

2021-2022
Student Handbook
Revised 3.2 (2-5-21)

Casper Christian School



Table of Contents

Introduction	4
Letter from the Board President of School Casper Christian School	
School Leadership Roster	
Board Members	
Administration	
Faculty	
Support Staff	
Identification	5
Mission Statement	
Philosophy of Education	
Admission Philosophy, Policies, and Procedures	
Notice of Nondiscriminatory Policy	
Procedures	9
Academics	
Grading Scale	10
Curriculum	
Homework	
Promotion Policy	
Credit for Summer School or Independent Study	11
Dropping and Adding Courses	
Academic Probation and Dismissal	
Activity Eligibility	12
Report Cards and Progress Reports	
Conferences	
Visitation	
Attendance	13
Excused Absences	
Unexcused Absences	
Excessive Absences	
Tardiness to School	
Student Release Prior to Dismissal Time	
Student Activities	14
Opportunities for Student Involvement	
Service	
Leadership	
Athletics	15
Opportunities	16
Lifestyle Expectations	
Student Life	16

Dress and Grooming	
Adopted Dress Code Principles	17
Bullying Policy	18
Student Discipline	19
Suspension	
Rules Regarding Smoking, Drinking, Weapons, Explicit Material	
Disciplinary Probation	20
Expulsion	
Computer Use	21
Building and Grounds	
Chapel	
Lockers	
Cell Phones	
Vehicles	
Health and Safety Issues	21
Distribution and Consumption of Medication	
Illness	
HIV Precautions	
Emergency Release Form	
General and Miscellaneous Information	23
Campus Hours	
Campus Visitors	
Emergency Drills	
Change of Contact Information	
Delivery and Pickup of Students	
Lost and Found Items	
Lunch Program	
Messages	
School Calendar	
Opportunities for Parent Involvement	24
Parent/Student Handbook	
Important Federal Regulations/Information	
FERPA Regulations	
School Closure Information	
Who to Call	

Introduction

Letter from the Board President of Casper Christian School

Dear Families of Casper Christian School,

Thank you for selecting Casper Christian School for the education of your child.

And these words, which I command you this day, shall be in your heart: And you shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise up.

~ Deuteronomy 6:6-7

It has been well said, “The three most important institutions in the life of a child are the home, the church, and the school. Students are best served when all three point in the same direction.” Christians desire to see our children become compassionate disciples of Jesus Christ who walk in the truth. This three-fold partnership gives our students the best opportunity for this mission to be accomplished. We consider the enrollment of your students at Casper Christian School a sacred trust. Through God’s grace, we will do our part and we know you will do yours. Together we are mountaineers for Jesus Christ - let’s climb higher!

In His service,

Dr. Jack Olsen

School Leadership Roster

Board Members

Dr. Jack Olsen, Chairman	Walter Putman
Dr. Zach Vreeman, Vice Chairman	Risa Petrie
Scott Postma, Treasurer	Shawn Watts
Kyree Corbett, Secretary	Laura Milne

Administration

Administrator to be announced
Harry C. Guess, III, Director of Operations

Faculty

Will be announced during the summer months. All regular faculty will be certified with ACSI and hold at least a Bachelor’s degree.

Identification

A. History

From the beginning of the process of forming a Christian High School in Casper, it has been a consistent wish of the people involved that CCS be a **school independent of a particular church**, with leadership, parents, and students that represent a large number of different churches and backgrounds. Our initial team consisting of a dozen members has found support in the community from more than thirty churches, and there are currently more than 400 people assisting us on the prayer team. In January 2019 we appointed the first Board of Trustees for CCS in accordance with our established bylaws.

B. Mission

The mission of Casper Christian School is to partner with the home and the church to provide students with Christ-centered academic excellence that equips them to serve Christ in the world.

C. Doctrine

Casper Christian School is not affiliated with any particular church or denomination. We are a conservative, evangelical body of Christians who believe what is written in the doctrinal statement of the Association of Christian Schools International.

ACSI Statement of Faith

<https://www.acsi.org/membership/acsi-overview/statement-of-faith-and-history>

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28-29).

6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).
8. We believe that the term *marriage* has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
9. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).

Our Statement of Faith is not exhaustive of all of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. The Casper Christian School Board of Trustees holds final interpretive authority on biblical meaning and application with regard to faith, doctrine, policy, practice, and discipline.

