

**2024-2025**  
**Student Handbook**  
**Revised 4.0 (08-19-24)kk**

**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  
Kayla Wolosin, Treasurer  
Pam Hans, Secretary

Walter Putman  
Melissa Trujillo  
Shawn Watts  
Aaron Perl

### **Administration**

Mark Earwood, Administrator  
Laura Milne, Advancement Director  
Melissa Kulhavy, Advancement Assistant  
Skye Watts, Registrar  
Kim Kelbert, Administrative Assistant  
Tina Davis, Business Manager  
Laura Earwood, Admissions

## **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. It is in need of no revisions or supplements (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. Expected Student 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.

## **Position on Human Sexuality and Sexual Ethics**

CCS recognizes that to be biblical in our thinking and behavior forces us to stand for truths that are often at odds with the surrounding culture, and one of the most acute distinctions between CCS and the culture today is seen in issues of human sexuality and sexual ethics. At CCS, we believe scripture speaks clearly, consistently, and unequivocally on these issues on several key points:

1. Men and women are created by God male and female, and biology and gender are inseparable. Thus, those who are physically male are called by God to be masculine, and those physically female are similarly called to be feminine. (Gen. 1:27, Deut. 22:5, 1 Cor. 11:3-15)
2. Marriage was instituted by God as the union of one man and one woman, and it is only in that covenant relationship that scripture allows for sexual activity. (Gen. 2:24, 1 Cor. 7:2, Heb. 13:4)



3. Any sexual activity, attractions, or relationships outside of those boundaries set by scripture are to be considered sexual immorality, which is consistently admonished in scripture. Like all sin, Christians are called to repent of these and seek to mortify them in this life. (Rom. 1:26-32, Eph. 5:5, Rev. 21:8)

Therefore, any faculty, staff member, or student of CCS who adopts a lifestyle, claims an identity, or exhibits behavior inconsistent with the clear teaching of scripture regarding human sexuality and sexual ethics will fall under discipline up to and including dismissal. As with all sin, Christians are also called not to approve of, promote, or endorse sexual immorality by word or action, and members of the CCS community who do so could also fall under discipline up to and including dismissal.

### **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. Family Interview: meeting with Administration and family to assure mission, academic and cultural fit.
5. Review- The process can take up to two weeks and may involve a follow up interview.
6. Enrollment- Registration Fees and paperwork are submitted.
7. 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 or 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.

## **Procedures**

### **General Financial Information**

*The Enrollment Contract signed at initial Enrollment and Re-enrollment is a binding legal agreement between the school and the family.* CCS needs every family's yes to be yes and no to be no (Matthew 5:37) so that adequate planning for the school year can be done. CCS bases all purchases and hiring upon enrollment figures, including re-enrollment, for the coming school year. Since the purchases are made in advance based upon good faith that an enrolling family or re-enrolling family will pay all tuitions called for, the school cannot afford to lose such tuitions by simple changing of the mind of the family. Tuition Insurance has been provided by CCS to cover tuition in the event of an unforeseen life-change. You may read both the Agreement and the Tuition Insurance covered exceptions at the end of this Handbook.

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 Business Manager's 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 held responsible for the full payment of all tuition for the school year, unless the family qualifies for binding Tuition Insurance as articulated in the Parent Agreement signed prior to enrollment. For families who qualify for tuition forgiveness through a qualifying Tuition Insurance stipulation, tuition will be calculated and/or refunded 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. (Student Council, Athletics, Leadership Opportunities, etc) 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, 3 credits in social studies, and a credit for Bible for each year the student attends CCS, along with 1 credit in PE and Foreign Language. Electives will vary year to year based upon student interest.

## **Diploma Requirements**

Students desiring a diploma from CCS must meet the following qualifications:

1. Be enrolled as a full-time student in the Jr and Sr Year. Students moving to Casper in their Sr Year may receive an exception to this requirement upon approval of the Administrator.
2. Attain the necessary credits for graduation as articulated within this document. (pgs.28 &29)
3. Take all courses offered by CCS or through approved courses from outside sources. This is limited by Board Policy to 1 (one) Core course per year in the Jr and Sr year, + 2 Elective courses in the Jr and Sr year.

## **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 facilitated by CCS Curriculum Director under the authority of 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) or if they fail the same subject in consecutive years. If a student fails two core academic courses in a school year, an academic dismissal will be applied. The student will not be able to return to CCS for at least a semester and only after the failed subjects have been remediated.

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. Any High School student failing two or more core academic courses in a single school year will be academically dismissed until remediation of failed courses has occurred. 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- approved by CCS, 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 an F in a core subject during any quarter of the school year.

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 student's failing one core course (remediation will be necessary during the summer). Academic Dismissal will occur for any students who has two or more F's in a semester.
- Attendance at Casper Christian School may be terminated for students who have two 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. Replies will not be made over the weekend or during breaks when teachers are not at school.

## **Conflict Resolution**

### **1. Students/parents to teachers:**

- a. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
- b. If the problem is not resolved, the parents or student may bring the concern to the Administrator. If the student brings the concern, he must have permission from his parents to do so.
- c. If the problem is still not resolved, the parents should appeal the decision by requesting a hearing from the CCS School Board.

## 2. Parents/patrons to Administrator:

- a. If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the Administrator.
- b. If the situation is not resolved, they should request a hearing from the Casper Christian School Board.
- c. This procedure applies to board members who are acting in their capacity as parents/patrons, and not as representatives of the Board.

## 3. Staff to Administration:

- a. All concerns about the standards of the school must first be presented to the Administrator. A respectful demeanor is required at all times.
- b. If the problem is not resolved, the staff member may appeal the decision in writing to the Administrator, followed by a meeting to discuss the matter.
- c. If the problem is still not resolved, the staff member may appeal to the Board in writing and request a hearing. The request will be passed to the Board through the Administrator. The Administrator must pass on all such requests.

## 4. Volunteers to Staff/Administration:

- a. If any volunteer has a concern about the volunteer work, he/she will present that concern to the staff member responsible for his oversight (teacher or Administrator).
- b. If the problem is not resolved, then the concern should be presented in writing to the Administrator, followed by a meeting with him to discuss the concern.
- c. If the problem is still not resolved, the volunteer may request a hearing from the Board in writing. The request will be passed through the Administrator. The Administrator is required to pass the request on to the Board.

