active in his/her church, and feels specifically called to Crescent City Christian School.

## **DRESS CODE**

The school uniform will consist of a polo-style shirt in school colors (royal blue or gold) with an embroidered logo and navy or khaki slacks or plaid skirt (middle of knee in length), and appropriate shoes and socks.

All fifth through twelfth grade students will be required to purchase and wear a school-issued PE uniform for all PE classes.

At CCCS, we believe that modesty is an important character trait. The responsibility for dressing modestly, whether in uniform or not, rests upon each individual student and his/her parents. If, in the opinion of any faculty or staff member, an individual dresses immodestly or in poor taste, guidance should be expected. If the student ignores the counsel given or is in obvious violation of the code, the administration may send the student home to change. A parent conference may also be required. Uniforms are optional for Pk-3 and Pk-4 students and required for kindergarten through twelfth grade students. Modest and appropriate apparel is expected for all daycare students.

### **Uniform requirements**

The dress code is designed to enhance good order and provide Crescent City Christian School students with a neat and uniform appearance. Neatness is the rule of thumb at all times. This also means that clothing should be clean and free from tears.

Students are expected to be in uniform every day. Any deviation from uniform requirements is a dress code violation. Violation of the dress code will result in disciplinary action. In some cases, the student will be sent home. Missing class because of a dress code violation will be considered an unexcused absence. Students are expected to adhere to the dress code from the time they arrive on campus until the time that they leave. This includes students who are waiting for rides after school.

Defacing or altering the appearance of any item of the school uniform, with the exception of appropriate alterations required for proper fit, is prohibited.

Crescent City Christian School reserves the right to rule on anything not included here that the school might deem to be unacceptable attire or appearance.

### ***Requirements for all students:***

#### **Shirts:**

Royal blue or gold Crescent City shirts purchased at School Time are required. Shirts must be tucked in so that pant waistband can be seen. Shirts that are rolled under to appear to be tucked in are

not acceptable. The shirt collar must be down. The shirt sleeves may not be rolled up.

**Undershirts:**

A plain white undershirt or the official school P.E. shirt may be worn under the uniform shirt, and the sleeves of the undershirt may not be visible. Other colors are not allowed.

**Sweatshirts/Sweater/Fleece:**

Only the Navy blue sweatshirt (with emblem) purchased at School Time are allowed. A school shirt must be worn under the sweatshirt. No hooded sweatshirts of any kind are allowed.

**Jackets:**

Only the school-designated jacket (navy with emblem), sweatshirt (crew neck, navy blue, with emblem), Sweater (navy blue with emblem) or Fleece (navy blue with emblem) purchased at School Time will be allowed over the uniform.

**Coats:**

Outer coats will be a solid color (no logo) and may be worn to and from school and not in the school building. Outer coats must be stored in the locker upon arrival on the CCCS campus.

**Shoes:**

Only solid black tie shoes (tennis shoes or dress shoes) will be allowed; any emblem on the shoe will be solid black. Pre-K 3 through second grades may wear solid black tennis shoes with Velcro instead of tie laces.

**Socks:**

White crew socks will be worn. During cold winter months, girls may wear solid black footed stockings (white crew socks will still be worn over the stockings).

**Hats:**

Hats or athletic headbands of any kind may not be worn with the school uniform. Bandanas or headbands are not allowed to be worn on campus or at any school function. Baseball caps are acceptable at most extracurricular functions.

**Jewelry:**

Neck chains may be worn but must be tucked inside the student's undershirt.

**Unacceptable Garments:**

Students are prohibited from wearing to school or any school-related function any garment that advertises, promotes, or suggests in any way drugs, alcohol, tobacco, or any behavior that conflicts with the mission of Crescent City Christian School.

Athletic sweatbands or similar items may not be worn with the school uniform.

**Tattoos:**

Crescent City Christian School discourages tattoos on students and does not allow them to be visible when the student is in the school uniform, the P.E. uniform, team uniform, or other clothing at school or any school-related activity.

**Body Piercing:**

Earrings, studs or anything used to maintain a hole in other parts of the body are prohibited at all times at school and at all school related activities.

*Specific uniform requirements for boys*

**Pants:**

The navy blue or khaki pants purchased from School Time will fit the student at his waistline, be zipped and buttoned and will not be excessively tight fitting nor baggy and oversized. Boys up to second grade may wear shorts purchased from School Time.