D. Vision

Students who graduate from Casper Christian School will be (1.) spiritually (2.) intellectually, (3.) physically, (4.) and socially prepared to live and lead for the glory of God.

E. Purpose

Our aim socially is to provide a Christian perspective on life and the world; this perspective should produce a balanced personality and a proper understanding and acceptance of one's role in life at home, at work, at play, and at worship – all grounded in the **Biblically based** Christian concept of love.

This philosophy channels our energies toward promoting high academic standards while helping students to achieve skills in creative and critical thinking and to integrate academic subjects with a biblical worldview. The objective of our instructional program is to enable students to pursue the postsecondary education of their choosing, whether in college, university, or vocational training.

F. Core values

- That CCS glorifies God in every way it operates
- That CCS teaches students a biblical worldview that this world is all about God and not all about themselves.
- That CCS provides a place where students can be together with godly peers
- That CCS is an excellent corporate witness and a bright light in Casper
- That CCS does not replace but partners with the parents and their home church – students are best served when all three come together.

G. Learning Outcomes

Graduates from Casper Christian School will be able to:

- Articulate a personal, vital faith and comprehensive Christian worldview
- Communicate honestly, clearly, and persuasively
- Think critically and choose wisely
- Serve others with humility, confidence, and compassion
- Can excel in college and career as lifelong learners

Philosophy of Education

In Colossians 2:8 God warns His people not to be “taken captive by hollow and deceptive philosophies built upon human tradition...rather than Christ”. Instead of an education built upon the human philosophies of secular humanism and radical pluralism, Casper Christian teaches students based upon the truth of Jesus Christ as stated in the Bible. Things such as truth, goodness, and beauty are instilled in our students who learn to see that life has meaning and purpose in Christ (Philippians 1:21). As such, Casper Christian School partners with the home and the church to develop godly young men and women.

Casper Christian School is not affiliated with any particular church or denomination. We are a conservative, evangelical body of Christians who believe what is written in the doctrinal statement of the Association of Christian Schools International.

Students at Casper Christian School are prepared to be effective communicators, critical thinkers, and effective leaders who will impact the world for the glory of Christ. They are equipped to defend a Christian worldview against the competing worldviews they will face in college such as philosophical naturalism, macroevolution, and moral relativism. They know how to study and conduct themselves in an ethical manner. The course load they take at Casper Christian School including four years of Bible, four years of science, four years of English, four years of math, three years of social studies, and two years of foreign language will give them the best chance to meet college entrance requirements in both Wyoming and out-of-state colleges and universities.

All of our full-time teachers are strong Christians, certified, have high content knowledge, and an ability to connect with students in a meaningful way. They are fully vetted through an application process which utilizes background checks and fingerprint clearance. They are trained in Christian worldview integration and the latest educational pedagogy. Regular training and daily support from administration encourage them to be successful in the classroom because a key component to a successful school is excellent teachers.

Admission Philosophy, Policies, and Procedures

1. Inquiry- Parents visit the website and may call the school with questions.
2. Application- Parents with their student(s) complete and submit paperwork.
3. Review- The process can take up to two weeks and may involve a follow up interview.
4. Enrollment- Registration Fees and paperwork are submitted.
5. Additional- Enrolled students will have various forms to complete as part of joining the school body.

Casper Christian School currently educates students in grades 6-12.

At least one parent seeking enrollment of their students in Casper Christian Schools must be a believer in Jesus Christ and agree with the doctrinal statement of the school.

Parents who desire to have their children at the school will apply for enrollment. The application will require a written personal testimony, a pastoral reference, a personal reference and statement of agreement with the doctrinal statement of the school. Other documents such as transcripts, behavior records, and a statement of financial responsibility will be submitted with the application. If a student does not yet profess belief in Jesus Christ, he or she must state in writing their openness to learning more about the faith while at Casper Christian School.

All applicants, including parents and students, will be interviewed by the administrator and an admissions team appointed by the Board of Trustees.

Students with prior behavioral issues will not be accepted to the school. If administration determines admittance is warranted, provisional acceptance status may be granted and will require a behavioral plan for a certain probationary time period.

Placement tests may be necessary for some students.

Approved students will be enrolled by the registrar. Appropriate fees and follow up paperwork will be submitted in a timely manner according to school deadlines.

