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Dear Champion Christian Elementary School Students and Parents,

WELCOME TO CHAMPION CHRISTIAN ELEMENTARY!

We expect God to do some exciting things in your life, so get ready!

This handbook will help you understand the expectations we have for you while at CCS. Please read it carefully and ask questions if anything remains unclear.

Elementary students need to read this with your parents, sign, and return the statement page which means that both you and your parents have read this handbook. It is important to us that your parents know our expectations for you as well.

After you have read this handbook, please keep it in a safe place. You will need to look at it from time to time during the school year.

On behalf of the faculty and staff at Champion Christian Elementary School, we are praying for your school year. **MAY GOD BLESS YOU!**

Together in Christ's Service,

CCES Faculty and Staff

Champion Christian School reserves the right to change any policy or procedure at any time as deemed necessary and in the best interest of the school by the Board of Directors and the School Administration.

The Center Board of Directors utilizes a Governance Model for the leadership of the Center which allocates the Board of Directors to developing overall policy for the Center and hiring of the Chief Executive Officer which is directed to hire staff within policy and to develop procedures that accomplish the implementation of the policy governance developed. In this case the Center, along with any of its programs reserves the right to change any policy or procedure at any time as deemed necessary and in the best interest of the Center and programs by the Board of Directors and the School Administration.

SPECIAL NOTE: All students are required to read this student handbook. Handbooks will be distributed at orientation and/or the first day of school. **STUDENT HANDBOOKS MUST BE READ, HAVE THE STATEMENT PAGE AND THE BUS RULES PAGE SIGNED BY BOTH STUDENT AND PARENTS, AND BE RETURNED TO YOUR HOMEROOM TEACHER BY THE DESIGNATED TIME.** Students who have not turned in the signed statement pages on time will be required to attend the **HANDBOOK ASSEMBLY HELD AFTER SCHOOL. THE ASSEMBLY WILL BEGIN AT 3:30 P.M. AND LAST ONE HOUR. PARENTS WILL BE RESPONSIBLE FOR TRANSPORTING THEIR STUDENTS HOME.**

BUS AND VAN RULES

1. Passengers/students must wear seat belts (if available) while riding on a school bus or van.
2. Seat belts must be properly worn by all passengers/students.
3. Eating is not permitted on school bus or van.
4. Passengers/students must face forward while riding school bus or van.
5. Passengers/students will not throw objects while riding school bus or van.
6. Passengers/students will keep hands and personal objects inside school bus or van and to themselves.
7. School bus or van will only stop at assigned stops with the exception of parental permission.
8. Loud voices and noises will not be tolerated on school buses or vans.
9. Passengers/students may have seating assigned at the discretion of the driver.
10. Students must be at their stop five (5) minutes before the bus or van is scheduled to pick them up.
11. Passengers/students need to be appropriate in their behavior while riding the school bus or van.
12. All school rules and policies apply while students are riding a school bus or van.
13. All violations of transportation policy will be documented by the driver and submitted to both Champion Christian School and parents.
14. Students will display an appropriate and respectful attitude toward bus and van drivers.

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STATEMENT PAGE

Dear Students and Parents,

Please sign the statements below and return them to your homeroom teacher on or before the due date. Should you fail to complete this priority assignment, you will be required to attend the Handbook Assembly which will be held after school. The assembly will begin at 3:30 P.M. and last one hour. Parents will be responsible for transporting their student(s) home.

Thanks,

Belinda B. Lane
Elementary Principal

I have read and understand the policies and procedures outlined in this student handbook and parent handbook. I will follow them to the best of my ability.

_____/_____ Signature of Student Date	_____/_____ * Signature of Parent Date
_____ _____	_____/_____ Signature of Parent Date

I have read and understand the policies and procedures outlined in the Bus and Van Rules. I will follow them to the best of my ability.

_____/_____ Signature of Student Date	_____/_____ * Signature of Parent Date
_____ _____	_____/_____ Signature of Parent Date

*If only one parent is signing this statement page, please initial one of the following statements:

_____ I understand that I am signing for all parents who have responsibility and custodial rights.

_____ I am not able to enter into this agreement with any other custodial parents.

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YOUR UNIQUENESS AS A STUDENT

Psalm 139:1-16 - Psalm 119 - Romans 3 - Romans 12:1-8 - Galatians 5:17
Ephesians 4:11, 15-16 - Philippians 3:12-14

At Champion Christian Middle School, we see every student as a unique creation of God. You are special and there is no one else exactly like you. God has a uniquely ordained plan for your life, which He would like you to fulfill. Our goal for you as a student at CCES is that you would develop skills and abilities, self-confidence which comes from a personal understanding of how valuable you are in God's eyes, and fellowship with God which will enable you to live the rest of your life in a successful and Christ-like way.

Because we live in a fallen world and have a sinful nature, we are continuously battling in areas that God wants us to change. We all have a tendency to accept sinfulness, mediocrity, and poor attitudes in our lives. Because of this, all of us have areas in which we need to grow. For some of us, this will be various academic disciplines such as math, spelling, Spanish, or some other subject. Sometimes these areas will be working on getting along with others, understanding biblical principles, or dealing with authority. Please expect to have these areas identified as a student at Champion Christian Middle School. It is the job of the body of Christ to hold each other accountable in love.

LEARNING AT CHAMPION CHRISTIAN

Genesis 1:1, Matthew 25:14-30, John 14:6, Romans 7:18; 14:12, Philippians 4:8-9,
I Corinthians 1:25; 3:5-8, II Corinthians 13:8, Galatians 5:16-26

If you are a new student at Champion Christian School, you'll find that learning is different here. Smaller classrooms, more individual attention, and a hands-on philosophy allow you to become more directly involved in the learning process. You won't get lost in the crowd. Your work will not be overlooked. We will treat you as an individual with strengths and weaknesses and your good qualities will be maximized. Your evaluation processes will be related to your achievement and understanding of the issues as well as how you do on tests. Adjustment to this type of classroom can take some time. You may feel confused or feel that you "never learned this before." Please feel comfortable in sharing these feelings with your teacher and parents so we can talk about ways to help you make the transition at CCES.

You will find that Champion Christian School is a fun place to learn. The teachers, staff, and students are supportive, friendly, and helpful in your learning process and in their desire for you to achieve your academic goals. Please remember - talk with us!