## **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 Portal in FACTS/RenWeb/SIS, report cards will still be officially issued through FACTS/RenWeb/SIS 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. Parents can contact their student's teachers throughout the school year through the Communications page in the Parent Portal in FACTS.

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 to check in and out on our Raptor System.
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 and Counselors (with all permissions, notices to the office and details recorded in FACTS/RenWeb/SIS) 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, these guests must report to the office to check in and out on our Raptor System. 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.). We will get the items to your student. Do not enter the building and meet the student, go to the lunch room or a classroom. Please report to the office.

### Delivery

Items to be delivered to a student should be brought to the office.

Food Delivery from parents/students who order lunches to be delivered to CCS, is not encouraged.

Students are NOT allowed to wait at the doors for food to be delivered, even during lunch break. Students are not allowed to open CCS doors for anyone, *for any reason*, nor to step outside the building to receive items being brought to them.

Security is priority. The office must be notified if a delivery service is being used to deliver items to the school. If we are not notified, we will not let persons unknown into the building. We will not go down and receive items at the door. Delivery services must be informed in their delivery directions to push the bell- at the keypad- and a staff member will let them know what to do with what is being dropped off.

We must have confirmation that the student(s) are receiving something and when. Food must be delivered prior to 11:30 so students have ample time to eat and get to their next class. Food Tip must be pre-paid.

## **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, prior to or day of, 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.  
(see pg.16 Make Up Work)
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.



## **Late Work Policy**

CCS has implemented an A/B schedule and includes a FLEX period to aid students in staying on top of assignments, completing homework and getting them done in a timely manner. As a result, there will be very little tolerance for missing work and requests to make up assignments.

The rule for late work is as follows for students who have missing work not due to absence:

- 6<sup>th</sup>-7<sup>th</sup> Grade: 10 points off per day late up to two days. No late work accepted after that time.
- 8<sup>th</sup>-10<sup>th</sup> Grade: 40 points off if turned in one day late. Not accepted after one day.
- 11<sup>th</sup>-12<sup>th</sup> Grade: No late work accepted.

## **Makeup Work for Absences:**

For each day missed, the student has that many days to turn work in upon return to school. If they miss a Monday and return on Wednesday, they have until Friday to turn the work in – this includes even if the Friday is not an “A” day. If they miss Tuesday and return on Thursday, they have until the following Tuesday to turn the missing work in.

If a student misses more than two days in succession, the teacher should articulate to the parent and the student when the missed assignment is due giving consideration to allowing a class day per class day missed as time for makeup work. For instance, if a student misses an entire week (3 days of your class), they would have the entire following week to make up the work and the assignments would be due the following Monday after.

Students can be offered incentives to pick their grade up, such as an additional assignment to take the place of their lowest grade or something else that requires effort on their behalf to make up for the lack of ownership in getting their work done. It should only be offered once per grading period (mid-term progress report and final semester grade).

If a student is taking a pre-planned trip and will be missing several days of school, the Administrator has been notified and all teachers have been asked to gather & present assignments and have provided those prior to the trip being taken. All assignments are due upon the students return with no make up days and are late according to the above scale if not turned in upon the students return.

Exceptions to this policy would be made only in consultation with the Administrator in cases of extended illness, situations outside of the student’s control, etc.

## **Tardiness to School**

Students are considered tardy if:

1. They are not in their seats by the start of class.
2. After 15 minutes for a block course or 10 minutes for an elective, a tardy will be considered an absence and the student will not be allowed admittance into the classroom.
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 on the Raptor System!

Either when released from study hall by a staff member or class by the classroom teacher, if they leave prior to dismissal time. They must sign out at the main office before leaving campus and back in, on the Raptor System, upon return.

## **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, cheerleading, 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. Please contact CCS Athletic Director for policies and which schools per are partnering with per grade level.

## **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 is 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 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 Principle**

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:**

Our dress code is simple and easy, but also very Wyoming! CCS embraces “modesty and honor, a crisp and clean” casual look. Remember that the Dress Code tells you what you CAN wear. It is not exhaustive of what you cannot wear. If it is not specifically mentioned in the code as being allowed, it is not allowed. Flamboyant or “hey, look at me” attire or grooming is not permitted.

*Modesty:* No form fitting or flesh revealing clothing is appropriate. Tops should completely cover the clavicle and have discernable sleeves that cover the shoulder – though length may vary. Modesty would also preclude "Hey Look at Me" items intended for gaining attention such as mix-matched shoes, flamboyant color schemes and extra attire and adornments. Such as rhinestones, patches, patterns and pictures.

*Honor:* Nothing should be worn that would cause anyone to question the authenticity of our devotion to the Lord. This would include graphics, slogans, pictures and slang that could in anyway be controversial or misunderstood. This is also where wearing clothing appropriate for church would apply.

*Crisp:* Nothing wrinkled, faded or with rips/tears/patches/frays. It also includes wearing items the way they are intended to be worn such as no sagging pants, buttoning shirts that have buttons.

*Clean:* No stains, dirty, worn or faded clothing.

- Students may wear any shirt, including crew neck attire that covers the clavicle and shoulders. This includes t-shirts, sweaters, sweatshirts provided they meet the criteria

above. This DOES NOT include a plain, white t-shirt, as this is primarily an undergarment and is not appropriate for school.

- If students wear a shirt that is a button-up, it must be buttoned no matter what they wear underneath it.
- Shorts and skirts must come to the top of the knee. Shorts must be “dress shorts” defined as having a zipper, button, and pockets. Draw strings are never allowed. Athletic or casual shorts are prohibited.
- No head coverings of any kind including beanies.

We want our students to be comfortable in school, but we also want a certain decorum for all attire. Therefore, no sweatpants, athletic wear, spandex of any kind, leggings or pajamas are ever appropriate.

As one student put it "We don't want to show too much flesh or to look like we crawled out of a dumpster." That's a pretty good summation.

Shoes or sandals with covered heel must be worn at all times. No flip flops or slippers.

Tattoos must be covered.