Exceptions to the above admissions requirements will be decided by the Board of Trustees.

General Financial Information

Tuition can be paid in full or in ten (10) monthly payments. Payment in full or first monthly payment is due August 1. No student will be allowed to start school whose registration fee and first month's tuition is not paid.

Payment is due on the first of the month and delinquent on the eleventh of the month at which time a \$20 late fee will be imposed. If unforeseen financial circumstances develop, please contact the office. We will be willing to work out a plan of payment to accommodate your situation.

Withdrawal Procedure

If a parent intends to withdraw a child from school, a two-week notice must be given to the Administrator. On the last day of attendance, the student must return all school issued materials.

Fees, fines and any other financial obligations must be paid.

A student who withdraws from Casper Christian School during the school year will be charged tuition as follows: the annual tuition divided by 175 and multiplied by the number of days the student has been enrolled. If the student has paid more than the amount due, a refund will be given.

Any student who withdraws without giving a two-week notice will be charged an additional \$50.00. This fee will also apply to any student who is asked to leave because of disciplinary reasons. The \$50.00 charge will not apply to students who are asked to leave because of failure to pay tuition.

Notice of Nondiscriminatory Policy

Casper Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Procedures

Academics

Students must demonstrate an appropriate degree of success in the classroom in order to be given opportunities to participate in other aspects of school life. Academic issues will be regulated as indicated in each area below:

Middle School Requirements

Bible, English, Mathematics, Social studies, science, physical education are required each year of middle school.

High School Requirements

Students will receive instruction in all subjects necessary to qualify for college enrollment and will exceed requirements for the Hathaway scholarship. On the high school level, this will include 4 units of language arts, mathematics, science, social studies, and Bible. We will have a foreign language elective, along with art, computer, and music. Other electives to be announced.

Grading and Grade Records

Casper Christian School uses the following letter-grade and letter scale:

98 – 100	A+
93 – 97	A
90 – 92	A-
88 – 89	B+
83 – 87	B
80 – 82	B-
78 – 79	C+
73 - 77	C
70 – 72	C-
68 - 69	D+
63 – 67	D
60 – 62	D-
59 – Below F	

Because of the differences that are inherent in the various subject areas, teachers use various techniques for evaluating classroom work and translating a student's achievement into the above letter-grade scale. Any questions as to the teacher's technique of grading should be directed to that teacher.

Curriculum

The curriculum is reviewed each year and generally the administration and faculty take 1/7 of all curriculum and review the mapping of the major headings and texts. Parents are invited to volunteer to join the review team. Inquire in the school office.

Homework

Homework can be expected on the Middle and High School levels and is generally part of the grade for each subject.

Promotion Policy

No sixth, seventh or eighth grade student will be promoted to the next grade if he or she has failed two or more academic subjects (Bible, Math, English, Social Studies, Science). The failed classes (except one) must be made up during the summer for the student to be promoted.

High school students who fail a required course will need to make up the necessary credits by attending summer school, completing an independent study, or repeating the course.

Credit for Summer School or Independent Study

Students must secure approval from the Administration before enrolling in summer school or independent study courses. Casper Christian School will recognize full credit for each completed summer school course or independent study if the grade earned is a “C” or better. Summer school or independent study courses may be taken to make up credits failed, to alleviate scheduling conflicts, or to earn additional elective credits. They may not be taken as a means of accelerating through basic, required courses.

Dropping and Adding Courses

The following procedures are to be followed in regard to a student withdrawing from a course:

During the first three weeks of a semester, a student who withdraws from a course (having provided a note of approval from a parent) will not receive a grade on his record to reflect the work of those first three weeks.

Students may drop and add courses for the first three weeks of a semester only.

A new course may not be added after the third week of the semester unless the student is a new enrollee in the school.

Academic Probation and Dismissal

New students enrolling in Casper Christian School will be placed on academic probation for the first marking period. First marking period probation will be removed based on appropriate performance at the student’s grade level.

Other students will be placed on academic probation for the following reasons:

- Poor past academic performance.
- Low scoring on exams in two or more core subjects.
- Earning two or more F’s in core subjects during any nine-week period.

Disciplinary action will be at the discretion of the administration.

