

# SCHOOL HANDBOOK

*Edition 2008*

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_.

*Educating for Eternity*

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## **PURPOSE AND POLICIES**

### **OUR PURPOSE**

Carachipampa Christian School is a Christian school. Parents and students accept the religious direction of the school in which students are taught from a Biblically-directed, Christian perspective. The school also has a satellite school in Sucre with fewer students and teachers than in Cochabamba. Students and teachers of the satellite school in Sucre are part of the CCS family, even if they are not seen in Cochabamba very often, and, as such, also come under the regulations in this handbook.

The school seeks to provide an environment which encourages students to submit to the Lordship of God over His world; to discover their unique abilities; to develop those graces and skills demonstrated in the life of Christ; to strive to use their talents in all areas of academic, social and artistic endeavor and to exercise these God-given talents in the development of their personalities in God's service and to His glory.

### **OUR SCHOOL MOTTO: Educating For Eternity**

We have chosen this as our school motto because we believe that what we do as a school is for more than this life. Carachipampa has as its foundation a desire that everything that is taught and learned will prepare our students for their eternal purpose to love God and enjoy Him forever. It is our hope and prayer that each student in our school will catch a glimpse of this eternal purpose which is briefly expressed in our motto: ***Educating For Eternity.***

### **OUR MISSION**

We exist to equip students for life through academic excellence and the development of Christian faith and character and to enable them to live out that truth in every area of their lives.

CCS is an evangelical Christian school with the Bible providing the base for all of the classes taught. The school promotes, in an active manner,

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Biblical principles, ethics and a Christian philosophy of education. Participation in daily devotions and weekly chapels is expected of all students and the teachers also spend daily times together in prayer and Bible study.

### **CCS PURPOSE STATEMENTS:**

As a Christian school, CCS acknowledges the supremacy and guidance of God in our ministry of education and seeks to know His will. Therefore, the staff accepts their role at the school as one of service to God, relying on the Lord Jesus Christ as the only Savior and Guide and living by the principles in God's Word, the Bible. CCS makes no distinction concerning an individual's race, religion or ethnic background when it comes to applications of families for places in the school.

The following verses from the Bible express our purpose and aim for our students:

*“And this is my prayer: that your love may abound more and more in knowledge and depth of insight, so that you may be able to discern what is best and may be pure and blameless until the day of Christ, filled with the fruit of righteousness that comes through Jesus Christ – to the glory and praise of God.*  
-- *Philippians 1.9-11*

In order to fulfill that purpose, the school will:

- be known as an educational institution which supports the task of missionaries in reaching the lost and fulfilling the Great Commission of Jesus in Matthew 28.19-20
- recruit teachers who demonstrate Christ in their daily lives in the classroom and who show His sacrificial love and care towards the students of CCS
- ensure that parents and students accept the Christian bias of the school
- teach students about the world and their role in it from a Christian perspective

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- evangelize and disciple our students and encourage them to have a strong and growing personal relationship with Jesus Christ
- provide an environment which encourages students to submit to the Lordship of God over His world
- allow students to discover their unique abilities and to develop those graces and skills demonstrated in the life of Christ
- challenge students to use their talents fully in all areas of academic, social, physical, and artistic endeavor
- encourage students to exercise their God-given talents in the development of their personalities in God's service and to His glory.

### **CCS GOALS:**

Carachipampa Christian School aims:

- to help our students discover a dynamic, Biblical perspective of the world and their role in it
- at appropriate levels, to help our students appreciate the world as it is in its fallen state and to develop the Biblical foundation and facility to cope with living in that world
- to challenge our students in terms of the parable of the talents, to demonstrate that they are using all their God-given talents to the best of their abilities
- to help our students develop relationships of care of, and respect for, each other as human beings made in God's image, and to display the personal qualities shown to us in the life of Jesus, including an appropriate obedience to those in authority and a spirit of kindness, love, respect, and encouragement
- to equip each student with the ability to communicate clearly, logically and effectively through the core elements of the curriculum

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- to encourage the creativity, curiosity and inventiveness of our students
- to teach, at levels appropriate to each child, the fundamentals of Bible, language, arts, mathematics, social studies, science, physical fitness, music and health
- to minister to children from the missions community in Bolivia and to a proportion of non-mission (ex-patriate and national) children
- to prepare students of mission families to return to their countries of citizenship, either to continue their schooling or to enter a college or university of their choice
- to develop in ex-patriate students a sensitivity to, and appreciation of, the host culture of Bolivia and a competent understanding of the Spanish language
- to develop in Bolivian students an appreciation of their own culture and history and to prepare them for university entrance, either in Bolivia or abroad
- to meet the educational needs of families with children enrolled at CCS.