You may also discover (particularly if you came from a public school) that the basic philosophies of learning are different at Champion Christian School. There is a sound reason for that! Our goal is to help you develop a Christian worldview that is based on biblical principles needed to deal with life. These principles are becoming very different from the world's principles. We want you to be able to draw strength from God as you face life's challenges and depend upon His truths in your continuing growth as an individual.

Some of these differences may be about theories of creationism and evolution, expectations of how people act and treat each other, how we see evil in the world, or how God relates to us personally and to our world.

It's exciting to be a part of a Christian organization, but it also requires a lot of hard work. Once again, please talk with teachers and staff about why things are different at Champion Christian School.

ACSI SPONSORED ACTIVITIES

All students will participate in these CCS sponsored activities: Bible Festival, Creative Writing Festival, Speech Meet, Science Fair, and Social Studies Fair. Age, grade, and developmental level will be taken into consideration for student expectations. The school reserves the right to withhold records and credit for classes until the student has completed these requirements.

Further participation in the Association of Christian Schools International (ACSI) district competition is voluntary for all of these activities. Parents are responsible for any registration and transportation fees related to the event.

FIELD TRIPS

Field trips play an important role in your education at Champion Christian. They are much more than just a day away from books! The faculty at CCS believes that hands-on experiences are one of the best ways you will learn. You can expect to go on several field trips during the course of the school year.



All elementary students are expected to attend field trips. Any student who does not attend a field trip will be required to attend school the day of the field trip and complete an assignment on a related topic. The assignment will be due on the day of school following the field trip. Absences will be recorded as unexcused, unless a doctor's excuse is obtained. All un-excused absences must be made up at the end of the year.

All school rules apply on all field trips and on all school-sponsored events on the school campus and away from it.

No laptops, cell phones, Ipods, or MP3 players are allowed by students on the field trip. Any prohibited devices will be confiscated and returned only in July.

SERVICE PROJECTS

Matthew 8:24-27 - Luke 22:26 - Galatians 6:2-10 - James 1:22 - I John 5:1-5 - James 2:14

Christian service needs to be an important aspect of your life. This value is one that has become forgotten in our current culture. Christian values encourage us to serve others, to think more of others than ourselves, as well as to love your neighbor as yourself.

Our culture, being post-Christian, is moving farther and farther away from these values. Our culture displays a "take care of me first!" and a "what is important to me is all that really matters!" attitude. As part of the curriculum at Champion Christian School, the faculty regularly integrates service activities with you that benefit our community, other classrooms, our school, the Center, local ministries, churches, missionaries, and others throughout the world. This will help you develop and reinforce skills that are necessary in order for you to grow up with strong Christian values in how you relate with others. These activities will be chosen by the faculty and administration of Champion Christian School, and are required as part of our school's curriculum.

LIBRARY
Philippians 4:8

Students will be allowed to borrow no more than five (5) books from the library and will not be allowed to take out any more until previous books have been returned. Books are checked out for a three (3) week period and may be renewed once. Families will receive no less than two late notices prior to a final notice which will include an invoice for the missing book. Questions or complications can be addressed with the appropriate building librarian.



All lost books will be charged a \$10 lost book fee which will replace the book and cover the processing costs. Families will be billed directly from the accounting department and all library late fees and book costs will be considered direct bills on student and family accounts.

Please note that the library will close a few weeks prior to the end of the school year to close our records and finalize reports. The library will re-open for use during the summer, times to be announced.

TEXTBOOKS / CURRICULUM

Christian integration in our academic classes is a vital part of our curriculum at CCES. For this reason, our goal is to utilize Christian textbooks or supplement secular textbooks and curriculum with Christian materials. Students may be asked to purchase damaged or lost textbooks.



EXTRACURRICULAR ACTIVITIES

Students will not be allowed to participate in extracurricular events (during or after school) if they are not passing one or more classes. Participation will also be restricted if a student has two or more missing assignments at the time of the activity. You will still be permitted to participate in athletic practices, however, you cannot participate in actual competitive games until assignments are caught up.

Students who have missed three or more consecutive days of school for any reason will need special permission from teachers to participate in extracurricular events. Students are not permitted to attend activities on the same day as an absence unless they have a doctor's excuse or have received permission in advance from the principal.

Extra Curricular Activities Suspension

Any student who is failing one or more subjects will not be allowed to participate in any extracurricular activities. This includes all sports, worship team, student council, and any other extra curricular activities. Students would need to be suspended from the activity for six weeks until the next marking period grades are released and all grades are brought up to at least a C. Students with D's would have one six weeks' marking period to bring up the grades to a C and then would be suspended if a D or F grade is on the report card.

Sports and Absenteeism

If any student in sports is not in school all day on the day of a sports event, he or she may not participate in that sport during or after school on that day. Students who miss less than half a day for an orthodontist, dentist appointment, or regular checkup with a doctor would be exempt with an excuse from the doctor.

TITLES OF ADULTS

Romans 13:7 - I Timothy 5:1-2, 17

It is important for you to understand that teachers and staff are your friends as well as those in authority over you. Faculty members, principals, and any adult staff at Champion Christian School should be addressed by the title they have chosen. You need to feel comfortable and talk with them about issues that are important to you as well as any problems that you have in school. If you have a problem, you may wish to discuss it first with your parents. After discussing the problem, have your parents help you talk with your teacher or staff member at school.

RULES AND DISCIPLINE

Proverbs 10:17 - Matthew 7:12; 18:15 - John 14:15 - Romans 14:19

I Corinthians 14:40 - Ephesians 5:1-4 - Hebrews 13:17

Rules, policies and guidelines are a necessary part of every school, organization or institution. At Champion Christian School we have carefully established rules that reflect biblical principles and Christian values. Some rules are more important in terms of orderliness in a classroom or a school function. Some rules relate to how you treat your fellow classmates. Some rules relate strictly to behavior. You are expected to follow the policies and guidelines established in this handbook and other documents (such as the parent handbook) because they affect you and our school. It is important that open dialogue be maintained through the appropriate channels such as student council, Parent Advisory Committee, faculty, and administration whenever policies, rules and related issues need addressed.

You are expected to live out biblical principles that are reflected in interpersonal communication. You must talk to us as the Center leadership about those issues. We realize that it is much easier to talk among yourselves as students about the policies and procedures or even about the people in charge. This is not biblical. In terms of maintaining a distinctly Christian atmosphere and character about our school, we must be Christian in how we handle our differences. Biblically, we are called to love and honor each other as well as to hold each other accountable in terms of talking about variances of opinion and the gray areas of scripture. It is expected that students will carry these principles out at Champion Christian School.