The following recommendations may be made at the time of academic probation review:

- Academic probation will be lifted for those students who earn no F’s.
- Academic probation will be extended for those students who earn one or more F’s.
- Attendance at Casper Christian School may be terminated for students who have earned three or more F’s or have been on Academic Probation for two or more successive grade periods.

Activity Eligibility

Eligibility evaluations will follow our normal grading and progress-reporting schedule. The evaluations will thereby be cumulative for the second half of each nine-weeks grading period. A student will be declared ineligible if he/she receives an “F” in any subject, or less than a “C” average for the progress grading period. The length of ineligibility period is 2 weeks (14 days) or until there is a change in the grade or grade average.

The loss of all extra privileges in which the student may be involved (e.g. holding class office, teacher aide, class parties, sports practices and games, etc.).

Parent – Teacher Communication

Casper Christian School views home-school communication as an essential ingredient of successful Christian school education. This communication may be initiated by the school or home.

Report Cards and Progress Reports

The purpose of the reporting system is to give parents and students a periodic indication of progress in the different subject areas. By means of both progress reports and report cards, parents are informed of the student’s growth not only academically, but socially and personally as well.

Report cards are issued through FACTS at the conclusion of each nine-weeks grading period. Midway through each grading period, progress reports are issued. Teachers will notify each parent of the student’s progress in all subject areas. If in doubt interpreting the content of a report card or progress report, parents may contact the teacher for a more complete evaluation of the student’s progress.

Conferences

Parent/teacher conferences are held after the first quarter of the school year. Time is set aside for parents to meet with teachers to discuss the progress of their children.

Conferences are not limited to this time. A conference may be initiated by either the parent or the teacher at any time when an apparent problem or misunderstanding develops.

Appointments must be arranged in advance with the classroom teacher. Please do not go directly to the classroom before or after school to meet with the teacher. Each teacher has duties, activities, and official functions at these times that are important to fulfill. An unscheduled visit can often disrupt the entire day. An appointment is the most courteous and necessary way to discuss your concerns.

When an apparent problem develops, it is a biblical practice for both parents and teachers to refrain from making judgments until after a conference or other personal contact has been concluded.

Visitation

Parent Classroom Visitation

The best procedure is to contact the teacher to determine the most satisfactory time for such a visit. The following should be noted:

1. Visitors must report to the office before visiting a classroom during school hours.
2. Common courtesy dictates that proper attire be worn at all times.
3. There is no smoking at any time in any of the buildings.

General Visitation

When visiting the school for any purpose prior to the 3:00 p.m. dismissal, please report to the office. Do not go directly to the classroom. Items to be delivered to a student should be brought to the office (such as lunches, money, homework, books, etc.).

Attendance

Excused Absences

1. The school recognizes that there will be times when a student must be absent.

Therefore, an excused absence may be granted in any one of the following areas:

- a. Student illness.
- b. Medical appointment, (if possible, the student should be in school before or after the appointment.)
- c. Family emergency situations
- d. Previous arrangements for family activities made by the parent. (maximum of five days per year). We encourage you to keep your vacations to a minimum during the school year because extended or frequent absences affect a child's learning.
- e. Inclement weather
- f. School – sponsored group activities (games, field trips, performances. etc.)

2. A note from the parent will be required indicating one of these areas. For all preplanned absences the parents should send a note with the student at least two days prior to the absence informing the school office administrator and teacher so that the student may receive and complete the lessons before she/he leaves. For all absences due to sickness, the parents are requested to notify the school by phone before 9:00 a.m. After 9:00 a.m. the school will call the student's home to verify the absence.

3. Students who are absent from school more than half the day (4 periods) may not participate in after-school activities or competitions the day of the absence. If a student is absent on Friday, they may not participate in weekend after-school activities.

Unexcused Absences

Unexcused absences are all absences which:

1. Can be avoided or delayed, and for which prior arrangements and/or approval have not been made through the administrator's office. ·
2. Indicate that the student is absent from school with consent of the parent/guardian, but the excuse given is not acceptable to the school administration based on School Board policy.
3. Indicate that the student is absent without the consent of the parent/guardian or with the consent of the parent/guardian but without proper notification to the school regarding the absence.

Excessive Absences

Students, at the high school level, who exceed 10 absences in a class (either excused or unexcused) in a semester may lose credit for the course.

