

2021-2022

Student Handbook

Revised 3.3 (8-17-21)

Casper Christian School



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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

Dr. Zach Vreeman, Vice Chairman

Scott Postma, Treasurer

Laura Milne, Secretary

Walter Putman

Melissa Trujillo

Shawn Watts

Administration

Mark Earwood, Administrator

Tina Davis, Administrative Assistant

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:

Casper Christian School:

- Will glorify God in every way it operates
- Will teach students a biblical worldview that this world is all about God and not all about themselves.
- Will provide a place where students can be together with godly peers
- Is an excellent corporate witness and a bright light in Casper
- 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
- 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 School 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.

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.

Admission Philosophy, Policies, and Procedures

1. Inquiry- Parents visit the website and may call the school with questions.
2. Tour or Shadow Day - depending upon the time of year, a tour of the school can be set up or a “shadow day” where the potential student may come to school and shadow another student in the same grade to get a feel for the culture and school environment.
3. Application- Parents with their student(s) complete and submit paperwork.
4. Review- The process can take up to two weeks and may involve a follow up interview.
5. Enrollment- Registration Fees and paperwork are submitted.
6. Additional- Enrolled students will have various forms to complete as part of joining the school body.

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 spiritual reference (Pastor, preferably), 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.

Procedures

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, unless otherwise specified. 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. No records or transcripts will be released until all financial obligations are paid in full.

A student who withdraws from Casper Christian School during the school year will be charged tuition as follows: the annual tuition divided by the number of school days in the academic year, 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. **No discounts or tuition assistance will be calculated into tuitions owed. Withdrawals during the year forfeit all discounts and assistance funds.** 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.

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, and 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. At the high school level, this will include 4 credits of language arts, mathematics, science, social studies, and Bible, along with 2 credits in PE and Foreign Language. Electives will vary year to year based upon student interest.

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. A Curriculum Team will be formulated by the Administrator to investigate all potential curriculum changes or adjustments.

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 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. An appointment with the Administrator should be made to discuss remediation plans and credits necessary for promotion.

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 for failed credits, 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. Drops after 3 weeks will receive a “WP” for Withdrew Passing or a “WF” for Withdrew Failing on the transcript.

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. The length of ineligibility period is 2 weeks (14 days) or until there is a change in the grade or grade average.

Academic ineligibility refers to 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. An email or call returned within twenty-four hours is considered a prompt reply.

Conflict Resolution

Matthew 18:15 says *“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother.”* In this way, all conflict should be resolved - first between the parties involved, and if no satisfactory end is achieved, the involvement of staff, administration or parents as necessary.

If a student has an issue with a grade, an assignment, or something related to a class, he or she should first contact the teacher and speak about it. The first contact should NOT be from the parent. Likewise, if the parent becomes involved, their first contact should be with the teacher, not with Administration. If the conflict is between students or families, parents should speak together before involving the school, especially if the matter did not occur on school grounds or during school hours.

This simple courtesy of applying Matthew 18 and respecting the chain of command makes for a very clear and harmonious pathway for resolving the occasional human conflict that can occur.

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.

While parents can track their student’s grades throughout the school year through the Parent Porthole in FACTS, report cards will still be officially issued through FACTS at the midway point of each semester, with progress reports coming out at the midway point of each grading period. 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

While the parent/teacher partnership is a cornerstone of Casper Christian School, proper boundaries are necessary for proper interaction. As such, no visitor will be allowed to audit or observe a teacher in the classroom setting. Visitors are allowed at teacher invitation to attend special events, presentations or celebrations.

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

Parents are welcome to visit their students before or after school or during lunch. 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 vs Unexcused Absences

The school recognizes that there will be times when a student must be absent. While Casper Christian School does not distinguish between an Excused or Unexcused Absence, the ability to make up assignments due to absence is based upon communication between the Parent and the School.

1. Parents who notify the school via email or phone call before or the day of an absence will provide their student with the opportunity to turn in an assignment late.

2. Students who are absent without parental notification to the school will not be given the opportunity to make up missed work and will be considered truant.
3. Pre-planned, extensive (more than a single day) absences should be clearly communicated to each classroom teacher by the parent so that a mutually satisfactory arrangement regarding course work can be implemented.
4. 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.

Truancy

A student is considered truant if they are absent from school without parental consent, have left school without parental permission or official school dismissal, or have parental permission that was not communicated with the school by a parent.