**Belts:**

Belts are required and must be black with a basic buckle (no emblems). Oversized or inappropriate belt buckles are not allowed.

**Hair:**

Hair must be neat, clean, and of moderate style and proportionate length and thickness in the front, back, and on the sides. It must be cut, not merely combed back or away, so that it cannot touch the collar of the uniform shirt, the ears, or the eyebrows. New wave, wedge, uneven cuts, excessive afros, braids, fade lines, layered hair, shaved heads, and spiked hair are examples of unconventional hairstyles that are not allowed. Hair must remain its natural color. Hair coloring, dyeing, highlighting, or bleaching is not allowed. No hairstyle may cause undue attention.

Students whose hair is deemed inappropriate by the Dean of Students may be sent home. A boy's face must be clean shaven. Sideburns may not extend below the middle of the ear. Students

who arrive for school unshaven will be required to shave at school and may face disciplinary action.

**Earrings:**

Earrings, studs or anything used to maintain a hole in the earlobe or other parts of the body are prohibited at all times at school and at all school related activities.

*Specific uniform requirements for girls*

**Skirts:**

The uniform plaid skirts/jumpers purchased from School Time will touch the floor when the student is kneeling; the skirt will be fully zipped and buttoned and will not be excessively tight fitting (female students may also wear the uniform pant if desired). Jumpers (from School Time) will be worn by grades K-5 through second. Third grade girls have the option of either jumpers or skirts. All fourth through twelfth grade girls must wear the uniform skirt. Skirts must be worn at the waist and may not be rolled up.

**Pants/Shorts:**

The uniform navy or khaki pants purchased from School Time will fit the student at her waistline, be zipped and buttoned and will not be excessively tight-fitting. Girls may wear uniform shorts (from School Time) in grades K-5 through second.

**Leggings:**

During the winter months, girls may wear solid black footed stockings (white crew socks will still be worn over the stockings). Sweat pants and thermal underwear are not allowed.

**Hair:**

Hair should be clean, neat, simple and appropriate to the educational environment. Extremes in hairstyles and hair colors are not allowed as (determined by the Administration). Hair accessories should coordinate with the uniform. Highlighted hair for female students is acceptable. No hairstyle or color may cause undue attention.

Students whose hair is deemed inappropriate by the Dean of Students may be sent home.

**Earrings:**

Female students may wear no more than two earrings in each ear lobe; earrings may be up to 1” in width and length. No student may have any other piercing.

**ATTENDANCE POLICIES**

Crescent City Christian School has been approved by the State Board of Elementary and Secondary Education (BESE). As an approved school, CCCS is subject to the regulations outlined by BESE. Attendance regulations permit absence from school in cases of illness or personal emergency.

We believe that daily attendance is an act of Christian discipline that reflects one's responsibility toward God, the educational institution, and self. The student should sense that his or her present and future success depends upon thought and work patterns established during the school years. In this regard, the student is responsible for his or her own academic success.

The student's parent(s) and the school are responsible to guide the student in a manner that will promote the student's growth to maturity and success. It is essential that parents encourage the student to see the priority of school attendance.

Our policy encourages punctuality and regular attendance. In addition to what is stated above, we believe attendance is important for the following reasons:

- No student can achieve his or her full potential if that student misses part of an assignment or class discussion.
- Good work and attendance habits developed at school will benefit students whether they go on to college or enter the world of work. There is a direct relationship between academic success and regular school attendance.
- Attendance is part of a student's permanent school record. College admissions officers, scholarship administrators, and future employers consider attendance important. Class attendance demonstrates respect for our teachers and recognizes the important work they do on a daily basis.

**Tardies:**

Students should plan to arrive fifteen (15) minutes prior to the beginning of their first class to avoid a tardy. Students must be in their assigned seat when the tardy bell rings or a tardy will be issued.

A pattern of repeated tardiness is disrespectful and is disruptive to the class environment.

Students are expected to report to class on time. Excessive tardiness will be referred to the Dean of Students for disciplinary action as follows:

On the third tardy and every subsequent tardy thereafter, the student will serve a detention.

On the sixth tardy the student will serve a Saturday School.

On the ninth tardy the student will be suspended.

**Absences:**

According to the Louisiana Handbook for Nonpublic Schools “in order to be eligible to receive grades, high school students shall be in attendance a minimum of 80 days per course each semester.”