Tardiness to School

1. If they are not in their seats by the tardy bell.
2. If they must return to their locker to get necessary items
3. After 20 minutes, a tardy will be considered an absence.
4. For 1st hour only, tardies will not be issued during obviously inclement weather.
5. Any tardy in any class throughout the quarter will count toward the quarter total.
6. A student will not be marked tardy if they bring a note from a medical professional.

Student Release Prior to Dismissal Time

Students leaving for an appointment must sign out of study hall or be released from class by the classroom teacher if they leave during an instructional class period. They must sign out in the main office before leaving campus.

Student Activities

Service

Opportunities for service are required throughout the school year for our students. CCS will provide a variety of service options within the community and occasionally outside the community on mission trips. We will provide adequate training and supervision for all service projects and outreach events.

Leadership

With the implementation of a Christ-centered education our students are prepared as future leaders prepared for future employment with the potential to contribute to his/her own spiritual growth and to the needs of society.

Athletics

Athletics Mission Statement

To provide a sport(s) environment that promotes spiritual, academic and athletic excellence. We are dedicated to “Pursuing Victory with Honor,” adhering to the rules of competition and modeling outstanding sportsmanship.

Goals

1. That each Athlete will experience the love of God.
2. That each Athlete will learn how to function in a team environment.
3. That each Athlete will learn how to deal with competition in a positive manner.
4. That each athlete will display the Six Pillars of Character (trustworthiness, respect, responsibility, fairness, caring and citizenship) on and off the playing field.
5. That each athlete will draw closer to God due to the association with coaches and teammates.
6. Colossians 3:17 *And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him.*

“Playing Time” Philosophy

To accomplish some of the goals outlined above, we cannot and will not provide equal playing time to each player on the team from 9th grade on up. Each athlete has different levels of skills and experience based on background and God-given talents. Those who have more advanced skills/abilities must be challenged as well as those with less advanced skills and abilities. To provide equal playing time would compromise our program and the goals we have established. At the 6th-8th grade levels, we will try to give as much playing time to each athlete as possible.

Even though you see nothing stated as a goal about winning, we will in every instance, attempt to field a team that has the best chance of winning a game/match. Players will understand that if they are in the game, they are there because they are contributing to the team’s success. This understanding protects the individual athlete from any potential guilt for a loss and reduces the fear factor while playing.

This philosophy is what distinguishes us from a recreational or intramural type program. It is this type of competition situation that provides a very special and unique learning environment that has benefits beyond the recreation type program.

Opportunities

The activities we can offer will depend on our enrollment. We would like to field our own sports teams to compete with comparably sized schools in the WHSAA as soon as possible. This would include basketball, volleyball, soccer, football, cross country running and skiing, and track. We anticipate our own musical concerts, dramatic presentations, art festivals, STEM events, as soon as possible depending on enrollment. If needed, we will participate in events with the Natrona County School District until we are able to sustain our own. WHSAA requires that we select one high school to cooperate with for athletics. That determination is yet to be made.

Student Life

The following guidelines are with the understanding that students are Christians by virtue of the grace of God and their personal commitment to Jesus Christ, are living to bring honor and glory to the Lord, that the Bible is the Word of God and hence fully authoritative in matters of faith and conduct, and that the student has a commitment to maturity both in insight and behavior.

In light of the above assumptions based upon biblical principles of Christian conduct, the specific expectations, which follow, are established for students, faculty, and staff of Casper Christian School. It will be noted that these behavioral standards distinguish between practices governed by Scripture and practices governed by consent of the community for its common good. The latter, which are established to enhance the quality of community living, are not to be confused with specific God-given directives, which are required of all Christians. Students are expected to live a life that is pleasing to the Lord and their parents both on and off campus.

Student Dress and Grooming

The standards for dress and grooming are in keeping with the high Christian ideals which we seek to establish in those who attend Casper Christian School. The code does not attempt to embrace every conceivable situation in the realm of dress, but is meant to provide a reasonable standard for parents, faculty and students. The scriptural support for a dress code may be found in:

1 Timothy 2:9-10 in like manner also, that the women adorn themselves in modest apparel, with propriety and moderation, not with braided hair or gold or pearls or costly clothing, but, which is proper for women professing godliness, with good works.

1 Timothy 4:12 Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity.

1 Peter 3:3-4 Do not let your adornment be merely outward arranging the hair, wearing gold, or putting on fine apparel rather let it be the the hidden person of the heart, with the incorruptible beauty of a gentle and quiet spirit, which is very precious in the sight of God.