1. Students considered truant will not be allowed to make up any missed work and will receive zeroes for all missed assignments.
2. Habitual truancy or truancy that causes a stressful or potentially dangerous situation for student or school will be treated as a disciplinary issue with consequences up to and including expulsion from school.

Excessive Absences

1. Students who exceed 10 absences in a class in a semester will lose credit for the course.
2. "Saturday School" may be provided to students to earn back missed days and attain credit for core courses. Designated Saturdays will be provided for students at a cost of \$100 and give the student credit for two class days. It does NOT provide for removal of any zeroes for missed assignments - only as a way to avoid losing credit for the course due to excessive absence.

Tardiness to School

Students are considered tardy if:

1. They are not in their seats by the start of class.
2. After 30 minutes for a block course or 20 minutes for an elective, a tardy will be considered an absence.
3. A student will not be marked tardy if they bring a note from a medical professional
4. A pattern of habitual tardiness will be treated as a disciplinary issue.

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.

Service

Opportunities for service will be provided throughout the school year for our students. Casper Christian School 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.

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, as athletics at this age is a training ground for the future.

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 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 of reasonable comfort 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. Polos must be of a single color and stitch pattern (no design or pattern stitching, even if the same color)

- Shoes or sandals must be worn at all times. No flip flops.
- No hats, caps, or sunglasses may be worn 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 are 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. Mixed natural hair colors are allowed, but as accents and highlights, not as unnatural patterns. Eyes should not be covered.
- Earrings are limited to 2 per ear. No spacers.
- Nose rings or septum piercings are not allowed. A single stud on the nostril is permissible.

Outer Wear (Winter Wear)

- Hoodies are permissible provided they are of a solid color and devoid of slogans, advertisements or symbols that might be misinterpreted. Brand symbols such as the Nike swoosh, Addidas three stripe AND insignias of professional or collegiate sports teams are allowed.
- Hoodies must NOT be worn with hood-on inside the building. Habitual violators of this policy will lose the privilege of wearing hoodies.
- Uniform tops MUST BE WORN underneath a hoodie or any outer wear.
- Any winter jacket is acceptable following the same spirit of style and humility as described above. No “hey look at me” attire is acceptable.

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.

Student Discipline

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 regarding Bullying:

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, or 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.

Steps to Disciplinary Process

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.

Casper Christian School will seek to differentiate between actions deemed the foolishness of the age versus issues of character. Foolishness of the age are actions consistent with the maturity level of the age, such as being too talkative, running in the hallways, talking too loud etc. These issues will generally be dealt with by the teacher as a verbal warning or redirect. Teachers will keep track of perpetual behavior that does not improve and may reach out to the parent for help in addressing such behaviors.

Issues of character are deeper or moral failings that hurt others or the student themselves. Actions such as cheating, truancy, gossip, saying something vicious or cruel to or about another student, disrespecting teachers or authority etc. These items will come to the immediate attention of the Administrator who will include parents on any disciplinary actions. Verbal warnings are not given under such circumstances, but at a minimum would involve a second-level disciplinary response.

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
- Committing the equivalent of a Class A Misdemeanor or a Felony
- 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
- 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 Casper Christian School

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 Casper Christian School 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 any non-educational 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.

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.

Items left elsewhere will be taken 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 but may only use them during specified times. Upon entry into a classroom, students will silence their phones and place in a clear, hanging space designated by the teacher. Phones may be retrieved after class is dismissed. 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 until the end of the school day. The first confiscation results in a verbal warning. Any subsequent violations will result in a \$25 fine before the phone will be returned.

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 physician authorization directions 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.
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. Any student requiring an Epi Pen or inhaler should bring a spare to the office with the child's name clearly labeled on the device. This item must be kept for emergencies and must be replaced prior to the expiration date listed on the container.
7. 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 provide 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.

8. 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 of 99.9 or higher, suffers cold symptoms, 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 keep your information current in FACTS for proper contact persons. Be prepared to pick up your child in a timely manner.

Emergency Release Form

At the start of each school year, each family will fill out an emergency information in their FACTS Parent Porthole. 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 Miscellaneous Information

Campus Hours

School hours are 8 am to 3 pm.

Campus Visitors

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 on specified Shadow Days. 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.

FERPA Regulations

The Family Educational Rights and Privacy Act (FERPA) is 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. If at all possible, this information will be made prior to 6:30am. 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: Contact:

Attendance issues office@casperchristianschool.org

Homework concerns Student's teacher

General issues/questions admin@casperchristianschool.org

Financial accounting@casperchristianschool.org