### **ACSI ACCREDITATION**

Carachipampa Christian School first sought and received accreditation by the Association of Christian Schools International (ACSI) in 1993. We have continued improving our curriculum, our school teaching standards, our buildings, and the administration of CCS to maintain this accreditation. Accreditation means that we are being “monitored” by ACSI, an international school-accrediting agency, so that our standards are the highest possible for our students and school families. CCS worked very hard to earn this accreditation and is very proud to be a part of ACSI.

## **SCHOOL REGULATIONS**

### **PART I – STUDENT LIFE**

#### **1. The School Day**

The school day begins when students board the bus in the morning and ends when they get off the bus in the evening. Students come under CCS authority throughout the school day and must obey school regulations whenever they are riding on the busses or are on school property.

Normal school class periods are 45 minutes long. There is a bell to mark the end/beginning of classes. Please note however that students will be dismissed by their teachers and should not use the clock to determine the end of class. They should pass quickly to their next class and avoid going to the rest room, getting drinks or going to their lockers, except at recess and lunch break.

#### **2. Times To Arrive At And Leave School.**

Students not using CCS bussing should not arrive at school before 8:10am in the morning and should leave by 3:15pm after school, unless they are participating in school sponsored activities that require them to stay later. We recognize that some siblings may need to wait on their brother or sister to finish an activity, but the school cannot take responsibility for their care after 3:15 pm.)

#### **3. Arriving Late To School.**

Students who arrive at school after their Home Room has started must sign in at the office before proceeding to their first class. Being late to Home Room will be counted as a tardy and will be included in their school reports.

#### **4. Use Of Personal Autos**

Students who are legally able to drive may drive their vehicles to school if they have written permission from their parents/guardians. Students wishing to travel in cars with other students must have written permission from their own parents/guardians as well as from the parents/guardians of the driver. Students coming to and from school in their own vehicles are to be sensible in their driving and are not to

endanger the lives of other students. Once students arrive at school, they are not to return to their cars during the day, until dismissed from school. Coming to school in a private vehicle is a privilege that may be withdrawn if the privilege is abused.

**5. Excused and Unexcused Absences**

When students must be absent for sickness or emergencies, parents should notify the school before 8:30am on the day the student is absent. When the parent thus notifies the school, students will be given extra time to complete work and make up tests. Generally, for an excused absence, two school days will be allowed for each day's absence. For example, if a student is absent on Monday and returns on Tuesday, their makeup work for Monday would be due on Thursday.

If parents do not notify the school when their child is absent, the absence is considered unexcused. For unexcused absences, extra time will not be given to make up work. Work not turned in will be given a zero.

Students are not given permission to miss any part of the school day to work on projects or papers due for a particular class. These absences are unexcused and the student will be given a zero for any work missed.

If a student is absent for more than 10 days in a single quarter, the student will not be issued a report card for that quarter until all work is made up, including tests.

**6. Known Absences**

Carachipampa recognizes that the responsibility for the education of children lies with their parents. We appreciate that there may be times when students may need to be withdrawn from school for urgent family reasons but we would also note that absences of any kind during school time will affect a student's academic progress and will also inconvenience the classroom teacher. If a student is absent with permission for an extended period of time during the school year, the following should be noted:

- The parent must notify the school at least one week in advance of a student's planned absence. This will allow staff time to prepare necessary work for students who are to be absent.