1 Corinthians 6:19-20 Or do you not know that your body is the temple of the Holy Spirit who is in you, whom you have from God, and you are not your own? For you were bought at a price; therefore glorify God in your body and in your spirit, which are God's.

Dress Code Principles

1. The Bible exhorts us to dress modestly, and live not for ourselves only but for Christ and others. Modesty refers not only to avoiding that which is sensual, but also that which calls attention to oneself.
2. The Bible teaches that we should recognize and honor God-ordained distinctions between male and female.
3. Clothing should be appropriate for promoting the goal of academic excellence. It should be comfortable for the wearer and not a distraction to others.
4. Good stewardship requires clothing to be practical and affordable.
5. A good dress code is easily interpreted by parents, students and teachers.
6. Clothing for school or work should be distinct from clothing worn for play and recreation.

All Students:

Wear acceptable clothing found at our school clothing shop at French Toast:

[Casper Christian School Online Store](#)

French Toast attire available at other stores (Walmart, Target, etc.) that fits the dress code is acceptable.

- Shoes or sandals must be worn at all times. No flip flops.
- No hats, caps, or sunglasses may be worn inside the school building. Hoodies are permitted. Hoods must be worn down inside the school building.
- Tattoos must be covered.
- Pants must be worn at the waist.

Boys:

- Body piercing and earrings may NOT be worn at school or school events.
- Hair length must be above the shoulders and out of the eyes. No extreme hairstyles or unnatural hair colors. Hair should be neat and tidy.
- Make-up and painted fingernails is NOT allowed

Girls:

- Make-up is allowed. It must be tasteful in color and not distracting, e.g. brights and neons.
- Extreme hairstyles and unnatural hair colors are NOT allowed. Eyes should not be covered. Must be neat and tidy.

Formal Occasions

Modesty is not situational. Dresses or gowns worn on formal occasions must display modesty and decency. Dresses should not reveal cleavage nor be shorter than three inches above the knee. These guidelines also apply to guests who attend formal CCS functions.

Consequences

Students may not be allowed to attend class or activities until properly dressed. Either the parents will be asked to bring in a change of clothes or the student will be sent home to change clothes. It will be an unexcused absence for whatever class time is missed.

Bullying Policy

Casper Christian School believes that all students have a right to a safe and healthy school environment. The school and community have an obligation to promote mutual respect, tolerance, and acceptance.

Casper Christian School will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as excessive teasing (purposely hurting someone), name-calling; written assaults on paper, twitter, texting, email, facebook; inappropriate pictures or videos of students on facebook; social isolation or manipulation, or any other similar behavior.

Casper Christian School expects students, staff and/or parents to immediately report incidents of bullying to a school administrator. The school staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.

Steps to disciplinary actions:

1. Immediate intervention by school staff if they see a bullying incident occur.
2. Each complaint of bullying will be promptly investigated.
3. Depending upon the facts the following may/will occur.
 - a. Student(s) who are involved will be called into the office of an administrator.
 - b. Understanding that each situation will be different, student(s) may/will receive one or a combination of the following: a warning, detention, in-school suspension, behavior probation, and expulsion.
 - c. Students who bully may/will be required to apologize to a student(s) staff.
 - d. Depending upon the facts, parents may/will be contacted.

- e. Depending upon the facts, parents may/will be called into the office of an administrator for the purpose of handling the situation with their child in an appropriate way at home to assure the school that their child will cease bullying.

Student Discipline

The potential for serious moral misconduct of students is as real in a Christian school as it is anywhere else. This is especially true now, in an era whose dominant, influential culture is one of moral relativism, permissiveness, and narcissism. The Christian school, however, is not the primary entity responsible for corrective discipline; that responsibility lies with parents and leaders in each church body.

The basis for CCS disciplinary actions must therefore be the school's desire to reinforce standards of conduct widely accepted within the Christian community and to maintain standards consistent with the school's educational aims.

Student violators will be subject to the following disciplinary action:

- First Offense – verbal warning
- Second Offense – loss of privileges will be at the discretion of the school administration. Parents will be notified.
- Continued Violation – will result in suspension.