### **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, natural 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. Septum piercings are not allowed. A single stud or small loop on the nostril is permissible.
- No spaghetti straps, strapless tops or cleavage revealing attire is ever appropriate at CCS, including school functions off campus or after hours. Violators will be prohibited from performing or participating and will be asked to change clothes or leave the event.

### **Outer Wear (Winter Wear)**

- Hoodies are permissible provided they are devoid of slogans, advertisements or symbols (other than church or Christian symbols). Brand symbols such as the Nike swoosh, Adidas three stripe AND

insignias of professional or collegiate sports teams are allowed provided they can be covered by your hand.

- Hoodies must NOT be worn with hood-on inside the building. Habitual violators of this policy will lose the privilege of wearing hoodies.
- 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 have an open back lower than the normal waistline, nor be shorter than three inches above the knee.

*These guidelines also apply to guests who attend formal CCS functions.*

## **Friday Spirit Wear**

Fridays are designated as days students may wear CCS Spirit Gear!

Ball caps and beanies excluded indoors.

## **Consequences**

Students will receive a single warning for the year for dress code mishaps. After that, an infraction will be given out. After two infractions for dress code, the student will receive in-school suspension. If a student breaks the modesty code in attire, they will not be allowed to attend class until they are 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.

#### **CCS Progressive Discipline Plan**

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, lying to authority, 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.

### ***INFRACTION SYSTEM***

Infractions are a written citation to the student for corrective actions regarding behavior, usually given after a verbal warning has occurred. Infractions carry an immediate loss of privilege and documentation detailing the events leading to the infraction, *including documented warnings*, are placed in FACTS/RenWeb/SIS and a copy sent to parents. Subsequent infractions in the same class or in additional classes will result in escalating steps up the disciplinary line.

#### ***Infraction Levels:***

Level 1 = Loss of Privilege: This infraction consequence includes loss of free time during morning and afternoon breaks, as well as lunch. Students will report to the office for quiet time during these otherwise free times. For High Schoolers, this will mean a loss of off campus lunch privileges for the coming week in addition to lost free time at break and lunch. Level 1 Infractions are for isolated issues (less than 2 in a day, or 3 in a week) that indicate a lack of self-control and include issues such as tardies, cell phone usage in class and other known violations of school procedure.

Level 2 = Loss of Privilege for up to a week: This infraction consequence is for students who exhibit continual patterns of lack of self-control (multiple infractions in a day, week or continual patterns of infractions over time). This violation results in the involvement of the Administration. This is also utilized in some Character related behaviors where another individual is hurt or the character of the student is not in alignment with Biblical character. Examples would be inappropriate language or subject matter, lying, gossip, taunting, disrespect toward teachers/adults. For such behaviors and depending upon the circumstances at the time, a verbal warning may NOT be given before the Level 2 Infraction is administered.

Level 3 = In School Suspension: Students who show a significant character failure or have already served a Level 2 correction will receive an In-School suspension issued by the Administrator. The student will spend the day in the office, including class time, working on school work and suspended from interaction with other students. The in-school suspension is a minimum 1 day and maximum 2 day suspension. All school work must be maintained and it is up to the student to seek out teachers during Flex periods for catching up or individualized teaching that is missed while serving the ISS. Students involved in extracurricular activities will have forfeited their opportunity to represent CCS during the week of an ISS.

Level 4 = Out of School Suspension: Students who have already served ISS at any point during the school year will receive OSS for any subsequent behavioral infractions not remedied by ISS. OSS consists of no less than 2 and no more than 5 days. At this point, the student will not be allowed to attend any on-campus events during the period of suspension. OSS is treated as an unexcused absence and result in zeroes for all work assigned during that period of time with no opportunity for makeup work. An Out of School Suspension carries with it an automatic Disciplinary Probation term for the remainder of the school year. OSS is utilized after an ISS has occurred OR for certain behaviors that are extremely afoul of our culture and moral standards as determined by the Administration.



Level 5 = Expulsion: Given to students who have shown an inability to comply with the Christian culture in interactions with others, interactions with teachers or conducting themselves as Christian role models for others. At this point, the school is focused upon the effect the student is having upon the school environment, culture and student population and is no longer willing to extend grace. Expulsion can occur for certain behaviors that the Administration deems are harmful to the reputation and or well-being of the school and can be administered without going through the other steps of the disciplinary process.

### ***DISCIPLINARY PROBATION***

Disciplinary Probation is given when students receive an Out of School Suspension or when a pattern of behaviors have been exhibited throughout the semester or school year that pull against the culture of CCS. Disciplinary Probation is a formal, written notification that the student faces expulsion if further disciplinary actions are required. Disciplinary Probation is administered by the Head of School, with the timeframe of the probation determined by him.

### ***ACADEMIC DISHONESTY***

Academic Dishonesty is a serious misstep at a Christian School and will be dealt with in a serious way. ***Academic Dishonesty, or cheating***, is lying to the teacher and the school by trying to pass off work as his/her own that did not originate with the student or by which the student received outside assistance via another student's work or a device not specifically allowed by the teacher. ***Plagiarism***, the use of someone else's intellectual property via book, website or other printed media, without the proper and allowable citing of the passages is included as Academic Dishonesty.

Academic Dishonesty carries with it an automatic penalty of receiving a zero for the work where academic dishonesty was present. There is no grace with this consequence and the teacher does not have discretion in its impartation.

Academic Dishonesty also carries a 3-strike rule for the entirety of the student's time at CCS. A third incidence of Academic Dishonesty during a student's academic career will result in immediate expulsion from the school.

## **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) and must follow procedures for checking out and checking in a school-issued computer. 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, silenced phones, 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. Phones are to be silenced and left in lockers once students arrive at school. If a student does not have a locker, upon entry into a classroom, students will silence their phones and place them in a clear, hanging space designated by the teacher. Phones may be retrieved after class is dismissed.

- Students may check messages during **lunch time and break periods only** unless permission has been granted by a staff member.
- No videos or photos may be taken on campus during the school day unless permission has been granted by a staff member. (Yearbook recording of events and other CCS opportunities must be approved by a staff member to have a phone out for recording purposes.)
- 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.
- Students who fail to abide by the cell phone usage policy will receive a Cell Phone Infraction for each occurrence. Any student accruing 3 such infractions during the school year will lose the privilege of bringing a cell phone to campus.