Champion Christian School uses progressive discipline principles when dealing with a personnel problem if the administration, in its sole discretion, believes the use of progressive discipline is warranted. There are some circumstances when immediate suspension or expulsion may be appropriate without the use of such a graduated procedure. If progressive discipline is used, the administration reserves the right to terminate the procedure at any time before all progressive discipline steps have been completed.

PERSONAL PROPERTY

The Center and Administration reserve the right to search lockers, personal handbags, backpacks, student's cars, clothing or persons when deems it necessary to enforce the policies of the Center. In addition, cell phones, IPODS, emails and internet usage can be searched at any time.

RESPECT POLICY

Jonah 3:6-9 - Luke 19:1-19 - Ephesians 4:29

We feel that children and adults should be treated with respect. Respectful communication is more likely to be heard. James 1:19 says that "Everyone should be quick to listen, slow to speak and slow to become angry." Being respectful means that we are:

1. Using the appropriate words (Ephesians 4:29).
2. Using the appropriate tone of voice.
3. Using the appropriate actions and expressions.

We believe that no matter what age the person is, it is never too late to start doing what is right.

CHRISTIAN CHARACTER

I Corinthians 2:1-5, II Corinthians 5:20, Colossians 3:17,22,
Jude 3, I Peter 3:15, I Timothy 2:3-4

You do not have to be a Christian to attend Champion Christian School, but please remember that our goal is to have you want to become a Christian! We will not push you or demand that you become a Christian, but we will present you with many facts and pieces of information that we believe will point out the truth as well as the excitement of having a Christian faith.

Your decision about whether to make a personal commitment to Christ is entirely your own. As a school, we strongly believe in developing within our students a Christian world view. You need to understand that everything taught at CCS will be presented from a Christian perspective. This point of view is reflected in our Statement of Faith. Any faculty, staff member, and fellow students will be eager to pray with you if you choose to become a Christian.

Although CCS does not require students to be Christians upon enrollment, we do require that their behavior and lifestyles be consistent with a Christian model. This is particularly true in that we believe the Bible makes specific prohibitions against the following behaviors and lifestyle issues and that these issues can significantly affect your student's ability to be a part of CCS. CCS retains the right to refuse enrollment or to disenroll any student who engages in, supports, condones or otherwise promotes the following behaviors:

Promiscuous behavior (sex outside of marriage) (I Corinthians 6:18-20); homosexuality/ bisexuality (I Corinthians 6:9, Romans 1:26-27); criminal activity (Titus 3:1); illegal drug and alcohol use (I Corinthians 3:16-17 and Proverbs 20:1); disrespectfulness of authority (Colossians 3:22, Hebrews 13:17, Romans 12:7); hate crimes and racial discrimination (I John 3:15, Genesis 1:27, Colossians 3:10, 11); usage of pornography (Matthew 5:28, Philippians 4:8). In addition to these direct Biblical mandates, we feel the following areas (addressed indirectly in scripture) would also be inconsistent with Christian standards at CCS: inappropriate use of anger (Ephesians 4:26, James 1:20, I Corinthians 9:27, Titus 2:2); profanity (Exodus 20:7, Colossians 4:6, Ephesians 4:29, 5:4) and bringing weapons or anything that can be construed as a weapon to school (2 Corinthians 10:3-4).

We expect students at Champion Christian School to be able to identify and work from a Christian perspective. This is not negotiable, and will be reflected in all of our policies and procedures. CCS has the sole discretion to enforce expulsion due to behavior problems.

Champion Christian School's Biblical role is to work in conjunction with the home to mold

students to be Christlike. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the Biblical lifestyle the Christian school teaches. This includes, but it not necessarily limited to, sexual immorality, homosexual sexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. (Leviticus 20:13, Romans 1:27)

“Character is who you are and how you behave when no one is watching.”

CLASSROOM RULES

Romans 14:4-5 - Ephesians 6:5-9

We recognize that each student is unique as well as a beautiful individual in God's eyes. Your teachers are unique too. You will find your teacher's individuality may be expressed in different classroom rules. These minor differences are important and you will be expected to respect each teacher's rules while in class.

HARASSMENT POLICY

All students and staff are expected to treat each other with dignity and respect, which is free from all forms of intimidation, bullying, exploitation and harassment, including sexual harassment. Anyone who violates this policy will be disciplined, up to and including termination or expulsion.

FORGIVENESS

Luke 15:11-24 - Luke 23:26-43

Forgiveness is a choice. God gives us the ability to make our own choices just as the Bible tells us in the stories of the prodigal son and Jesus on the cross. We know that we cannot be forgiven unless we forgive. When we choose to forgive someone, we are really making 3 promises.



1. I won't remind you about what you did wrong.
2. I won't remind others about what you did
3. I won't remind myself about what you did wrong.

CONFRONTATION

Matthew 18:15-17

Any time two or more people are together, conflict will arise. Having a disagreement with somebody is inevitable, and a natural part of each student's life at Champion Christian School. We recognize that this is the case, and so does God! In Matthew 18 it says (paraphrase): "When you have a problem with someone, you must first go to that person and talk with them (every time!)." Most problems can be worked out this way.

The faculty and staff at Champion Christian School believe that God has set up the principles

described in Matthew 18 in order to handle the problems that will arise between people. Read it for yourself. We also believe that when we follow these verses appropriately, this scripture will show us how to resolve the problems we may have with others. When someone says or does something that hurts you at Champion Christian School, you are responsible to:

1. Go and talk with the other person involved, sharing how you feel about what they said or did. This should not be done in a way that accuses them or yells at them for being wrong. The purpose of this meeting is to share how what they did or said made you feel. In most cases this will take care of the problem. If it doesn't, you need to then:
2. Talk with an adult (faculty or staff) at Champion Christian School about the problem and ask them to help you resolve it. If this does not succeed in solving the problem, you then need to:
3. Talk with the principal. He or she will then help you deal with the situation appropriately.

This can be a very difficult process to do. It requires courage and integrity. You will be required to act out Matthew 18 as a student at Champion Christian School. Even though the problem may have been caused by someone else's insensitivity, you are responsible for holding them accountable as well as the faculty and staff in helping you work it through. This procedure can be followed in everything from fighting to talking behind someone's back. Again, read Matthew 18 so you fully understand this important biblical principle.