Suspension

When a student's attitude or behavior is not in accord with school policies or principles, and school personnel are not able to help him/her correct the situation, the parents will be called for a conference. If, after such a conference, and a reasonable period of time for readjustment, the administration and concerned teacher(s) believe the student's presence is detrimental to the school and/or student body, the parents may be asked to remove the student from enrollment. The constant infraction and lack of regard concerning the conduct items listed in this Parent/Student Handbook may result in student expulsion. Also, the following are justification for suspension or expulsion from school regardless if it occurs on or off campus:

- Profanity ·
- Immorality ·
- Cheating ·
- Illegal possession, arranging sales, talking or bragging about, or being under the influence of alcoholic beverages, non- prescription drugs, or weapons ·
- Smoking, vaping, other use of tobacco products on or off campus ·
- Gambling ·
- Harassment, bullying, or threatening in any way another student ·
- Theft ·
- Destruction of school property

Disciplinary Probation

Students can be placed on probation for the following reasons:

1. Suspension from school
2. Excessive unexcused absences and/or tardiness
3. An attitude antagonistic to the basic goals of CCS

Probation may be imposed for up to a nine-week period during which a student is ineligible for extracurricular activities and will relinquish all positions of leadership, trust, or responsibility. During the probation, the student will be encouraged to correct the problem. At the end of the probation period, if the student has shown a significant improvement in attitude and behavior, he or she will be restored to full student status. If the problem has not been resolved, the Administrator may extend the probation or recommend expulsion from the school. Students who are placed on probation for two or more quarters in any one school year may not be accepted into CCS the following year.

Expulsion

The administration will recommend to the school board any student that is recommended for expulsion. Expulsion of a student shall be determined by the Board of Trustees (requires a three-fourths majority vote of the Board members present, provided at least three-fourths of the entire board is in attendance).

“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” Hebrews 12:11

Computer Use

Computer use should be for the educational benefit of all students. Students are not allowed to use chat-rooms or access immoral sites. Students must have written permission from a teacher to use the Internet and email (classroom assignments only). Students are to avoid all activities that may cause network problems.

Building and Grounds

All students are expected to use the school facility with proper consideration and respect. Abuse of the building, its equipment, or its fixtures will require repair or replacement at the student's expense.

Chapel

Students are required to attend chapel. The Bible teaches us to *let the Word of Christ dwell in you richly, with all wisdom teaching and admonishing one another with psalms and hymns and spiritual songs, singing with thankfulness in your hearts to God* (Colossians 3:16). Students are encouraged to bring Bibles and notebooks to chapel each week. No studying or doing homework will be allowed during chapel. There is to be no unnecessary talking, distracting of others or disturbances of any kind.

Lockers

Students are assigned a locker. Students are to keep all items not needed for class (i.e. bags, books, etc.) in their locker during the school day. The hallway and classrooms are to be kept clean at all times. Large bags are allowed on top of lockers. Band instruments are to be placed in the band room or by direction of the band teacher.

Items left elsewhere will be turned in to the Lost and Found. The school is not responsible for loss or damage to any items in the student's locker. Students may not place stickers on the inside or outside of the lockers. In order to encourage neatness, periodic locker checks will be made.

Cell Phones

Students may bring cell phones to school and leave them turned off in their lockers or backpacks unless allowed by a teacher to use them for educational purposes. Students may check messages during lunch time only unless permission has been granted by a staff member. Any staff member may take a phone from a student when used inappropriately. The confiscated phone will be kept in the administrator's office from 8am to 3pm for the next five school days.

Vehicles

Once a student arrives at school, he may not leave in his car until the end of the school day unless he has a scheduled appointment or has permission from the Administration to do so. Cars are off limits to students during the school day unless permission is granted by a staff member.

Health Issues

Distribution and Consumption of Medication

No medication will be given by school personnel unless the following guidelines are met:

1. Prescription drugs must have a completed physician authorization form and parental permission in writing, completely filled out. New forms must be submitted each school year and as necessary for changes in medication order.
2. All medications must come to school in the original container, marked by the pharmacy label to include the child's name, medication, dosage, route of administration and frequency.
3. It is advised that all medication should be brought to school by the parent or responsible adult and given to the school secretary or nurse. Do not send medication in the lunch box. The medication will be kept locked in the school/nurse's office. A written record of administration of medication will be kept.
4. Non-prescription medications (e.g. Aspirin, Tylenol, Benadryl), even topical ointments, must have a parental permission form with the labeled medication brought to the school/nurse's office. If the non-prescription medication is to be used more than five (5) consecutive school days, a physician authorization is required.
5. Medication to be given on a PRN or "as needed" basis requires written parental

permission (as well as written physician permission for prescription medication) with specific guidelines as to indication for use. The parent will be called if there is any question as to the appropriate use. Examples of this type of medication include inhalers for respiratory problems, allergy medication, pain relievers (Aspirin, etc.). This medication must be supplied by the parent.