## **Social Media**

Remember that your interactions reflect not only on you, but on your family and the Casper Christian Community. For that reason, posts on social media venues should follow the guidelines outlined in the Technology Acceptable Use Policy and the CCS Respect Agreement. What is inappropriate in the classroom is inappropriate online.

Material posted to websites, forums, or other forms of social media, must not be defamatory toward CCS or those in the CCS community. Nor should it be derogatory to/about other schools or their students. (ie: competing opponents in academics, athletics or fine arts contests.)

How you represent yourself online is an extension of yourself. Do not misrepresent yourself using

someone else's identity or a false identity. Be mindful when re-posting, re-sharing content. Check not only the post, but also the original source of the information. It is your responsibility to determine the appropriateness. e.g., a cute, or funny meme may be from a source with a derogatory or profane name. Once the content is re-posted or re-shared that content is on your profile and stands to represent your thoughts or character.

Never give out personal information and do not share passwords. Social Media venues including social networking, wikis, blogs/vlogs, photo and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, students, staff, teachers, an employer (or Jesus) to see.

## **Vehicles**

Once a student arrives at school, they may not leave in their car until the end of the school day, unless he has a scheduled appointment (office must be notified by parent) 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.

Exception: Students are allowed to leave for lunch on Off Campus lunch days provided written parental permission is granted. Forms available in the Main Office. No non-sibling student is allowed to leave with a driver during lunch under any circumstance.

## **Parking Permits**

Parking permits & Student Parking Rules and Regulation are available in the Main Office. All student driven vehicles must have a permit sticker in the lower left, driver side, corner of the windshield. Student Parking Rules and Regulations for on campus driving must be abided by.

Reserved and visitors parking spaces are not to be used for student parking.

Student Parking is in the Northern most parking lot, by the tree, between CCS's Main Entrance and Taco Johns and Wells Fargo, on the campus side of Thelma Drive. There is no general student parking allowed in the parking lot closest to the School Entrance, the Drop-off and Pick-up Lot, -OR- in the spaces along the Church Building, in front of the HiTek Entrance and Restoration Church Offices.

## **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 in the classroom and our staff. 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/RenWeb/SIS for proper contact persons. Be prepared to pick up your child in a timely manner. Students in need of OTC medications will be sent to the nurse's office during break periods and lunch only. All teachers have bandages, antibiotic ointment and cough drops to keep students from needing to leave their classrooms. Headache meds can be obtained during break periods and lunch time.

## **Emergency Release Form**

At the start of each school year, each family will need to fill out the emergency information section in their FACTS/RenWeb/SIS 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. This is for the protection of your child, other students and staff.

## **Graduation Requirements**

The Casper Christian School Board of Trustees has established the following policy to clarify the requirements for students who seek a diploma from CCS and also college credit through secular educational entities such as BOCES. While CCS allows an ala carte selection of courses as opposed to full-time enrollment, this was always meant as a way to assist the robust homeschool community of Casper with higher level courses that can be difficult to teach. It was never intended to provide an avenue for blending courses at CCS with courses elsewhere and still earning a CCS diploma as

successfully fulfilling the mission of our school.

The Board and Administration feel strongly that the mission of the school – to disciple Christian students – can only be fulfilled if the students are enrolled as full-time students. This can be accomplished even if the student takes a select few courses through BOCES. BOCES, however, cannot provide the Christian education we are called to, and therefore, not every class can be considered an “apples to apples” tradeoff in education. While math is math pretty much anywhere it is taken, English and Literature as well as Science and History are very different between a Christian worldview and a secular one. Striking a balance between the benefits of college credits and the importance of continued Christian education and discipleship is imperative. With this in mind, the Board of Trustees established the following policy for attaining a diploma from CCS beginning in the 2024-25 School Year:

### **Only Full-Time Students of CCS will be eligible for a diploma.**

- While some Seniors may only need a few credits to fulfill diploma requirements, full-time status is still a requisite for graduation. No ala carte students will be eligible for graduation from CCS.
- Juniors and Seniors at CCS are allowed to substitute one core course (Math, Science, English, Social Studies) per year with an approved outside course not offered at CCS. They may take up to two approved elective courses per year. Any course substitutions shall be approved by the Administrator.
- CCS will not alter our existing schedules to accommodate off campus courses taken elsewhere.
- Please remember that you are free to take BOCES courses throughout the high school years at your discretion to build up college credit. We simply need to establish that taking a BOCES course does not necessitate that CCS accept it as credit toward a High School diploma, especially if it is a course that is offered at our school. The Senior year should be the year where we see the fruit of our discipleship labor and see leaders emerge and lead the entire campus toward fulfillment of our mission. That is impossible if the Senior is rarely on campus.

### **Hathaway Compliance**

As a college preparatory academy, Casper Christian School follows the state’s diploma requirements, as well as positioning students to qualify for the highest level of the *Hathaway Scholarship*\*. A total of 27 Credits is required for Graduation from Casper Christian School.

At the High School level, this will include:

- 4 Credits of Language Arts
- 4 Credits of Mathematics (must include Alg I, Geometry, Alg II)
- 4 Credits of Science
- 3 Credits of Social Studies (must include Government & Eco)
- 4 Credits of Bible (one credit per year of High School enrollment at CCS)
- 1 Credit of Foreign Language (two years may need to be sequenced for Hathaway Scholarship)
- 1 Credit of Fine or Performing Arts (two years may need to be sequenced for Hathaway Scholarship)

1 Credit of PE or Athletics (a sport season = .25 credits)

\*The diploma plan above positions every student to qualify for every level of the Hathaway Scholarship. What level a student ultimately qualifies for is dependent upon overall GPA and ACT scores.

## **General Miscellaneous Information**

### **Campus Hours**

School hours are 8 am to 3:10 pm. Office Hours are 8 am to 3:30 pm.

### **Emergency Drills**

There will be a fire and disaster alarm system in operation at all times. 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 access your Parent Portal in FACTS/RenWeb/SIS to make changes to your contact information. Text and email are the main sources of communication at CCS and this information must remain current to stay in good communication with the school.

### **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. CCS cannot assume responsibility for childcare before or after school hours. Student should be dropped off no sooner than 30 minutes prior to the start of school (7:30 am) and should be picked up no later than 30 minutes after the end of school (3:40 pm).