*A student attending less than 80 days per course per semester will lose course credit* unless there are extenuating circumstances that are to be discussed with and approved by the administration. The absence policy is as follows:

Each student is permitted nine (9) absences per semester. Please note that the State does not differentiate between excused or unexcused; these terms are strictly used by CCCS to determine the eligibility of the student to make up missed work assignments).

Every unexcused (determined by the administration) absence results in a zero in the student’s record for all missed assignments/tests.

On the fifth (5) absence, a letter of notice will be sent to the legal guardians of the student.

On the ninth (9) absence, a letter of notice will be sent to the legal guardians of the student and they will be contacted via phone.

Absences after nine (9) will result in failure of coursework.

CCCS asks that parents/guardians seriously evaluate the need for absences from class. Schedule appointments on days there is no school or during off school hours. Vacations should be scheduled around the school calendar. Absences can also place extra burdens on our staff.

### **Procedures for Absence from School**

*When a student is absent from school, two things are required:*

1. **Parent call** – When a student is going to be absent from school or class, for any reason, a parent or guardian must call the school before 8:30 A.M. to report an absence. Parents must call on the first day of absence and every day of absence thereafter.
2. **Note** – When a student has been absent for any reason, a written explanation must be presented to the office, in addition to the required phone call(s). The note must be legible and include the following:
  - Date of the written note
  - Date(s) of absence
  - Student’s full name
  - Reason for absence
  - Parent or guardian’s signature

### **Unexcused Absence from School or Class**

Unexcused absences may incur disciplinary action. Intentional class cutting will be treated as a

major disciplinary offense, which will typically result in suspension. Teachers are not required to allow students to make up any or all of the work, nor to give make-up tests, nor extend the time on assignments.

### **Leaving Campus during the School Day**

Students may not leave campus during the school day without approval from the office. Normally such approval is granted only upon written request by the student's parent or guardian.

### **Attending School Events on Absence Days**

Any student who is absent from school on the day of a school event may not attend or participate in the event without explicit permission from the Dean of Students. Students must be in school at least 4 class periods in order to attend or participate.

## **BEHAVIOR STANDARDS**

Discipline begins with parental involvement. Parents are encouraged to follow the principles set forth in Matthew 18: 15-17:

Pray

Take the concern directly to the teacher.

Seek counsel of another individual and approach the teacher again.

Bring the issue to the residing authority (Dean of Students or Administrator).

**Generally, students should abide by these basic guidelines:**

1. **Immediate obedience** – Students should respond positively to any instruction given by those in authority. *Eph. 6:5-7*
2. **Honor for authority** – Students are expected to give honor to all those in authority in both attitude and action. *Rom. 13:1-2*
3. **Absolute honesty** – Students should never lie, deceive, mislead, or fail to tell the truth. *Rom. 13:13*
4. **Christ-like behavior** – In all attitudes and actions, students should live according to Biblical principles and values. *Eph. 2:10, 5:1*
5. **Complete dependability** – Students should keep their word and accept the necessary responsibilities. *Matt. 5:34-37*

## CONDUCT STANDARDS

A complete list of unacceptable behaviors would be impractical, but certain unacceptable behaviors are listed below:

- Disrespect or insolence directed toward a teacher or any staff member at CCCS
- Talking without permission or interrupting the teacher or class
- Writing or passing notes
- Throwing objects indoors
- Chewing gum or eating in class
- Fighting, excessive noise, or disorderly conduct in restrooms, halls, lunchroom, playground, or classrooms
- Profanity, obscene gestures, immoral actions, or suggestive conversation
- Tampering with school or church equipment or property or destroying another's property in any manner
- Leaving the school grounds without permission.
- Smoking, drinking alcoholic beverages, using illegal drugs, gambling, or any involvement in pornography or sexual immorality
- Use or possession of any of the following items on campus: skateboards, walkmans, radios, CD players, IPODS, beepers, cell phones, questionable literature or magazines unrelated to academic subjects, posters, weapons, pocket knives, or any articles that promote or advertise non-Christian music

- Any behavior deemed unacceptable by the school administrator

## **DISCIPLINE**

At Crescent City Christian School we believe that a Christian approach to discipline has at its core the goal of molding a child into the image of Christ. We prefer to train a child in the way he should go as opposed to merely punishing him for breaking a rule. Therefore, our discipline system attempts to use logical consequences for actions rather than just punitive measures.