6. When the child is usually responsible for taking his/her own medication, he/she may do so in school without supervision by school personnel, provided the physician and parent provided the required authorizations. In such instances, it is understood that the school bears no responsibility for safeguarding the medication or assuring that it is taken, and the parent should provide a written statement relieving the school of such responsibility.
7. Any medication found in the child's possession which is not covered by the above descriptions, will be given to the administrator or school nurse and the parent will be notified.

Illness

If your child has a fever, cold, upset stomach, or any undue physical distress, please keep him/her home. This is as much for your child's protection as it is for the protection of the other children on the bus and in the classroom. Working parents, please check your child before you go to work and be sure that he is well. If your child becomes ill at school and is unable to attend class, we will contact you. Please have on file in the school office instructions for whom to contact if you cannot be reached. Be prepared to pick up your child in a timely manner.

HIV Precautions

Each faculty/staff member is required to view a Blood Borne Pathogens/HIV video and pass a test on its content annually. The written policy and operating plan is available from the office.

Emergency Release Form

At the start of each school year, each family will fill out an emergency release form. If a student becomes ill, parents will be contacted to make arrangements to pick up the child. It is the responsibility of the parents to ascertain the child's physical condition before leaving home and not allow a sick child to come to school.

General and Miscellaneous Information

Campus Hours

School hours are 8 am to 3 pm.

Campus Visitors

Parents are welcome to visit the school and classrooms. Please call the school a day in advance if you plan to visit. All visitors must check in at the office and pick up a Visitor's Pass.

Past students are welcome to visit the school during lunch hours and with prior notification and approval. Prospective students are encouraged to spend a day with us. Arrangements can be made with the school office to spend a full day attending classes and meeting teachers and other students.

Emergency Drills

There will be at all times a fire and disaster alarm system in operation, and periodic fire and tornado drills will be held in accordance with state law. Students will be trained as to the correct procedure to follow and up-to-date records will be kept.

Change of Contact Information

Please notify the office of any change of home or email address or phone number.

Delivery and Pickup of Students

Students/parents or others must provide transportation to and from school. Parents or others delivering or picking up students may not enter the school without previous arrangements with the school office.

Lost and Found Items

Check with the office for any lost and found items. After each grading period unclaimed items are given away to someone that can use them or discarded.

Lunch Program

Students will provide their own lunches. Hot lunch will be provided by Restoration Church on Wednesdays and Fridays for a small charge if parents wish to have their students participate.

Messages

Students can receive messages from their parents at school by contacting the school office.

School Calendar

The school calendar is found at casperchristianschool.org in the events listing.

Opportunities for Parent Involvement

Volunteers are critically important to the success of many of our activities. Please watch the newsletter and your email for requests for volunteers. Volunteers for certain activities may be asked to conduct a background check at the school's expense.

Parent/Student Handbook

The Parent/Student Handbook is found on our website or you may obtain a copy from the school office.

FERPA Regulations

The Family Educational Rights and Privacy Act (FERPA) are posted on the website and available in the office upon request.

School Closure Information

Whenever the school administrator deems it necessary, school may be cancelled due to inclement weather or unforeseen emergencies. School closings will be broadcast on our social media, through text and email. Please do not call the school office.

It is not our policy to dismiss school early because of weather conditions. However, parents who live at a distance or in heavy snow areas may obtain early dismissal for their children by reporting in person to the school office.

Who to contact

The following list tells who to call for assistance in the areas indicated. If you need assistance in an area that is not listed, call the main school office and ask to be directed to the appropriate person.

Question:

Attendance issues
Homework concerns
General issues/questions
Financial

Contact:

office@casperchristianschool.org
Student's teacher
admin@casperchristianschool.org
accounting@casperchristianschool.org