When someone speaks to you about something you have done, you are expected to react appropriately. The "5 A's" will help you remember expectations at CCS:

- | |
|--|
| <ol style="list-style-type: none">1. ADMIT what you did wrong.2. APOLOGIZE for how your choice affected someone.3. ASK for forgiveness.4. ACCEPT the consequences.5. ADJUST your choice next time. |
|--|

BEHAVIOR PLAN POLICY

If a student's behavior becomes disruptive in class or endangers another child, parents will be notified. If the behavior continues, the teachers and principal will meet with the parents to establish a specific behavior plan. The behavior plan will be individualized according to the needs and behavior of the student involved. Parent and student response to the behavior plan will be taken into consideration for continued enrollment.

CELEBRATION OF HOLIDAYS

Matthew 1:18-2:12, Romans 10:9; 12:2, Colossians 3:17

When we celebrate holidays at Champion Christian School, our goal is to worship Christ and to integrate biblical principles in our celebrations of holidays. We also want to have fun. When we celebrate holidays, we avoid meanings that are not Christian because we want to think about God and glorify Him through our celebration while in school.

For this reason, at Champion Christian School we do not celebrate Halloween. Halloween has its origins in the worship of Satan.

Thanksgiving is a time to celebrate when the people in our Nation's history took time to focus on God and what He had done for them. At Champion Christian School we talk about the pilgrims and their relationship with God, how God provided for them, about our blessings today, and how we can thank God for our blessings.

At Christmas we do not talk about Santa Claus, rather we focus on Jesus' birthday. Sometimes classes exchange gifts just as the Wise Men who brought gifts to Jesus did, and often times we have parties.

Easter is a time when we celebrate God's resurrection of Jesus and the way we can be saved and have a relationship with God. For this reason, we do not talk about the Easter Bunny, but rather focus on the cross and Jesus' rising from the dead. Your teacher will let you know what you will be doing in class for each holiday.

HOMWORK

Proverbs 3:11-12 - Ecclesiastes 3:1; 12:12

Homework is a valuable part of your educational process. It is the policy at Champion Christian School that homework will be given, but it has to be carefully balanced. Time spent on homework will vary according to your individual ability and grade level. Please contact your teacher if homework is a problem on a regular basis.

There will be times when you will have long-term assignments that you must plan for in order to avoid over crowding with homework on particular nights. For instance, special project requirements may best be managed over several weeks or months in order to avoid a crunch at the due date. Your failure to effectively manage long-term assignments is a work management issue and not a "too much homework" issue. You and your teachers need to work together to help you develop appropriate management skills for your developmental level.

It is important that we not create work-aholic students by having you do too much homework. If you feel that you have consistently been given more homework than is appropriate, talk with your teacher. In older grade levels, homework is considered part of your grade and will be treated as such.

Wednesday Homework Policy. The faculty of Champion Christian Middle School believes that homework is an integral part of the learning process. It gives needed reinforcement in the processing of information given during the daily lessons. However, we realize that many of our families have church obligations on Wednesday nights. Due to this we will try to have lighter homework assignments on Wednesday evening, and if at all possible we will not give major tests on Thursday. Sometimes, there are extenuating circumstances that require homework such as students that have absences and have to make up work before the deadline of report cards. Parents should call if they have any questions.

TAPING OR RECORDING CLASSES

Champion Christian School realizes that there are limited circumstances when students may need to either tape record a class lecture or have another student tape record a class for them. However, it is the school policy that any students wishing to tape record a class or any part of the school day must obtain permission in advance from the teacher. Any student who tape records a class or any part of the school day, regardless of the reason, without the express permission of the teacher or school individual involved, is subject to suspension or expulsion.

SUBMISSION TO AUTHORITY

Hebrews 13:17, Romans 13:1b, Titus 3:1-2

Submission to authority is not a specific behavior, but an attitude. It is obedience, commitment, compliance, surrender, and yielding to the requirements of those whom God has placed over you. It is subjection to righteous restraint. Behaviors associated with a lack of submission to authority include directly disobeying an order by either not doing what you were told or doing something you were told not to do; arguing with an authority figure or inappropriately questioning his/her decisions or instructions; displaying arrogant boldness or being inconsiderate of authority.

The postmodern culture in which our youth are growing up teaches them that they deserve to feel good at any cost. Through media and peers they learn to defy and disrespect authority. They are influenced to question and challenge those in authority over them because they have a right to do so. They learn that the fallibility of those over them makes them unworthy of respect and honor. They are constantly bombarded with overt and subliminal messages that degrade their parents, teachers and other authority figures and a message of relativism is pervasive throughout society. Our children learn that there is no absolute truth, and that choices should be based on whatever they feel.

In the Bible, Hebrews 13:17 tells us, in essence, that people in a position of authority will be held accountable for the attitudes and actions of those in their care. However, this does not take the responsibility away from those under authority. All men are commanded to obey and submit to their leaders. All authority has been ordained by God so must not be questioned. Beyond that we are told to be ready to do whatever is good; slander no one (including teachers and administration), be peaceable, considerate and humble. If we do not have a submissive attitude it is impossible for us to be humble, or do what is good and slander no one. God also tells us in Hebrews that there will be consequences for lack of submission and obedience (....for that would be of no advantage to you).

COMPUTER USE POLICIES

1. Screen savers and backgrounds can only be changed with staff approval and should be in accordance with the Center's mission statement and other similar student policies (such as t-shirt, etc.)
2. Students must obtain permission to play educational games on school computers. Playing non-educational games during school is prohibited. Non-educational games may be played after school hours, but must meet school policies. Priority for computer use will be given to students completing school assignments.
3. Documents need to be saved to the "Student Save" directory only. Saving a document to a windows directory or c:\directories is prohibited. All shortcuts will need staff approval. (If the file "Student Save" directory doesn't exist, a student with staff approval may make it).
4. Music played using the computer, must follow the Music Policy stated in the student handbook.
5. Installation of software (including downloading) is prohibited unless approved by the Internet Committee. The following steps will be used:
 - A. Appropriate Content
 - B. Copyright/Legality Approval
 - C. Technology approval. The Computer Club will install the software after all of the above steps have been taken.