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- Students must complete all work (homework and tests) that is due during their planned absence.
- If a student is to be absent during final semester examinations, the parents must give at least one month's notice in order to allow staff to set a separate exam to be taken prior to departure. If this notice is not given, students may receive a zero for their exams. It is requested that students do not take time off school during the week of final examinations as it affects the student's progress and puts undue pressure on the teaching staff.

### **7. General Principles Of Dress For Students**

From time to time students will be at school functions away from CCS Campus. Some of these times include camping week, sporting events, and the Senior trip. At these and other times, students are not required to wear an official uniform, however, their clothing and dress must meet the following guidelines:

The following clothing/dress items are **NOT** allowed:

- Clothing which has messages which do not reflect positive values, such as advertisements for beer or cigarettes
- Clothing that is torn or has holes
- Very short skirts or shorts
- Blouses with low necklines or tops which reveal a bare midriff or have spaghetti straps
- Low waisted trousers
- Shorts with lycra leggings
- Any body piercing of any kind on boys

The following clothing items are allowed but with the restrictions noted:

- Girls may wear earrings. but no other body piercing jewelry is allowed when at school or at school events
- Caps, hats and hoods may only be worn outside and not in class or in chapel.
- Sunglasses may not be worn in class or school building.

When a school activity involves swimming, either as part of an instructional class or on school trips, girls may only wear modest one-piece swimming suits.

Students not wearing the uniform at CCS or who violate the general principles of dress above will be given a rules violation.

### **8. The CCS School Uniform**

All students at CCS must wear an official school uniform at all times on campus. The uniform consists of trousers or shorts (skirts possible for ladies) and a shirt which are provided by a supplier for the school. Families must purchase their uniform from the supplier at their tienda in Cochabamba. The school will not provide uniforms for purchase.

A separate PE uniform is required for students in Grades 7 to 12 any time they are in PE Class. They will be given time to change into their PE uniform before class and time to change back into their regular uniform after class. They may NOT wear the PE uniform in any academic class.

Elementary students may purchase a PE uniform if they desire to use it on PE days. However the PE uniform is not required for elementary students; it is strictly optional.

The official school uniform does not include a sweater or jacket for cooler days. Students may wear their sweater or jacket over their shirt, but the outer wrap must meet the general guidelines given below.

### **9. Guidelines Concerning The Wearing Of Uniforms**

- Boys are required to keep their shirts tucked into their trousers.
- Uniforms must be clean and not marked on or worn with holes.
- Uniforms cannot be altered to make skirts too short or sleeves or pants unreasonably tight.

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- Only uniforms purchased from the school provider are considered official. Other “same color” trousers or shirts from other tiendas are NOT acceptable.
- Rules violations will be given to any student who does not wear an official uniform during the school day or wears a uniform that does not meet the guidelines above. There can be NO excuse for being out of uniform.

### **10. Personal Property**

The school is not responsible for the loss or damage of any personal item brought to school. Students should therefore not bring valuable items to school. If a valuable item is required for a class (for example a camera, or computer) the item may be kept in the school director’s office until needed.

The school specifically prohibits the use of all music-playing devices during school hours (8:00 a.m. and 4:00 pm). The school also prohibits the possession of dangerous weapons at CCS. The school will confiscate any such items which are found at school. Personal items confiscated by the school will be returned to the parents at the end of the semester.

### **11. Use Of School Equipment And Facilities**

All school equipment and facilities must be used with care. If a student damages or defaces any school property, the student and their parents are responsible for the replacement and/or repair of the damaged property.

### **12. Use Of School Phones and Cellular Phones**

Students in the elementary grades may use the school office phone only if given written permission by a teacher. The School Secretary cannot and will not give permission to use the school phone. Students in Grades 7 to 12 may not use the school office telephone except in absolute emergencies.

Cellular phones are allowed, but are brought to school at the student’s own risk. Use of such phones is restricted to lunch time and at recess. They must not be used as music devices at any time.

Cell phones must be turned off (not set in silent mode) and be out of

sight during classes. If a cell phone rings during a class, or if a student uses one during class time, the phone will be confiscated by the teacher, (in the case of a high school student, they will be given a Rules Violation Notice) and parents will be contacted to collect the phone. Should a pattern develop, more serious measures may be taken including confiscating the phone till the end of the semester. Students making or receiving calls during the breaks will be counted tardy if they arrive late for the next class.