### **Lost and Found Items**

Check with the office, or the designated Lost and Found Box for any missing items. After each grading period unclaimed items are given away to someone that can use them, donated or discarded.

### **Lunch Program**

Students will provide their own lunches. Hot lunch will be provided by Restoration Church's Life Builders Lunch Program on **Wednesdays** and **Fridays**, each week. A donation of \$3-\$5 per meal is suggested for each student who partakes. A check can be turned in to the CCS office with *LIFE BUILDERS* in the memo.

High Schoolers will have off-campus lunch opportunities on Monday, Tuesday and Thursdays. They can walk to local restaurants. Should they drive, they are NOT allowed to transport anyone in their vehicles other than a sibling. Refer to the Student Parking Rules and Regulations required for reading for a CCS Parking Permit.

### **Student Copies**

Students are to use home printers to make hard copies of assignments that need to be turned in. For ANY copy being requested for a student (even if it is for groups, clubs, etc), they will pay per copy. Payment due at time of service. Black & White Copy .10¢ Color Copy .15¢

## Messages

Parents can get messages to their students by contacting the school office. Students can contact parents before school, during break periods, lunch time, and after school from the office phone.

## School Calendar

The school calendar is found on the school webpage at [www.casperchristianschool.org](http://www.casperchristianschool.org) under the “Mountaineers” dropbox at the top of the page. It can also be found on FACTS/RenWeb/SIS on the waffle Calendar Icon.

## Opportunities for Parent Involvement

Volunteers are critically important to the success of many of our activities. Please watch the newsletter, CCS Mountaineers Family Connections (internal) Facebook page, Casper Christian School Facebook page and your email for requests for volunteers. Volunteers for certain activities will be asked to conduct a background check. PTO is another way to get involved and bless the Students and Staff/Faculty of CCS. You can contact the Director of PTO to know how to get involved and see posts on their Band App.

## 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 practice to dismiss school early because of weather conditions. However, parents who live at a distance or in heavy snow areas may obtain early dismissal or excused absence for their children by reporting their decision to the school office. Students with early dismissal MUST check out on the Raptor System at the 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 307-258-9011 and ask to be directed to the appropriate person.

### Question:

General issues/questions

Attendance issues

Homework concerns the student's teacher - They can be reached through FACTS/RenWeb/SIS

Athletics:

Financial:

Scheduling/Transcripts/College Planning

### Contact:

[admin@ccs-wy.org](mailto:admin@ccs-wy.org)

[admin@ccs-wy.org](mailto:admin@ccs-wy.org)

[rharrison@ccs-wy.org](mailto:rharrison@ccs-wy.org)

[tdavis@ccs-wy.org](mailto:tdavis@ccs-wy.org)

[registrar@ccs-wy.org](mailto:registrar@ccs-wy.org)

## Appendix

# Enrollment Contract

**Upon enrollment at CCS, all families will be asked to sign a Parent Contract detailed below. Please read the contract, initial and sign at the bottom, acknowledging that you have read and understand the terms of the contract, and your intent to agree to the terms upon enrollment.**

*Please carefully read all of the following:*

In consideration of the acceptance of this enrollment contract by Casper Christian School, the parent or legal guardian (hereinafter “the Responsible Party”) agrees with CCS as follows:

\_\_\_\_\_ **Enrollment Fee:** In order to secure enrollment, the Responsible Party agrees to pay and deliver with this Enrollment contract, the Enrollment Fee, [see the CCS website](#). Once paid, this Enrollment Fee is **NON-REFUNDABLE**

\_\_\_\_\_ **Tuition Policy:** I acknowledge that I have read and agree to abide by the Casper Christian School Tuition and Fees Policy. I agree that this is a binding contract and I agree to abide by the terms of the tuition payments. [For current tuition rates see the CCS website.](#)

\_\_\_\_\_ **School Policies:** I understand that, in signing this Enrollment Contract, I am agreeing to accept the rules and regulations of the school as stated in the *CCS Student Handbook’s* most current edition and the rule concerning payments as referred to above. The school reserves the right to dismiss any student who in conduct, industry, or progress proves not be in harmony with the school standards or policies as stated in the Respect Agreement without refund of any tuition paid or cancellation of any tuition owed. This applies as well to conduct taking place outside the school’s jurisdiction which nonetheless suggests the student may not be a desirable member of the school community or which reflects adversely on the school ability to represent or accomplish its mission. Furthermore, I agree to the policy that no student will be permitted to take examinations nor will transcripts be released unless the student’s account is paid in full.

\_\_\_\_\_ **Assumption of Risk for In-Person Attendance:** The novel coronavirus, COVID19, and its strains has been declared a worldwide pandemic by the World Health Organization. This virus and its strains are extremely contagious and is believed to spread mainly from person-to-person contact. CCS cannot guarantee that you or your child(ren) will not become infected with COVID19 and/or its strains. Further, attending activities on the campus of CCS could increase your risk of contracting COVID19 and/or its strains. By initialing herein, I acknowledge that contagious nature of COVID19 and its strains and on behalf of myself, my child(ren), my spouse/co-parent of child(ren) voluntarily assume the risk that my child(ren) and I, and any member of my family, may be exposed to or infected by COVID19 or its strains by attending activities on the CCS campus and that such exposure or infection may result in person injury, illness, permanent disability, and death. I voluntarily agree to assume, on behalf of myself, my child(ren), and my spouse/co-parent of child(ren) all risks and accept sole responsibility for an injury to my child(ren), myself and any member of my family, (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I, my child(ren) and/or member of my family may experience or incur in connection with my child(ren)’s attendance in activities or participation in CCS programs.

\_\_\_\_\_ **Policy of Non-Discrimination:** Casper Christian School admits students of any race, color, and national or ethnic origin. Also, as required by Title IX of the Education Amendments of 1972, Casper Christian School does not discriminate on the basis of sex in its educational programs or activities or employment except where necessitated by specific religious tenets held by the institution and its controlling body. Casper Christian School reserves the right to refuse enrollment to any student, for any reason, not prohibited by law and determined by the school to be in the best interest of the school.