6. Changing the clock, date or configuration settings are prohibited, unless approval is given by a staff member.
7. Students are not permitted to access email accounts at school without direct supervision from a faculty or staff member. The faculty or staff member must read all the student's incoming and outgoing emails which must be specifically for a school purpose.
8. After school hours, please turn off the computer you are using.
9. Do not delete the work of others. In case of an accidental deletion, please inform a staff member ASAP.

INTERNET POLICY

We are very concerned about Internet Safety for all our students and have taken measures to protect you while accessing the internet. We have invested in elaborate filtering systems on all our computers. The internet and web provide an incredible opportunity for learning and staying connected with the world. However, there are risks involved with internet access. Because of this, CCS utilizes ongoing education and monitoring methods regarding student internet use. Our proxy filtering systems in the network are constantly being monitored to assure students access to quality material, and yet practical protection from the darker aspects on world wide web connectivity. We believe in the education of minors about what constitutes appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, as well as cyber-bullying awareness and response.



The following topics have been determined to be inappropriate for student internet access:

1. Sexual Content
2. Swearing/Bad Language
3. Satanic/Cult Material
4. Anti-Christian Material
5. Anti-Patriotic Material
6. The use of web based email, chat rooms and instant messaging is not permitted.
7. Non-Christian music or related sites

Deliberate Violation of the above policies will result in loss of computer privileges for:

- 1st Violation - Six Weeks
- 2nd Violation - Remainder of school year

Accidental Access of Inappropriate Material. If a student would unintentionally access any inappropriate material, that student will need to fill out an accidental access form and give it to his/her teacher. This must be done so that the student does not lose his/her Internet privileges.

Software Brought from Home.

1. All software must be approved by the Center.
2. The software must be a legal copy as per the copyright laws.

LAPTOP POLICY

Students may bring personal laptops to school for academic use. In doing so, students may log in through the school's network to have filtered Internet access, and access to the schools network, services, and printers. It is important to note the following procedures with laptops:

1. Students must be using the laptop for approved school functions
2. Students must follow all other computer, technology, and Internet policies when using their laptop
3. Students are not permitted to use any downloaded games, movies, or other functions while at school

If a laptop has wireless access the student may meet with the IT department to set wireless access up. Failure to meet the CCS guidelines will result in the loss of permission to bring a laptop to school.

PERSONAL ITEMS

Exodus 22:7-13 - Matthew 7:12 - Romans 14:1

There is a great deal of cultural diversity at Champion Christian School represented by the student body. We encourage you to bring things in from home and your background to share with others. Here are some general guidelines when dealing with such items:

1. Unless special permission has been arranged with the teacher, personal items that are extremely valuable or carry a high sense of sentimental value should not be brought to school. They could get broken on the bus or at recess. Accidents do happen.
2. If you have a particular question about an item, please contact your teacher. Once again, as with many policies, rules at home and school may be different. We encourage open discussion about them, but also respect each family's convictions. We ask as well that you respect the Center's policies.
3. It is expected that you will respect other students' property. In the event that you are responsible for breaking another student's personal item, you will be expected to replace it whether it happened in negligence or willful misconduct. Although accidents do happen, it is important that you take responsibility for your behavior with other student's property. Great care should be taken when using someone else's personal items.
- _____4. Please remember that any items brought to school must be in compliance with all handbook policies. If a staff or faculty member has reason for suspicion of a violation of a policy, the school has the right to examine the student's belongings.
5. Students are not allowed to be in other student's lockers despite the mutual consent of students. Teachers have full access to lockers and student backpacks.

TOYS. Generally, toys are not permitted at school. Toys brought to school will be stored in the student's locker so as not to distract from the learning experience. We will notify you if your child may bring toys from home for a special activity.

LOST AND FOUND

There is a lost and found box located in the hall. Any items not claimed at the end of the semester will be given away. It's a good idea to put your name on all items so that they can be returned to you easily.



RESPONSIBILITY FOR MATERIALS

Matthew 25:14-30

As a student at Champion Christian School, you are responsible to take good care of the equipment and materials you use during school. This is true of big (and often expensive) items such as computers, camcorders, VCR's, etc. as well as small items like text books. This is being a good steward of what God has given your school. Should you behave irresponsibly with any of our school's material or equipment and as a result break, lose, or destroy the equipment or material; you will be required to replace it. This does not mean that if a computer breaks while you happen to be using it that you will be required to replace it. It does mean that if you are acting irresponsibly around a computer, it will be your responsibility to have it repaired and/or replaced at your (or your parents) expense.

CLEAN IT UP; IT'S YOUR JOB

Exodus 22:5 - Jeremiah 29:7 - Romans 13:10 - I Corinthians 9:23 - Philippians 2:4

Keeping Champion Christian School clean is all of our jobs, not just those of the custodial staff. We believe that Christ would want us to have a servant heart and one that is responsible toward our facility. Therefore, it is also your job to take care of not only your personal belongings and classroom, but also to keep all other areas of the building clean. It is important that our facility maintain a clean and orderly appearance not only for ourselves but for those who come in to visit. Their first impression of Christ and Christians could be based on how our school looks. In fact, people often will not go to a church or to a school because it does not present an attractive appearance. Helping keep our building clean takes a little extra effort, but it's worth that extra effort because such an attitude is one that will be admired by your future employers and your future family!

Respecting our community and neighborhood is an important value. It is important for you as a student and the student body as a whole to work toward building up the area in which we live, learn, and work. God calls Christians to respect the community where we live, and to impact it for Him. This means remembering that our neighbors are living in homes not schools. It is important to keep noise at appropriate levels. Make sure that you don't intrude upon our neighbor's property, however, should a ball or another object go onto our neighbor's land, take care to pick it up while not doing any damage in the process. In the event that something from our school damages a neighbor's property, it is important that you talk to a faculty or staff member right away, and that you and the adult talk with the neighbor. If any restitution needs to be made, we will make it.

PROFANITY

Colossians 4:6 - Ephesians 4:29; 5:4

Use of inappropriate, offensive and/or blasphemous language is not tolerated at school. Improper usage will result in an after school detention. For subsequent offenses, the student will receive a one day in-school suspension. Repeated offenses could result in dismissal from school.

HONESTY

Matthew 5:33-37 - Ephesians 4:25 - Colossians 3:9

Lying about or failure to admit to participation in inappropriate actions mentioned in this handbook will result in a one day in-school suspension, in addition to any consequences for the action itself.