Each teacher is responsible for his/her own classroom management. Therefore, most, if not all, discipline matters will be handled by the teacher in the classroom. Each teacher is committed to treating the children with a loving and respectful attitude. Each teacher will also maintain proper communications with the parents so that they are aware of the situation.

Teachers are encouraged to have a few clearly explained rules, which the students must follow. There also is to be a well-defined list of possible consequences for students who do not abide by the rules. Each teacher is free to select the consequence he/she feels will best serve the student and the class for each offense. Our teachers do an excellent job of controlling their classes in a loving manner.

Because we believe each student is an individual and because we believe that our teachers are professionals who are capable of making appropriate decisions concerning consequences on a case-by-case basis, it is impossible to provide a sequential list of specific consequences.

Our school has an insubordination rule, which states that any student who does not abide by the consequences decided upon by the teacher is not allowed to return to class until he/she has done what the teacher requires.

A parent who has a question concerning the actions of any teacher should set an appointment to discuss the matter with the teacher after school hours. Parents should not expect a teacher to take time out of the school day for this conference, nor should they plan to discuss anything with the teacher while dropping children off in the morning. The administrator may be involved in this meeting at the parent's or teacher's request. Parents should not take a matter directly to the administrator or a church staff member without first trying to work it out with the teacher.

### **Discipline Policy**

Since the school desires to honor the name of Jesus Christ, a high standard of conduct is expected of staff and students. Our public conduct should be consistent with our basic concept of life, and since

we profess to love God above all and our neighbor as ourselves, we should reflect that love in all of our actions as well as in our attitudes toward each other and our work.

The Bible states that parents are responsible for the training and instruction of their children. The Christian school stands ready to assist parents in their God-given responsibilities. CCCS seeks not to assume a task that God gives parents, but rather to serve as the parents' appointed and authorized representatives in the training process. The school expects the parents to support the administering of disciplinary action. The administration determines compliance with the policy and has the final word in all instances.

***Please read carefully the following items:***

- A Crescent City Christian School student is expected to strive for the highest level of Christian behavior both on and off campus. This is manifested in a sense of self-discipline and respect for both themselves and others, while developing positive attitudes of Honesty and Integrity, Courtesy and Respect, Loyalty, and School Spirit.
- There are times and places in which the behavior of students affects Crescent City Christian School. In all such cases, student behavior is considered within the province of Crescent City Christian School.
- While off campus, students shall conduct themselves in a manner consistent with their status as a member of the Crescent City Christian School community.
- If a student is present when wrongdoing is evident, then that student has the obligation to remove himself/herself from that situation; otherwise the student shares in the consequences related to such behavior.
- Behavior that is contrary to the philosophy or policies of Crescent City Christian School makes a student subject to disciplinary action.
- It is the students' responsibility to know and follow all the rules and regulations of Crescent City Christian School.
- Crescent City Christian School reserves the right to random drug test and search students' lockers or personal belongings at any point in time.

- Crescent City Christian School reserves the right to rule on anything not included here that the school might deem to be unacceptable behavior or inconsistent with the dress code.
- Crescent City Christian School reserves the right to change its rules. Any such changes will be made known a week before they go into effect

### **Means of Discipline**

#### **Teachers:**

Teachers for the most part will handle discipline cases in their own way in harmony with school policy. Such discipline may range from a reprimand to punishment(s).

#### **Administration:**

The Dean of Students will handle cases (5<sup>th</sup>-12<sup>th</sup> grades) and the Elementary Director will handle cases (Pre-k3 – 4<sup>th</sup> grades), referred to him/her by the staff as well as cases occurring outside the classroom. In general, and where possible, attempts will be made to fit the discipline to the offense.

#### **Discipline Board:**

A Discipline Board may be convened by the Dean of Students or the Administrator to assist in the investigation or review of serious disciplinary cases and/or to recommend disciplinary sanctions, especially when the possible punishment includes expulsion.

#### **Consequences:**

Discipline should be supported with timely and appropriate consequences from the Dean of Students/Elementary Director. Some examples of disciplinary action which can/will be taken are:

*Sequential Levels of Consequences-*

3 Character Slips = Detention

6 Character Slips = Saturday School and Behavioral Accountability

9 Character Slips = Suspension and Behavioral Probation

*Behavioral Accountability-* Ideally the goal of discipline is to change/redirect behavior, therefore advisors (staff members) will be assigned to mentor and teach students in regards to their behavior and possible modifications.

*Behavioral Probation-* Weekly evaluation of a student's behavior by a committee of faculty members who are in relation with the student.