**13. Student Visitors To CCS**

CCS students who want friends to come to classes at CCS may only do so if the Director and teachers of the class(es) have given permission at least one day before the intended visit.

**14. Leaving The School Grounds.**

CCS is a closed campus. This means that no one may leave the school property during the school day without permission. No student will be allowed to go on school trips away from CCS property without a permission slip signed by one of the parents or guardians.

Students who leave CCS school property on school-approved trips (such as sports) must travel in a group with their teacher or sponsor. They are responsible to that teacher and must follow school regulations and the teacher's directions for the duration of the trip.

Students who desire to use personal vehicles or other means to travel from the CCS campus to the site of any school event must have a note signed by a parent who authorizes them to do so. Students wishing to travel in cars with other students must have written permission from their own parents/guardians as well as from the parents/guardians of the driver.

**15. Lunches, Recess And Snacks.**

Students may bring their own snacks and lunches or they may be purchased from the *comedor*. Students are **not** allowed to chew gum on school property.

The school *comedor* offers hot lunches to students for a reasonable price. Students must purchase their lunches directly from the *comedor* team.

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The CCS office will not handle money for the purchase of lunches. Lunches purchased in the *comedor* must be eaten in the *comedor*.

Staff will be on duty for supervision before school in the morning, during recess and at lunch.

### **16. Sickness**

If a student becomes ill during school hours, he or she should ask the teacher for permission to go to the nurse. The nurse will either take the student to the sickroom or call the parents to come and collect him/her. Students are not to make a call home to be collected without the nurse's permission.

Students who contract mumps, measles, chicken pox or other communicable illnesses including hepatitis or typhoid fever must remain away from school for 5 days so as not to transfer the illness to other students in their classes

### **17. Students On Medication**

Students who are taking medicine during the school day must notify the school nurse. Medicine must not be left in lockers or backpacks. It must be given to the nurse who will distribute the medicine to the student at the appropriate time. The medicines should be left with the nurse along with a note from a parent, explaining when the medicine should be taken and stating the dosage required.

### **18. School Insurance**

CCS carries 24-hour accident insurance on all enrolled students. In order to make a claim, it is necessary for the student to have a CCS identity carnet. The insurance provider will issue all CCS students their carnet as soon as possible after the beginning of the year. If an accident occurs, the school must be informed and the carnet must be shown when treatment is required.

Details of the current insurance policy and the clinics where medical attention can be obtained are available from the school secretary.

**19. Fundraising For Classes**

Classes in Grades 7 to 12 will have an account established at CCS for their future use toward their Senior Getaway. Money placed in this account will come from funds raised through activities organized by the students themselves for their Grade 12 trip. The following should be noted regarding the fundraising activities and the money raised:

- The number of fundraising events allowed per class is determined by the administration at the start of the school year.
- All funds raised for the classes must be kept at CCS in the CCS Finance Office.
- No student may withdraw funds from the account without a signature from their Homeroom teacher or one of the CCS administrators.

**20. Senior Getaway**

The Senior Getaway is an opportunity for the Grade 12 students to be together as a class, prior to their leaving the school and scattering all over the world. This Getaway or “Prom Trip” for Grade 12 students will take place during the time agreed upon both by the students and the administration. All funding for the trip will be the responsibility of students. The trip is limited to visiting places within Bolivia. This is in order to keep the costs down and to allow all Grade 12 members to participate, as not all Grade 12 families will be able to afford a trip to an exotic location.

There must be at least one male and one female supervisor for a mixed group. At the Director’s discretion, one supervisor must be from the CCS high school staff and will usually be the Grade 12 homeroom teacher while the other may be a member of the CCS staff or a parent who is a missionary. The cost of accommodation and transport for the accompanying supervisors must be borne by the students. However supervisors will be expected to cover their own personal expenses and food costs.

During the Senior Getaway, students are expected to abide by school rules and to remember that they represent the school and more importantly the name of our Lord Jesus Christ.