CHEATING

Exodus 20:16 - Colossians 3:1-5 - Ephesians 5:3-10

Cheating on a test or assignment will result in a zero for that assignment. However, further assignments and/or consequences are to be determined by the individual teacher. Repeated offenses will result in a parent conference, after school detention, suspension, and eventually expulsion.

WEAPONS

Colossians 3:8-15 - Matthew 5:9 - Romans 13:10

A weapon is defined as any object that may be construed as being dangerous (pen knife, gun, broken glass, etc.) As required by law, students who bring a gun to school will be immediately expelled. Any student bringing other types of weapons to school will receive a minimum of a one day in-school suspension. Repeated offenses will result in out of school suspension and possible dismissal from school. The actions of the student in regard to the weapons may require immediate dismissal from school.

WORK ETHIC

Colossians 3:23

To some, work is a negative four-letter word. To the Christian world view, it is seen as a part of our design by a God who created us to work. It can be a positive part of life that sustains and maintains us, rather than something we should try to avoid. There is a tone of urgency in the Bible with regard to using our work time well. We believe this applies to students and school, which is their primary venue for work as it relates to preparing them for life. Mature (and maturing) students know that time is precious so they want to spend it doing significant, meaningful, and rewarding work as directed by their teachers. Colossians 3:23 tells us that ultimately we should work as though God is our boss and that is the main reason for developing a solid work ethic for life and through out studies at Champion Christian School.

Consequences: (Work ethic misbehavior might include)

1. A warning that student is becoming negligent in this area (including not doing homework).
 2. Doing homework at recess or staying after school.
 3. Setting up a homework plan to follow with parents and teachers signing off on assignments.
 4. Automatic ten points off grade every day that a major project or assignment is late.
 5. Attitude probation after a certain number of detentions (to be determined) has not helped the student to have a better work ethic.
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BREAKFAST/LUNCH

The school breakfast/hot lunch program operates five days a week, Monday through Friday. There are also beverage machines available. Please make sure that your child brings a sack lunch to school every day that they do not purchase a hot lunch. Specific cost, menus, and money procedures will be announced at the beginning of each school year.

DRESS CODE

I Peter 2:11-13 - Romans 14:12-13 - I Timothy 2:9-10 - Ephesians 5:8-11

Champion Christian School's dress code is as follows: Students should be neat and clean and in clothing which appropriately reflects Christian standards. This means that you may not wear shirts with indecent or inappropriate language or pictures on them. This would include pictures of people who display characteristics which are ungodly. Students should not wear clothing that would be provocative to other students.

You may wear shorts, t-shirts and jeans to school. Male and female students may not wear hats indoors at any time. This includes hats that are part of an ensemble. Sunglasses may not be worn in the building. Personal grooming needs to take place at home or in the restroom, not in the hallways and/or classrooms.

Hairstyles and jewelry must allow for clear vision and not be a distraction to the student, peers, or staff. You have the right to express your individuality but also the responsibility to make sure your appearance is not offensive or conflicting with Christ-like attributes.

The following apply to male and female students where applicable:

1. All skirt and shorts must cover at least 3/4 of the thigh (including when sitting, bending or during activity).
2. No tank tops, halter tops or midriff showing tops.
3. No skintight clothing of any kind.
4. No underwear showing at any time (including when sitting, bending or during activity).
5. Pants must be worn at waist.
6. No ripped clothing.

Students who are dressed inappropriately must change or have parents take them home. Guidelines and determinations regarding appropriate dress may be further determined by the administration and faculty.

Clothing that allows for movement and tennis shoes are required for gym days. Students who are not prepared for gym two times will be required to have proper gym attire and shoes kept on campus at all times. Outside play in winter and early spring is important. Be sure your child is prepared to go outside. Students need to wear snow pants, coats, boots, hats, and mittens during outside winter activities. Please notify your child's teacher if there is a problem or concern.

FRIENDSHIPS

Romans 13:8 - I Corinthians 1:10 - Galatians 5:23 - Colossians 3:13

Friendships are an important part of life, and are highly valued at Champion Christian School. It is important for you to understand that the biblical concepts of friendship will be addressed among the student body. Students should not be exclusive in their friendships, nor encourage cliques, or let differences in opinion, etc. fragment the student body at Champion Christian School. It is recognized that some people will be drawn closer to each other, however, it is expected that all students will be able to get along and function in a normal and healthy way.

Since Champion Christian School is a private school, enrollment and student population changes frequently. Sometimes friendships are severed because a student will transfer to another school. You need to understand that it is okay to have friends from other schools and friendships outside our school can and should be maintained. It is also important that students not blame each other for being transferred from our school or act disrespectful to students who no longer attend CCS. Friendships are encouraged outside the school setting, once again expecting that biblical principles will be maintained and that differences will be worked out and problems resolved.

Behaviors that surround dating and personal relationships are not appropriate for school. Champion Christian School will not allow any displays of affection including hand holding, kissing, etc.

NO SMOKING / NO DRUGS

I Corinthians 3:16; 6:19-20; 10:13; 10:31

Champion Christian School has a firm NO SMOKING / NO DRUGS POLICY. This means smoking and drugs are not permitted in Champion Christian School buildings or on facility grounds. Any student who is found smoking or using drugs in school or on school grounds will face immediate, indefinite suspension. Readmission to Champion Christian School will only be considered pending an investigation by the Center Board of Directors and their unanimous approval.

The full drug violation policy is available upon request.

MUSIC AND TECHNOLOGY POLICY

The advent of new technology, combined with the portability of communications and network technologies around the world have created several issues for schools. Champion Christian School is no different. This is increasingly important as technology and technological devices affect many things of value that happen related to school. This includes, but is not limited to, the way students talk with each other, the values that they are exposed to in music, advertising, and media, and the group interactions that happen during the course of bus rides, etc.

There are several key factors that are important to us in understanding and utilizing that technology for students:

As it relates to music, we are committed to lyrics and the word content of music, video and DVDs, reflecting Christian values whenever it is appropriate for students to listen to music on CCS school time. As it relates to electronic communication, as with other types of interpersonal communication, it is important that the conversation is wholesome, builds one another up, and does not cause students to exclude themselves from whatever group activity is happening at the time. This includes time to and from school, extra trips, sports trips and outings, and field trips.