#### **Detentions**

Detentions are used as a means of disciplining students. No student may be excused from serving a detention or work assignment for the sake of an extra-curricular activity or job. Detentions will be

assigned at the discretion of the Dean of Students. The student bears the responsibility for the punishment. Detentions will be served before school from 6:45-7:45 a.m. and monitored by a faculty or staff member.

### **Saturday School**

Saturday School will be served on Saturday beginning at 7:00 am. The length of the detention will be between 1 and 4 hours as assigned by the Dean of Students. At detention, students will be required to wear their school uniform and must bring paper and pen or pencil. If a student is late, he/she will receive another Saturday detention. Students who skip detention will receive additional disciplinary action, which could include suspension or expulsion. Students who act inappropriately in detention will receive additional disciplinary action.

The only acceptable excuses for missing a detention are a doctor's verification of illness, or a death in the family. **NO OTHER EXCUSES ARE ALLOWED**. Excessive detentions will lead to a suspension.

### **Parent Conferences**

Conferences may be called by the staff, administration, or parents to discuss a student's conduct.

### **Probation**

Probation is a period of time in which the student may not incur any other infractions of the discipline code without incurring further consequences. During this time the student must demonstrate appropriate behavior and growth.

Probation may include not attending extracurricular activities for a specified time.

### **Suspension**

The Dean of Students may suspend any student for violating the discipline policy set forth below and for neglecting to comply with previously imposed discipline. Suspension is the school's most serious form of warning, and may well be the final warning before expulsion.

In general, suspensions are of two types:

- *In school*: Suspended students will be assigned to a room in the school for the term of the suspension.
- *At home*: Such suspension shall be made only when either (or both) parent(s) are home to continuously monitor the suspended student and when it is in the best interest of the school to have the student off campus.

During the period of suspension, the student may not attend classes and may not participate in or attend any school-related activities. The consequence for both in-school and at-home suspensions:

- *The suspended student is required to complete and submit all the work assigned during the period of suspension, but will not receive credit toward his/her grade.* The student will receive a zero on any tests, quizzes or other graded assignments that were given when the student was suspended.
- In addition, a suspended student will be placed on probation. A repeated similar offense or other major misconduct while on probation following a suspension is very likely to result in expulsion. Suspension may be given for first time or repeated offenses.
- Three suspensions are grounds for expulsion.

## **Expulsion**

Expulsion is the permanent removal of a student from Crescent City Christian School. Expulsion may result after a single major offense or a series of misbehaviors. Crescent City Christian School reserves the right to dismiss at any time, any student whose influence is found to be harmful or who shows by his/her conduct that he/she is not amenable to the rules and regulations or who fails to uphold the standards of the school at any time.

### ***Examples of actions that are grounds for expulsion:***

- Third suspension
- Vandalism/defacing school property, teachers' property, other students' property
- Violation of drug/alcohol policy
- Harm (verbal or physical) toward a student or member of the school or church staff
- Violence of any kind
- Possession of a weapon
- Stealing or possession of stolen materials

## **Student Rights in the Discipline Process**

Inherent in the discipline process at CCCS is the following:

- Christians are to follow the format laid down in Matthew 18:15-17 to resolve complaints or problems.
- Attendance at CCCS is a privilege, not a right.

- The staff and administration are pledged to follow Scriptural principles of love and compassion in their dealings with students and parents.

A student's disciplinary record is privileged information, open only to his or her parents and school personnel.

If a problem occurs between the student and the teacher, the following steps must be taken:

- The student should bring the problem or question directly to the teacher before anyone else is involved. This should be done at break, lunch time or after school.
- If the problem is not resolved at the above level, the student's parent(s) should bring it to the teacher.
- If the problem is not resolved at the above level, the student or the student's parent(s) should bring it to the administration.

### ***Specific Discipline Policies and Regulations***

#### **Drugs/Alcohol:**

The school's alcohol and drug policy is based on a "zero tolerance/no use" philosophy. Any student, who possesses, furnishes, uses, or sells alcohol; narcotics or any other illegal drugs or intoxicants shall be subject to severe disciplinary action such as suspension or expulsion.

The school reserves the right to search both persons and belongings (e.g., schoolbags, contents of lockers, vehicles, etc.) if it has reason to believe that a student is carrying or using alcohol or illegal substances.