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### **21. School Extra Curricular Activities.**

#### **a. Missions Trip**

Whenever possible, the school will organize a Missions Trip during the second semester of the school year - usually during the Easter break. The Missions Trip is not a holiday; hard physical work is often involved and accommodation is normally basic. Students who wish to join this trip are expected to complete an application form and, possibly, have an informal interview with a panel of teachers who will assess the suitability of the student for the trip. Students who go should be those who maintain a good Christian testimony in their life, both inside and outside school, and who wish to tell others about Jesus. Those students who are selected will be expected to raise funds for the trip in a variety of ways.

#### **b. Sports**

Carachipampa competes at the High School level in a variety of sports. We also try to arrange soccer matches and other sporting activities for our students in Grades 4 to 6 when possible.

Students who participate on school sports teams are issued uniforms, which must be cared for and returned cleaned at the end of the season. Students whose uniforms are not returned in good condition will be charged for cleaning or replacing the uniforms.

#### **c. Student Life Leadership Team**

At the beginning of the school year, each class in Grades 7 to 12 elects two representatives to the CCS Student Life Leadership Team. The CCS HS student body then elects the President and Vice President of the Council who campaign for office and must be in Grade 11 or 12. Students who desire to represent their class on the Team, or to run for President or Vice President must have a clear Christian testimony and fill out an application to be considered for the office they desire. The Student Life Leadership Team meets weekly with a teacher/sponsor to plan student activities and events that encourage school spirit.

**d. Worship Team**

The High School Chapel normally has a student led worship team that directs the Praise and Worship time. Students who have a strong Christian testimony and enjoy singing or playing musical instruments are encouraged to be a part of this team.

**PART II – STUDENT ACADEMICS**

**22. Use Of Other Languages In Classes**

Carachipampa is an English speaking school. Speaking English in classes will help those who need to practice their English conversational skills. It is also inconsiderate for students to speak in Spanish or other languages (including sign language) in classes where teachers may not understand what is being communicated. Therefore, teachers may prohibit the use of Spanish or other languages in their classes.

**23. Textbooks**

Students will be issued textbooks in various classes. Students must cover their books in the first week of classes to protect them throughout the year. Textbooks should not be written in or defaced in any way and must be returned at the end of the school year. A fee will be charged for books returned in damaged condition. The replacement cost of books will be charged to family accounts if the books are lost or not returned in usable condition.

**24. Use Of Calculators**

Elementary teachers will let their students know if they may use a calculator in their classes. All high school students must have calculators. Students in Grades 7-12 are responsible for the purchase of their own calculator. Students taking Chemistry, Physics, Algebra 2 or a higher math course must have a graphing calculator for their class. Students must take care of their calculators. The school cannot be responsible for loss or theft of calculators while at CCS.

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### **25. Lockers**

The school does not take responsibility for safekeeping of students' books and materials. Students in Grades 7 - 12 will be assigned a locker for storing their materials while at school. Students must make a US\$10 deposit for a combination lock that the school will provide. The deposit will be refunded at the end of the year if the lock is still operable and returned to the office. For security reasons, students should not exchange numbers or locks with other students.

Once a locker number is assigned, students may not change to a different locker without permission of the school administration.

If during the course of the year a locker becomes unusable, the student must report it immediately to the Business Manager and repairs will be made. Damage done to a locker will be considered a serious offense under the School Discipline Policy.

### **26. Library Use And Regulations**

The CCS Library is a valuable resource for students in our school. We are continually purchasing new books and updating our reference materials. Library use is a privilege and not a right. Therefore we request that all CCS students and families who use our library to adhere to the following regulations. Failure to do so may result in the individual being denied use of the library and its resources.

- a.** No food or drink is to be taken into the Library.
- b.** No music, running or loud noise is allowed in the Library.
- c.** All library resources must be checked out by staff – not students.
- d.** Books are loaned out for two weeks but may be renewed. Students may borrow up to three English books and one Spanish book at a time.
- e.** A date due card is placed in the pocket of each book loaned. Each student is responsible to return their books on or before the dated indicated, regardless of whether or not they receive other notification.