\_\_\_\_\_ **Field Trip and Athletics Waiver, Release, and Indemnity Agreement:** I agree and do hereby release and discharge Casper Christian School and any teacher, employee, or other person in charge – of or otherwise responsible for – supervising field trip or athletic activities to the extent permissible by law for myself and for my child from all claims present and future, now known and unknown, in any manner arising out of the described activity for each field trip or athletic activity that I may have personally or my child may have, except for the negligence or gross negligence of the teacher, employee or other person in charge of the field trip or athletic activity. I further understand agree that this release shall hold Casper Christian School and any teacher, employee or other person in charge of or otherwise responsible for supervising the field trip or athletic event harmless from any and all liability to my child and to me and I further agree to hold them harmless from any loss of property to my child or me that may occur during the field trip or athletic activity should a claim be alleged or pursued or judgment obtained by me or someone on behalf of my child because Casper Christian School relied on this waiver, release and indemnity agreement.

\_\_\_\_\_ **Sexual Harassment Policy:** In the event a student believes he or she is being sexually harassed by another student or any other person associated with Casper Christian School, the student should report this to the Administrator immediately. The matter will be promptly investigated, the results present to the School Board, and appropriate action taken.



\_\_\_\_\_ **Website/Promotional Material Waiver:** I understand that during the course of the school year, students may be photographed or videotaped during the regular school day or during extra/co-curricular activities. These photos or video tapes may be used for various CCS publications including, but not limited to, advertising materials, website, newsletters, newspaper articles, and social media. By enrolling my child in CCS, I authorize the school to use any photographs or other images of my child taken at school or at school functions for the aforementioned publications/promotions.

\_\_\_\_\_ **Technology Use Permission:** If my child is under the age of 13, I give consent for Casper Christian School to provide limited personal identifying information for my child consisting of first name, last name, email address, and username to Microsoft Office for Education, Google Apps for Education, and the operators of any other web-based educational programs and services which CCS may deem necessary during the upcoming school year.

\_\_\_\_\_ I agree to release and hold harmless the school, its agents and employees from all claims, damages or other liabilities for injury to my child, which are not the result of negligence or gross negligence by the school, its agents or employees. The undersigned also agrees to indemnify the school for damages created by my child.

\_\_\_\_\_ To protect the health and safety of each student, I have completed the medical information contained within Parent's Web Portal and have indicated any restrictions which should be placed on my child's application in competitive sport and/or activities, as well as any allergies that could cause the need for emergency intervention. I agree to keep my child's medical information current via Parent's Web Portal.

\_\_\_\_\_ I agree that any disagreements between my family and the school will be handled in accordance with Biblical conflict resolution in Matthew 18, also listed in the Student Handbook. This includes the agreement to have disputes settled with binding Christian Arbitration rather than the secular court system, in accordance with 1 Corinthians 6.

I certify that no information relevant to my child's application has been withheld and agree to the terms of application and to the policy of the school. I understand that acceptance of this application by Casper Christian School in no way guarantees enrollment. All applications are considered in accordance with the official admission policy, and the final decision will be made by the Administration of Casper Christian School.

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Signature of Responsible Party

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Date

# Tuition and Fees Policy

## 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, **or who has a past due balance from the previous school year.**

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 along with the reason for withdrawal. The Admission Contract is a binding legal agreement and all tuition for the year is owed regardless of how many days the student attends or does not attend. As a result, there is no refund of tuition, though Tuition Insurance may apply to specific uncontrollable situations. Please see Tuition Insurance below.

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 for the school year. 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 or academic reasons. The \$50.00 charge will not apply to students who are asked to leave because of failure to pay tuition.

## Tuition Insurance

Casper Christian School realizes that life is filled with unexpected twists and turns. As such, the school has secured Tuition Insurance to relieve families of the burden of tuition payments in the event a withdrawal from school becomes necessary for unforeseen or uncontrollable events. The situations below reflect instances when a withdrawing family will be released of their tuition payment agreement:

- Medical condition of the student, including Mental Health, that would prevent them from successfully navigating the regular course of studies at CCS.
- Death of the Student
- Death of the Tuition Payer
- Job Relocation of Tuition Payer at least 40 miles or more from CCS campus.
- Involuntary Unemployment of Tuition Payer
- Academic Dismissal of the Student

- Major life-situation change that substantially alters the income projection of the family to the negative.

When a withdrawal is requested that possibly fits one of the criteria above, the Administrator will take the situation to the Board of Trustees, who alone have the ability to forgive a tuition contract.

If the withdrawing family has paid in full and is granted a release from the tuition contract, the tuition will be prorated on a per diem basis, with the start beginning the first day of school and the end signified by the last day of attendance or date of notification, whichever is later. **No discounts or tuition assistance will be calculated as payment, as withdrawing before the end of the school year nullifies all discounts and assistances.** A refund will be generated of the remaining amount and will be paid by the business office within two weeks.

## **RESPECT AGREEMENT**

Relationships between staff and students at CCS are built upon a basis of mutual respect that flows out of Christian love. It is not a requirement that we all like each other, but it is a requirement that we all respect one another.

All middle and high school students must sign and strive to abide by the following Respect Agreement at all times while enrolled at CCS.