Crescent City Christian School may require a drug test if a student's observed behavior or actions indicate the possibility of use. A positive test will result in serious disciplinary action such as suspension or expulsion. A student's refusal to take a test will result in serious disciplinary action such as suspension or expulsion.

Each month a random urine test will be administered to five to ten (5-10) students. This testing is done to insure that our students are following the drug and alcohol policies and to give the students a low pressure way out of potentially harmful situations.

#### **Tobacco:**

No student is allowed to possess, smoke, or use any kind of tobacco product. Smoking or use of tobacco or possession of tobacco is grounds for suspension.

#### **Academic Dishonesty:**

Academic dishonesty is a serious matter that will result in a failing grade for the assignment as well as serious disciplinary action, such as suspension or, in the case of extreme or repeated academic dishonesty, expulsion.

The following are examples of behavior considered to be dishonest:

- Entering an academic testing situation with an unfair advantage, such as stealing materials or receiving stolen materials from another individual
- Forgery
- Giving or receiving answers to quizzes, tests, and examinations
- Lending or copying a written assignment, in or out of class
- Plagiarism (copying the work from another source without appropriate citations)
- Violating testing procedures as defined by a teacher in an individual classroom

**Theft:**

Theft of another student's property or of school property is a serious offense and will not be tolerated. Theft will almost always be punished by suspension from school and police notification. Continued violations will result in expulsion.

**Sexual Harassment/Hazing/Harassment:**

The school will not tolerate the sexual harassment of any student, school employee, or volunteer worker by any student. *Sexual harassment* is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. The conduct must be considered to be sufficiently severe or pervasive to have a negative impact upon the student's or school employee's performance or to create an intimidating, hostile, or offensive educational environment.

Other types of conduct which are prohibited in the school and which may constitute sexual harassment include:

- Unwelcome sexual flirtations or propositions.
- Verbal abuse of a sexual nature.
- Graphic verbal comments about an individual's body.
- Sexually degrading words used to describe an individual.
- Display of sexually suggestive objects or pictures in the educational environment.

**Hazing:**

Hazing shall be defined as any conduct or method of initiation into any student organization or

team, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.

Any student who is found guilty of sexual harassment/hazing, or is guilty of any act of retaliation against an individual who reports a violation of the sexual harassment/hazing policy or who participates in the investigation of a sexual harassment/hazing complaint, shall be subject to a minimum of suspension, up to expulsion.

**Defacing or Damaging School or Staff Property:**

Malicious or careless acts which result in damage to or destruction of school property or another school, student or staff members' personal property will result in both appropriate disciplinary action and the replacement or repair of such property by the student and his or her parent(s) or guardian(s). In the case of accidental damage, the student should make a report to the Dean of Students as soon as possible. Students are to report to the Dean of Students any damage that they see.

**Fighting:**

Fighting among students is absolutely prohibited and will be treated as a major disciplinary offense. Students who engage in fighting either at school or at school-sponsored events are likely to be suspended or expelled.

**Disrespectful, Disruptive Actions, Conduct, Language or Attitude:**

Disruptions in class, unruly behavior, and defiant conduct, such as talking back to school employees, or disrespectful language or gestures, will not be tolerated at any time. Respect for authority is biblical and basic to the lifestyle and conduct of any Christian. Respect for authority is expected of each student for any staff member at all times. Any student who is disrespectful to a staff member will be subject to disciplinary action that may include probation, suspension, or in extreme cases, expulsion.

**Hazardous Items Prohibited:**

Matches, lighters, fireworks, firearms, knives and other such items that expose students, school personnel or property to real or perceived danger (e.g., toy weapons in class) are forbidden. Anyone possessing or using such items in school, on school grounds or at school-sponsored activities is subject to suspension or expulsion depending on the circumstances and materials involved.

**Cursing/Swearing/Inappropriate Language:**

Students are to refrain from using the Lord's name in vain. Racial or ethnic insults, cursing, lewd, offensive, or vulgar language or gestures, whether physical, written or spoken, are not permitted and

are grounds for disciplinary action that may include suspension or expulsion.

## **GENERAL BEHAVIOR**

### **Conduct Outside School:**

Conduct on the streets, on buses, at athletic contests, and other school-related activities should reflect those values and principles expected at Crescent City Christian School. Students are to respect property and rights of the neighbors of the school and the public at-large. Students are accountable for their actions on and off campus.