Music. It is the position of Champion Christian School that music styles do not necessarily determine the spirituality of a song and what music children listen to at home should be determined within their family. However, we do believe that the lyrics and words of music are significant in influencing us as people. We recognize that there are differences within the Christian community about this issue, but also that we must set a policy in place that guides school usage at school and Center events. The Board and faculty at Champion Christian School has chosen that all music listened to during school or school functions (whether on personal time or private time) will be Christian and must be on a Christian label. If you have any questions about music, please talk to a faculty member.

Music which is not on a Christian label (this includes personal recordings, mixes, etc) is not permitted on a student on school property at any time and students must listen to music that contains only English lyrics. All music must be on a Christian label and no homemade tapes or CDs are allowed. Tape and CD players are only allowed to be used on the bus, during lunch, after school or on trips; however, teachers may prohibit the use of these devices at any time. Because of the inability to monitor and enforce this policy, MP3 players, or listening to downloaded music on laptops, phones or other devices is NEVER allowed. Electronic equipment may never be used during school. Students violating this policy will have music privileges revoked for a period of one month from the time of infringement by the staff member taking the device. This device will not be returned under any circumstances until a parent personally picks up the device at school from the program administrator, and commits along with the student to abiding by the policy. A second violation will lead to music privileges being revoked for one year, and any device that is confiscated will not be returned.

Hand held gaming devices. Hand held gaming devices, such as the Play Station, etc., are not permitted in school. Occasionally in the case of long bus rides a student may be permitted to use a device on the ride to and from school if the driver and administrator both give permission.

Procedure

1. Listening to music: For a student to listen to a tape or CD on a bus ride to or from school as permitted or on a trip, or in a school setting, they must first notify the driver or faculty member in charge that they would like to listen to music and show them the labeled CD or tape. Failure to do this will be a violation of this policy. No student should have a listening device with or without earphones attached and be listening without first obtaining the approval on a daily basis. This includes cell phones.
2. Cell phones are not permitted to be used during school hours. Students who bring cell phones to school must leave them with their home room teacher. This is a zero tolerance policy. If students fail to turn in the cell phone it will be confiscated and not returned until the end of the school year. If this happens in May, the phone will not be returned until the end of July.
3. Students may only use cell phones on busses and vans with permission of the driver for each instance, and being in a front (or near front seat) where the driver can monitor the conversation. Upon completion the phone must be turned off. Drivers will only grant permission based on clear necessity. Violations will be the same as above.
4. There is a no tolerance policy for IPODS, MP3 players, and any other multi-functional devices. Students may not bring any of these to school. If found, they will be confiscated and not returned until the end of the school year. PLEASE BE AWARE, THERE WILL BE NO EXCEPTIONS! If this occurs in April or May, the devices will be returned at the end of July.
5. DVDs will be previewed by faculty members for potential use on a trip, or at school using the above guidelines.
6. SEXTING POLICY. In keeping with Champion Christian School's responsibility to provide a safe

learning environment for all students, the board has established the following policy regarding the issue of “sexting”. Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion, and in the notification of local law enforcement. Students and parents are required to immediately report any such activities to a teacher or a school administrator.

Please remember that CCS is not responsible for any equipment brought to school. Anything that is lost or broken is the sole responsibility of the student who brings it.

Technological equipment that is provided by the Center is subject to the Center’s reserved rights regarding that equipment and use. The Center provides technological equipment for education and job-related purposes and specifically reserves the right to monitor student, visitors, and employee work and educational performance and use of any mechanical, electronic, or other work-related device. This includes telephone, voice mail, computer, Internet, and e-mail. Any misuse of Center equipment or personal equipment while using Center technical resources may lead to disciplinary action up to and including dismissal, removal from the Center or expulsion from Center programs.

Social Internet Sites. Students are not permitted on these sites during school hours. Any inappropriate or offensive postings will be required to be deleted. Repeated offenses will result in probation and/or expulsion.

BUS POLICIES

Transportation is provided to and from school for most school districts. Sometimes special arrangements are made between school districts to enable a student to ride the bus to school. Please treat your bus driver with respect and follow all the rules on the bus.

All bus drivers are encouraged to use the school staff to support their management of behavior and conduct on the bus. Should a driver have a problem with a student’s behavior they are encouraged to use the administration of the Center to help solve those problems. It is important to recognize that the CCS faculty and administrators are consistently involved in this process to make sure that it goes well.

The process for behavior that violates CCS policy is:

1. Students who do not respond to initial warnings and corrections from drivers are written up on a bus violation report. Copies of this report are sent to the parent, school and kept on file by the driver.
2. A second violation notice will result in one day’s suspension from the bus. It will be the responsibility of the parents to transport students to school that day.
3. After a third violation notice the student will be suspended from transportation privileges for three school days.
4. A fourth violation notice will result in a loss of transportation privileges for five school days.
5. With a fifth notice of violation, the student will lose transportation privileges for the remainder of the school year.

If a student is suspended from riding the bus and does not attend school, it will be counted as an un-excused absence. All un-excused absences must be made up at the end of the year.

A possible written assignment may be required at any point in the process.

Occasionally, you may want to visit a friend after school and need to ride his or her van/bus home from CCS. In order for you to do that, you must arrange it with the appropriate bus driver ahead of time. A lack of space may prevent extra students from riding other buses or vans. You must also

submit written permission from your parent as well as the parent of the student you are visiting. These permissions must be presented to your bus driver, the bus driver of your friend and your teacher. The bus company will not accept verbal permission from parents, so all notes need to be submitted the morning before your visit. Remember, busses load promptly at 3:30 P.M. It is your responsibility to listen when busses are called and board your bus on time. _____

CHURCH ATTENDANCE

Hebrews 10:25 - Psalm 122:1

Church fellowship is a vital part of spiritual and social growth. Our school encourages all students to attend weekly church services with their family or on their own. Students are also encouraged to participate in church sponsored youth programs and events. In general, if a church activity conflicts with a school event, students will be excused (with a make up assignment) from the school event with a request from their pastor.

DISCOVERY/SPECIAL NEEDS PROGRAM

I Corinthians 12:21-23 - James 2:1

Champion Christian School accepts a portion of its student body as special-need students because we believe that a Christian model for education would include all students. Special-need students are classified as follows:

1. Students with a learning disability
2. Students with an attention deficit disorder
3. Students with behavioral and emotional problems
4. Students with academic problems
5. Students with physical disabilities (provided the facility and instructional personnel are able to accommodate the physical handicap)

Students with special needs have been determined to be successfully integrated into regular classrooms, particularly with classroom situations and schools such as Champion Christian. Because of this, Champion Christian maintains a ratio between typical and special-need students. This ratio factors in age, developmental level, and classroom structure along with enrollment. Students are evaluated for special-need status based upon their performance and past school experiences, current experience at Champion Christian School, and professional recommendations.