- I will strive, at all times, to show respect for faculty, staff, and administration. I understand and affirm that I have been placed under their God-given authority at this time and I will do my best to work with them, not against them in all areas.
  - In the same way, you who are younger must accept the authority of the elders. And all of you, dress yourself, in humility as you relate to one another, for “God opposes the proud but gives grace to the humble.” - 1 Peter 5:5
  - Obey your spiritual leaders, and do what they say. Their work is to watch over your souls, and they are accountable to God. Give them reason to do this with joy and not with sorrow. That would certainly not be for your benefit. - Hebrews 13:17
- I will strive, at all times, to show respect to my peers. I will refrain from any physical and verbal harassment of others, and I will not stand idly by while others are harassed. I understand that while my intent may not be to cause harm, harassment is defined by the perception of the victim and not the intent of the perpetrator.
  - Sometimes [the tongue] praises our Lord and Father, and sometimes it curses those who have been made in the image of God. And so blessing and cursing come pouring out of the same mouth. Surely, my brothers and sisters, this is not right! - James 3:9-10
  - Some people make cutting remarks, but the words of the wise bring healing. - Proverbs 12:18
- Out of respect for Christ, myself, and others, I will strive, at all times, to set my mind on topics that are true, honorable, right, pure, lovely, and admirable. Similarly, I will strive to ensure that the words that come out of my mouth are encouraging and helpful to those who hear them.
  - And now, dear brothers and sisters, one final thing. Fix your thoughts on what is true and honorable, and right, and pure, and lovely, and admirable. Think about things that are excellent and worthy of praise. - Philippians 4:8
  - Don't use foul or abusive language. Let everything you say be good and helpful, so that your words will be an encouragement to those who hear them. - Ephesians 4:29
- Out of respect for Christ, myself, and others, I will strive, at all times, to not lie, cheat, or steal.
  - Don't lie to each other, for you have stripped off your old sinful nature and all its wicked deeds. - Colossians 3:9
  - If you are a thief, quit stealing. Instead, use your hands for good hard work, and then give generously to others in need. - Ephesians 4:28
- Out of respect for Christ, myself and others, I will strive at all times, to maintain a lifestyle of sexual purity. I will not engage with pornographic material on any level.
  - Run from sexual sin! No other sin so clearly affects the body as this one does. For sexual immorality is a sin against your own body. - 1 Corinthians 6:18
  - God's will is for you to be holy, so stay away from all sexual sin. Then each of you will control his own body and live in holiness and honor. - 1 Thessalonians 4:3-4
- Out of respect for Christ and myself, I will strive, at all times, to refrain from the use of illegal narcotics, alcohol, nicotine, and tobacco. I will also refrain from the illegal use or abuse of prescription drugs.
  - Don't you realize that your body is the temple of the Holy Spirit, who lives in you and was

given to you by God? You do not belong to yourself, for God bought you with a high price. So you must honor God with your body. - 1 Corinthians 6:19-20

- And so, dear brothers and sisters, I plead with you to give your bodies to God because of all he has done for you. Let them be a living and holy sacrifice - the kind he will find acceptable. This is truly the way to worship him. - Romans 12:1
- Out of respect for Christ and others, I will strive, at all times, to hold others accountable to Christ and His calling on their lives. As believers walking in fellowship with one another, we are obligated to hold one another accountable to all that Christ asks of us.
  - Share each other's burdens, and in this way obey the law of Christ. If you think you are too important to help someone, you are only fooling yourself. You are not that important. - Galatians 6:2-3
  - So watch yourselves! If another believer sins, rebuke that person; then if there is repentance, forgive. - Luke 17:3

When it is determined that a student is operating outside of this Respect Agreement, the administration will decide the proper course of action. We do not ask students to be perfect. We ask students to respond appropriately to correction when it is given. When a student repeatedly fails to respond to correction in regards to the matters contained in the above agreement, the student will not be permitted to remain at CCS.

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Student Signature

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Date

# Technology Acceptable Use Policy (Student/Parent)

## Introduction

Casper Christian School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to educating, encouraging and equipping them in 21st Century technology. To that end, we provide access to technologies for student, faculty, staff, and administration to use.

This *Acceptable Use Policy* outlines the guidelines and behaviors that students are expected to follow when using computers or CCS provided devices on the CCS campus.

- The Casper Christian School wireless network is intended for educational purposes.
- All activity over the network or using school technologies will be monitored and retained.
- Access to online content via the network is restricted in accordance with our policies and federal regulations, such as the *Children's Internet Protection Act (CIPA)*.
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Casper Christian School makes a reasonable effort to ensure students' safety and security online but will not be held accountable for any harm or damages that result from use of school technologies.
- Students of the CCS network or other technologies are expected to alert school faculty/administration immediately of any concerns for safety or security.

Under federal law entitled the *Children's Online Privacy Protection Act (COPPA)*, web-operators must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits schools such as ours to consent to the collection of personal information on behalf of its students, thereby eliminating the need for individual parental consent given directly to the web site operator. Casper Christian School will provide limited personal identifying information for your child consisting of first name, last name, email address, and username to the following web-operators: Microsoft Office 365 for Education, Google Apps for Education, Aimsweb Plus, and ACSI and the operators of any additional web-based educational programs and services which CCS may deem necessary during the upcoming school year.

## Using Technological Devices at School

Technological devices are intended for use at school each day. If a student is having difficulty maintaining appropriate use of the device, (failing to sign out a computer for usage outside the computer lab, failure to return devices etc) parents may be notified. Since the device is integral to the learning process for the upcoming school year, students who fail to follow the orderly distribution, use and return of the device will lose the privilege of access but still be expected to

complete work that may have required use of the device. Students are subject to whatever penalties individual teachers assess should they fail to follow their teachers' requirements. If a student-owned device becomes non-functioning, IT department will attempt only basic trouble-shooting procedures to correct the problem. If these attempts prove unsuccessful, the student's parents are responsible for repairing the device or taking it somewhere to be repaired. If a school owned device becomes non-functioning, IT department will determine steps to fix problem and repair.

## Hot Spots and 3G

Students are not permitted to connect to the internet using a detected hot spot or cellular account while at school. We will be able to detect this on our network. Students will be allowed to connect to the CCS wifi, and they are required to utilize only the CCS wifi during school hours.

## Passwords

Students are required to follow the prescribed passwords for all school-owned devices and not introduce nor use personal passwords or accesses on school-owned devices. Photos/Videos/Backgrounds All technologies provided by or used at Casper Christian School are intended for education purposes. Students are expected to follow the Biblical mandate to honor the Lord Jesus Christ in all that they do. Therefore, we expect students to: use technology in a way that is safe, appropriate, careful and kind; make no attempt to get around technological protection measures; use good common sense; and ask questions if they need clarification of any possible areas of potential concern. Students are NOT PERMITTED to take pictures or videos in class, locker rooms, hallways, restrooms, etc. without teacher permission. Disciplinary action up to and including dismissal will result if students choose to ignore this rule.

### **Sound/Music/Recording**

On all devices, sound will be always muted, unless permission is obtained from the teacher for instructional purposes. Appropriate music may be used in class at the discretion of the teacher (i.e., reading time or homework time during class). All musical lyrics should be appropriate and positive. Teachers have the right to listen to determine if music is appropriate. Headphones will not be used during a test.

### **Printing**

Students are required to print materials at home. Printing from devices is not available on campus unless expressly directed by school personnel.