### **Lunch:**

All food and drink must be consumed in the cafeteria. During lunch, students are permitted in the cafeteria or in the fenced area behind the cafeteria. Students are not allowed in the hallways or either gym. Students are not allowed to have lunch delivered to the school office. Parents are welcome to bring lunch and eat with their students during the lunch period. Parents should check in with the school office prior to joining the student in the cafeteria. Students are not allowed any unauthorized visitors.

### **Food, Drink, Gum, Candy:**

Eating and drinking is forbidden in all buildings with the exception of the cafeteria. Gum chewing is not permitted on campus at any time.

### **Littering:**

Students are required to place all refuse in proper receptacles. Students are also asked to pick up the refuse left carelessly by others.

### **Cell Phones:**

Cell phones are not to be used on campus during the school day. The school day begins when a student arrives on campus. Any cell phone or other wireless communication device that is seen or heard will be confiscated and turned over to the Dean of Students. Furthermore, the student will be subject to disciplinary action. The phone will be returned only to a parent or guardian on the following Monday.

Students may use cell phones after the school day has ended unless they are in extended care.

**Telephone:**

Students will only be called out of class in the event of an emergency (at the discretion of the Administrator). If a parent needs to reach a student, they should call the office. The office staff will call the student to the office to return the phone call. Non-emergency phone calls will not be permitted. Students should not be receiving calls on cell phones from their parents during the school day.

**Radios, TV's, Tape Recorders, I-pods, etc.:**

Students are not allowed to have any electronic items at school at any time for any reason. Any electronic device that discovered will be confiscated and turned over to the Dean of Students. Furthermore, the student will be subject to disciplinary action. The confiscated item will be returned only to a parent or guardian.

**Driving/Parking:**

Driving and parking on campus is a privilege and may be revoked if the proper procedures and safety measures are not followed. All students who wish to drive and park on campus will need to register their vehicles with the school office and will be issued a parking permit. Any student who does not register their vehicle will not be allowed to drive or park on campus. Students may register their vehicles with the school office during orientation. Students must bring their registration, proof of insurance, license plate number and drivers license to the school office. The school office will make copies of these items and issue the parking permit at that time. If students have more than one vehicle which needs to be registered, they may bring in the information for the additional vehicle(s) and additional parking permits will be issued.

Students may park in assigned areas only. Students may not sit in their cars before school. Students are not allowed to go to their cars during the school day. Students should not drive in the parking lot in front of the buildings. Speeding, reckless driving, illegally parking in handicapped area, improperly parking outside of lined spaces is not allowed. The speed limit on campus is 5 mph. Revocation of parking permits is at the sole discretion of the Administrator and may be acted upon at any time without prior notice.

**MISCELLANEOUS ITEMS****Public Displays of Affection:**

The public showing of affection is not permitted on campus or at school events.

**Pregnancy:**

Any student becoming pregnant and the prospective father will be expelled.

**Married Students:**

Crescent City Christian School does not accept students who are married or have ever been married. If a student marries while enrolled at Crescent City Christian School, that student must withdraw from the school.

**Contagious Diseases:**

Any student who is absent with a contagious disease must have a doctor's note to return to school. Students must be free of fever, vomiting, etc. for 24 hours before returning to school.

**School Visits:**

If parents wish to visit the school for any reason, please call the office for an appointment. Teachers are available from 3:00 p.m. until 4:00 p.m., but appointments should be made through the teacher. Parents must sign in with the school office when on campus.

**Telephone Messages:**

Please arrange all routine matters at home. Only emergency telephone messages will be taken by the secretary.

**Cafeteria:**

CCCS has a complete hot lunch program (please check with the office for details); however, it is the option of the student to bring his/her own lunch or to participate in the hot lunch program.

**Health Records:**

A current certificate of immunization or certificates of exemption from immunization must be on file in the school office by the first day of school. Students in pre-kindergarten through twelfth grade must have records on DPT, OPV, MMR, HIB, etc.

**Medication:**

The school does not administer any internal medication (including aspirin) to any student without permission from the parent. Any student who needs internal medication must bring it from home with a note from the parent, and deposit it in the school office for use when needed. All medication must be in the original container with dosage requirements clearly legible. No medication will be accepted

and/or administered unless it is in the original container.

All medication must be received and administered through the school office. Teachers or other staff will not accept or administer any medication at any time for any reason.