Admission for the special-need student may require attending additional academic programs or parental attendance of various support programs at Champion Christian School. These determinations will be based after careful review by the Administrative Team at CCS. It is important to understand that although CCS has an ethical responsibility to both you and your child to do our best to determine any conditions and considerations to your child's education that will be productive to their educational future. Some of the types of work, testing, assessments that may be included in your child's educational assessment and planning could be:

1. Special-need classroom work.
2. Family or child services contracted by the parents outside the school setting.
3. Additional material or instructional costs or special service costs.
4. Family counseling services.
5. Participating in the Discovery Program at CCS

6. Participating in the Learning Support Program at CCS

7. Required Psychological testing, or Psychological assessment

It is important to understand that Champion Christian School has no desire to label students. It is expected that no student will be treated differently by faculty, staff, students, or parents because of their special need. From time to time issues may need to be discussed on a whole-classroom level because of a student's special need (i.e., behavior problems that may affect the whole classroom). We expect you to talk to your parents and teachers about those issues before they become unmanageable or a major concern in order that corrective actions can be taken to make sure that all students' needs are met.

Champion Christian offers the Discovery program through the National Institute of Learning Development (NILD). Our educational therapists work with individual students identified with a learning disability. The Discovery program requires additional tuition. Contact the principal for more information.

Champion Christian also offers a Learning Support Program which provides a prescriptive educational remediation program for students to help master classroom skills. This program is coordinated by the Principal in working with faculty members to determine a plan to be administered by the Learning Support Staff. The Learning Support Program requires additional tuition. Contact the principal for more information.

HOMESCHOOLED STUDENTS

The maximum number of classes a homeschooled student can take while still remaining part-time is two. Students who enroll in three classes will be considered full time, and be required to complete all full time enrollment obligations of our school. When students are enrolled in classes, all school policies must be fulfilled (including attendance requirements). Fees will be adjusted proportionately.

Field trips and ACSI sponsored activities are mandatory only for those classes in which the student is participating (science class - science fair). All other events are encouraged, but not required. All homeschooled students are eligible to participate in school activities based upon a particular fee.

ATTENDANCE POLICY

Students are permitted to miss no more than eight (8) days per semester. All un-excused absences and any absences over the eight days per semester must be made up at the end of the year as determined by the Board and the program principal. Since teachers and office staff are in session for one week following the last day of school make-up time will begin following the last day of school. Make-up time will require special supervision and financial arrangements must be made with the school business office. Excessive absences may result in grade retention or dismissal from CCS. Parents and students are also subject to the truancy laws of the state of Pennsylvania. You should not come to school if you have a fever, is sneezing and coughing, or have any contagious disease such as diarrhea, the flu or any of the childhood diseases. You need to be symptom free without the aid of medication for 24 hours before returning to school.

It is important to remember that school days missed or lateness can never be fully made up. Students miss out on experiencing all the educational opportunities when they are absent. Although CCS will make every attempt to enable students to make-up work, education missed is education

missed, regardless if it is for an excused reason. It is for that reason that the CCS Board enforces not only unexcused absence days, but the total amount of days missed both excused and unexcused. Note: Remember that approved family vacation days are included in the count.

Excused Absences

1. You are excused from school for illness. A parent signed excuse is required upon your return to school.

Un-excused Absences

1. Your student record will reflect an un-excused absence when you do not turn in a parent signed excuse explaining why you missed a school day, or if the day was not an approved absence.
2. Not attending either a field trip or school the day of the field trip will be recorded as an un-excused absence.
3. A student is considered un-excused from school if the absence does not fit one of the following conditions:
 - *Illness
 - *Doctor's appointment (including dentist, orthodontist, etc)
 - *Parent excuse approved by faculty. Situations may be individually evaluated by the school faculty or administration if necessary.
4. Champion Christian School will abide by Pennsylvania Codes and report excessive absences to the school district truancy officer.

Sports Participation Policy: All students on sport teams must be in school the day of a game in order to participate in the game that day unless they have a doctor's permission to play. One grace day will be allowed for each student.

Tardy Policy School begins at 8:45 A.M. at South Campus and 9:00 A.M. at North Campus. Students who do not arrive by that time will be marked tardy. Parents need to notify the school office when your child will be late, but the tardiness is still counted. Tardiness will be recorded on report cards. Three (3) un-excused tardies will result in after school detention, and three (3) detentions (or tardies not made up by detentions in a timely manner) will count as an un-excused absence which must be made up at the end of the school year.

GRADES - STUDENT ASSESSMENT

Kindergarten Students

Report cards are issued twice a year.

Elementary Students

Report cards are distributed four times a year. Report cards will be given to your parents at report card meetings. Parents are required to meet with your teacher(s) for at least three out of the four report

cards regarding your progress.

Both Kindergarten and Elementary level report cards are issued based on individual achievements, detailed record keeping, and skill through a point system rather than a letter grade system.

RETENTION OF ENROLLMENT

Students are a part of CCS until such time that they are not a match or feel as though they are not part of the student body. Families should follow the standard enrollment process and make sure they turn in their pre-enrollment forms, pay registration fees on time, and indicate they will be back next year. Champion Christian School has a rolling enrollment policy and once a completed and signed application for enrollment is on file, it will be considered current and valid until a child is withdrawn. Enrollment may be denied on the basis of previous behavior, spiritual state and attitude. This policy will be managed and administered under the supervision of the faculty and administration.

Enrollment of children in Champion Christian School is a privilege, not a right. Parents must understand that continued enrollment and re-enrollment of their children is dependent on their support of the school, its staff, and its policies.

TRANSMITTAL OF RECORDS

The following records will be considered part of a student's permanent file and will always be sent with other records to a new school that a student is enrolling in or made application to:

1. Attendance Records
2. Report Cards
3. Health Records
4. Behavior records, including consistent disciplinary problems, suspensions, expulsion records and specific family and student contracts.
5. Psychological records with relate to learning issues such as attention deficit disorder, learning disabilities, and other school related problems.

Please allow at least one week after your written request for transcripts. Please note that records will be sent only if balance is paid in full. (See parent handbook.)