### **Saving Work**

It is the student's responsibility to ensure that work is not lost due to mechanical failure, failure to back-up files or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work; therefore, students will back up all work via their own supplied thumb drive. Students can also email themselves documents to ensure that a particular document is saved.

### **Network Connectivity**

CCS makes no guarantee that the school wireless network will be up and running 100% of the time.

### **Downloading Apps**

Teachers may require students to download apps or books that have application to their specific course content. Teachers will email parents and/or discuss with students the required app or book. IT Department, in coordination with classroom teachers, will download the required apps.

### **Inspection**

Students may be asked to provide their device for inspection. Teachers reserve the right to ask students to close particular apps or internet sessions. Disciplinary repercussions for violations of this Acceptable Use Policy will be referred to appropriate administration.

### **Web Access**

Casper Christian School provides students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing will be monitored, and web activity records will be retained indefinitely. Students will understand and respect that the web filter that is in place as a safety precaution and will not try to circumvent it when browsing the

Web. If a site is blocked and a student believes it should not be, the student will follow CCS protocol to alert a school faculty or IT Department.

## **Email**

Casper Christian School may provide students with an email account for the purpose of school-related communication. Availability and use will be restricted based on school policies. Email accounts must be used with care. Students should be extremely cautious when transmitting requests for personal information or opening files or following links from an unknown origin. Students should always use appropriate language when sending an email and should only communicate with people as allowed by CCS policy or their classroom teacher. Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as they do offline.

## **Learning Management Systems**

Recognizing the benefits collaboration brings to education, Casper Christian School may provide students with access to web sites or tools that allow communication, collaboration, sharing, and messaging among students (Canvas, Google Classroom and Seesaw). Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as they do offline. Posts, chats, sharing, and messaging will be monitored. Students will exercise caution and wisdom in NOT sharing personally identifying information online.

## **Security**

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, alert the IT Department immediately. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

## **Netiquette**

Students are expected to use the Internet, network resources, and online sites in a courteous and respectful manner. Students must also recognize that along with valuable content online there is also unverified, incorrect, or inappropriate content. Students will use trusted sources when conducting research via the Internet. Students should also remember not to post anything online they would not want parents, teachers, or future colleges or employers to see. Once something is online, it's out there with the very real potential to be shared and spread in ways never intended or anticipated.

## **Plagiarism**

Students will not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students will not take credit for things they didn't create themselves, nor will they misrepresent themselves as an author or creator of something found online. Research conducted via the Internet will be appropriately cited, with credit given to the original author.

## **Personal Safety**

Students are strongly cautioned against sharing any personal information over the internet, including phone number, address, social security number, birthday, or financial information, without adult permission. Students should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard their personal information, as well as that of others. Students should never agree to meet someone in person who they meet online, without parent or guardian permission. If you see a message,



comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult immediately.

### **Cyber-bullying**

Cyber-bullying will not be tolerated. Harassing, dissing, denigrating, impersonating, pranking, excluding, and cyber-stalking are all examples of cyber-bullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in immediate disciplinary consequences, and loss of iPad/Computer privileges. In some cases, cyber-bullying is considered a crime. Remember: your online activities are monitored and retained.

### **Parent/Guardian Responsibilities**

Talk to your student about values and standards your student should follow when using the Internet just as you would on the use of all media information sources such as television, cell phones, videos, movies and music. Limitation of Liability Casper Christian School will not be responsible for damage, harm or theft to student-owned iPads. While Casper Christian School employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Casper Christian School will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

### **Social Media**

Casper Christian School recognizes that the ever-changing social media tools available today bring the potential for expressed thoughts to reach audiences far beyond the classroom or school community. While we respect the right of students, employees, alumni and other community members to engage in the many social media options available today, our standards for appropriate online communication reflect our commitment to educating, encouraging and equipping Christian leaders to fulfill their God-given purpose and impact their culture. Standards of behavior, responsibility and accountability we expect from our students, parents and faculty **at all times:**

- We welcome participation and comments on all of our CCS sponsored sites, including social media, blogs, forums, etc. We encourage positive, constructive discussion and insight. We realize differing opinions might spark debate on some topics. We request participants remain courteous and respectful of others, and avoid comments that are profane, obscene, inappropriate, threatening, or otherwise objectionable.
- Your submission of content in any form to an CCS sponsored site will be publicly accessible.
- CCS reserves the right to review all comments before they are posted, and to edit them to preserve readability for other users. CCS may also reject or remove content in any form for any reason.

### **Use of Social Media:**

- Be cautious and aware of what you post online or send in private messages. Social media venues including social networking, wikis, blogs, photo and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, students, parents, teachers, or an employer to see.
- Remember that your interactions reflect not only on you, but on the Casper Christian School community. For that reason, posts on social media venues should follow the guidelines outlined in the Technology Acceptable Use Policy and the CCS Honor Code found in the CCS Student Handbook. What is inappropriate in the classroom is inappropriate online.
- Material posted to websites, forums, or other forms of social media, must not be defamatory toward CCS or those in the CCS community.
- Inappropriate speech in social media posts includes derogatory comments to/about schools or their students, i.e., competing opponents in academic, athletics, or fine arts contests.
- Be mindful when re-sharing/reposting content to check not only the post, but also the source of the information you are sharing to determine appropriateness, e.g., a cute or funny meme may

be from a source with a derogatory or profane name. Once you re-share/repost, the objectionable content is on your page.

- For any reason, social media posts or otherwise, students are NOT PERMITTED to take pictures or videos in class, locker rooms, hallways, restrooms, etc., without teacher permission.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Be safe online. Never give out personal information and do not share your password.
- Alert a parent, teacher, or other staff member if you run across inappropriate or threatening material.

CCS RESERVES THE RIGHT TO REVISE, ADD, DELETE AND EXTEND ANY OF THE POLICIES AND PROCEDURES PERTAINING TO TECHNOLOGY AND ITS USE AT ANY TIME. STUDENTS AND THEIR PARENTS WILL BE NOTIFIED OF ANY OF THESE CHANGES BY EMAIL.

Parents electronically sign this Acceptable Use Policy during the registration process.

Students electronically sign this Acceptable Use Policy at the beginning of each school year.