**Lost and Found:**

The school maintains a lost and found department in the office. All lost and found articles are channeled there. The school assumes no responsibility for lost items. A child should ask for a lost item more than once. All lost articles will be forwarded to the child immediately if tagged with his/her name. All untagged items will be placed on display in the cafeteria on the last school day of each month. Any unclaimed items will then be disposed of.

In order to avoid the loss of your students' possessions, please clearly mark all of your students' items with their first and last names. Iron-on clothing tags are available at the uniform supply store as well as most retail clothing stores.

**Books:**

Students will be charged \$50.00 for lost books and \$25.00/\$50.00 for damaged books.

**Home Study:**

It is important that a student do some independent study. Most students should have homework on Monday, Tuesday, and Thursday nights. There may or may not be a limited amount of homework on Wednesday and on the weekend. Additionally, the student who does not complete the daily work in school may be expected to complete it at home.

**Athletics (grades 6-12):**

**Boys**

Football, Basketball, Baseball and Golf (Track and Field on a limited basis)

**Girls**

Volleyball, Basketball, and Softball (Track and Field on a limited basis)

**LHSAA**

Crescent City Christian School is a member of the Louisiana High School Athletic Association (LHSAA), and enjoys competitive sports with all other members of the Association. Always feel free to come by the office for the latest sports schedule.

**Presence Outside School Hours:**

Students are not to be in the school building after hours unless accompanied by school personnel.

**Blankets and pillows:**

Blankets and pillows are prohibited.

**Gambling:**

Gambling of any type is prohibited.

**Skateboards/Other:**

Skateboards, rollerblades, scooters, wheelies, etc. are prohibited on campus.

**Bicycles:**

Bicycles are not to be ridden on campus. If a student rides a bicycle to school, arrangements should be made with the Dean of Students to properly store the bicycle.

**Other Prohibited Items:**

Toy guns, funny/comic books, risqué magazines, playing cards, etc. should not be brought to school for any reason. All of these items will be confiscated.

**VARIOUS SCRIPTURES TO PONDER**

**Proverbs 22:6**

“Train a child in the way he should go, and when he is old he will not turn from it.”

**Proverbs 3:3-8**

“Let love and faithfulness never leave you; bind them around your neck, write them on the tablet of your heart. Then you will win favor and a good name in the sight of God and man. Trust in the Lord with all your heart and lean not on your own understanding; in all your ways acknowledge Him, and He will make your paths straight. Do not be wise in your own eyes; fear the Lord and shun evil. This will bring health to your body and nourishment to your bones.”

**Deuteronomy 6:5-7**

“Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.”

**Micah 6:8**

“He has showed you, O man, what is good. And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God.”

**Ephesians 6:1-4**

“Children obey your parents in the Lord, for this is right. Honor your father and mother, which is

the first commandment with a promise, that it may go well with you and that you may enjoy long life on the earth. Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.”

**Ephesians 5:1-2**

“Be imitators of God, therefore as dearly beloved children and live a life of love, just as Christ loved us and gave Himself up for us as a fragrant offering and sacrifice to God.”

**Ephesians 4:32**

“Be kind and compassionate to one another, forgiving each other, just as in Christ, God forgave you.”

**TEN WAYS TO HELP YOUR CHILD FAIL**

Never read correspondence sent home from school. After all, the school will call if something really serious happens.

Don't show any interest in your child's school. Never come to any parent meetings, and especially don't make time for student performances.

Allow homework to be done late at night. After all, the important things (baseball practice, playing, watching TV, listening to the radio, etc.) are finished.

Say things like “You're stupid,” or “Why are you so slow?” when your child is having trouble understanding something.

Never help your child with his homework. After all, you really are busy, and what do you know about new math anyway?

Always question the intelligence of your child's teacher in front of your child. If an assignment is particularly difficult, blame it on the unreasonable teacher. Always take your child's word for what happened in class.

Be quick to question the teacher's motives every time your child receives any discipline. Call the teacher at home and give him a piece of your mind. (Make sure the child gets to hear this.)

Be sure to tell your child a few stories about how you never did well in a certain subject. Try to convince him that his problem is heredity. Make sure your child knows that you never understood

the need for fractions, algebra, predicate adjectives, or some of that other stuff either, but you still made it in life.

Show a total lack of interest in learning anything new. Never watch educational TV and absolutely never let your child see you reading a book. Make sure he knows that you're not even sure where the local library is located.

Do not pray for the school, the teachers, or your child. After all, the "*effectual fervent prayer of righteous man availeth much.*" *James 5:16*