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- f.** Fines are charged to students for overdue books. Consult the Librarian for the amount and penalties for overdue books. Students who lose books or consistently fail to return them on time will lose their library privileges and be unable to borrow books.
- g.** When returning books to the library, students should put them through the return slot outside the library or on the counter just inside the door.
- h.** Students are not to reshelve books themselves nor put them on the gray metal cart/trolley.
- I.** On a day when a whole class is coming to the Library to exchange books, classroom teachers should gather all books together and send them to the Library immediately following class devotions. Students who want to renew a book should place a note in the book pocket saying, "Please renew."
- j.** Elementary students must have a CCS library book bag in which to carry their books or they will not be issued with books from the Library. These bags can be purchased at minimal cost from the Librarian.
- k.** The Library will be open whenever classes are in session and during the lunch hour. Closing time for the Library is 3.00 p.m. Students may contact the Librarian 24 hours in advance to make arrangements to use the library after the regular closing time.
- l.** Some encyclopedias and other resources are classified as special reference books and are held behind the circulation counter. They may not be removed from the library at any time. However, they may be used within the library by signing for them at the counter and returning them at the end of the lesson.
- m.** Books or other materials loaned out to an individual are the responsibility of that individual. They should not be given to anyone else.

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- n.** Only class teachers or the librarians may photocopy material for students and a charge will be made for each sheet copied. Students should pay for their copies at the time that they are made - there is no credit facility!
- o.** Non-CCS families wishing to use the CCS Library may do so with the payment of a fee of US\$25 per year.
- p.** Students may only use the computers on the second floor of the library when there is a supervising teacher (who is not the librarian) present in the Library with them.

### **27. Computer Lab Use And Regulations**

CCS recognizes that the computer and Internet use is necessary for living in a modern world. We aim to give our students the best instruction on the highest grade computers possible. CCS has strong filters on our computers so that students are unable to access inappropriate websites. We want our students to have the access they need to these important resources, but also recognize that there are many abuses that may occur. Therefore we reserve the right to limit or ban use of the CCS computers and/or use of the Internet for students who do not comply with the following regulations.

- a.** Students are not to be in the computer room except under the supervision of a teacher.
- b.** Students may not bring their own CDs or discs to school.
- c.** Students should not alter the desktop settings on the computers.
- d.** Students may not print anything unless permitted by the supervising teacher. There will be a charge for anything printed, even if it is required as a classroom assignment. All material being printed will be recorded by the teacher and charged to the appropriate family's account.
- e.** For any problem with the computer (freezing screens, error messages etc.) the supervising teacher must be consulted.

- f.** Students may use the school computers for Internet research only if their teacher allows it. Otherwise students must use their home computer for Internet research.
- g.** If a class is using the computer room, no student from another class may enter to work without the approval of the teacher that is present at that time.
- h.** When students finish using the computer, they must log off and put away all discs or other items that were being used.

**28. Physical Education Classes**

All students at CCS participate in PE Classes. High School students are required to wear the official CCS PE Uniform during their PE instruction time, but may not wear the PE uniform for regular classes). They must also have running shoes that have non-marking soles. If students fail to be in complete PE Uniform including appropriate shoes, they will not be permitted to participate in the PE class and will be marked down in their PE grade accordingly. In the event that students are physically unable to participate in PE, a note from a parent or a doctor is needed to excuse them from class.

Elementary students are not required to have a CCS PE uniform; it is optional. However on PE days, elementary students must wear soft-soled running shoes. If elementary students do choose to purchase the CCS PE uniform for use in PE, they may wear it the entire day, but only on PE days. They may not wear their PE uniform on other days.

**29. Field Day CCS T Shirts**

Upon entering CCS for the first time, students will be assigned to a team (Red, Yellow or Green) for Field Days in the second semester. All members of the same family will be assigned to the same color team. All students are required to participate actively in the Field Days competition and must wear a CCS Team T-shirt throughout the days of competition, not only when they are competing. T-shirts will be made available for purchase to all students before Field Days.

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### **30. Class Credits (Grades 9 - 12)**

Students who receive passing marks in their classes will receive credit towards graduation, according to the following criteria:

Classes of 4 or 5 periods per week - 1/2 credit per semester.

Classes of 2 or 3 periods per week - 1/4 credit per semester.

### **31. Withdrawals From A Class**

Once the semester begins, students may withdraw from a class or change from one class to take another only under very special circumstances. Any changes must be agreed upon by all of the following people: the School Director, the School Guidance Counselor, the parents and the teachers of the classes which are affected.

### **32. Study Hall**

A Study Hall, if offered, is a privilege for students that should be used wisely and not abused. Students should arrive at a Study Hall with all the materials that they require as they will not be allowed to visit their lockers or teachers during this period.

### **33. Independent Study For Credit**

Some academically advanced students in Grades 11 or 12 may want to do independent study for credit in place of a particular class. Such students must meet all the criteria below and have the approval of both the School Director and the Guidance Counselor before the start of the semester in which the student wishes to do the independent study:

- Students must be in Grades 11 or 12
- Students must have a cumulative GPA of 3.70 or above.
- Students are expected to either prepare for an AP exam (Advance Placement) or complete a recognized course at the AP level.
- Students must present a letter from their parents requesting that the student be exempt from taking the normal class in order to study independently. Such a request must be presented to the Director before the start of the semester.
- Students must have a full semester study plan with the name of the supervising teacher or authority who will

monitor progress and give a letter grade at the midterm and end of the semester. This plan must accompany the letter requesting independent study that the parents will sign.

- Students doing any independent study must also meet all school graduation requirements and Bolivian matriculation requirements for graduation.
- As we are an International school, we recognize that there may be students who will need to meet additional requirements, and permission may be given at the Director's discretion.

**34. Homework**

Homework is set regularly in amounts that are appropriate to the different grade levels. Suggested maximum homework times per grade are:

K – 2	20 min. per night	
3	30 min. per night	
4 – 6	60 min. per night	
7 – 8	1½ hours per night	15 minutes per subject
9 -10	2 hours per night	20 minutes per subject
11 – 12	3 hours per night	30 minutes per subject

All assignments are expected to be written in the student's homework diary and to be completed by the date set by the teacher. Assigned homework should normally be completed by the students without the help of a parent. Homework will not normally reach the maximum time every night. However, students and parents should realize that long term projects or tests will require extra study time.

Students taking AP or Honors courses must realize that the amount of work assigned in these classes will go beyond the criteria set for regular classes and the time required to complete their homework will exceed the time shown above.

Students in Grades 9 - 12 may be required to type some assignments. Typed assignments must conform to the teacher's instructions.

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### **35. Homework Turned In Late**

Daily assignments that are not turned in on the due date will be considered late and may be given a zero by the teacher. If a student has an explained absence on the day an assignment is due, an extension in time may be given to complete it with agreement of the class teacher. Major projects and long term assignments that are turned in late by high school students will be marked down for each day (including weekends) that the work is late.

### **36. Assessment In The High School**

#### **a. Semesters**

The CCS school year is divided into two semesters - August to December and January to June. Each semester's work is assessed separately.

#### **b. Examinations Required**

In Grades 9 to 12, a **COMPREHENSIVE WRITTEN EXAM** covering material for the whole semester should be given in all academic classes including but not limited to: Math, English, Science, Socials, Spanish and Cívica. At the teacher's discretion, a project may be given in place of the written exam, but it must be comprehensive to all the material covered in that semester. The written exams will be set during the last week of the semester. Students who fail to take an exam will be given zero for the exam grade unless they have given one-month notice in advance to allow the teacher to set an earlier alternative exam. In the second semester, students in the Spanish classes will normally give an oral presentation during the last three weeks, instead of writing an exam.

Students in Grades 7 and 8 may, at the teacher's discretion be given semester exams in the subjects listed above, but teachers are not required to give them an exam.

Length of exams will be no longer than 1 hour for half credit courses, no longer than 1½ hours for Grades 7 and 8 and no longer than 2 hours for Grades 9 to 12.

**Grade 12 Exception Clause:** For each subject giving a 2<sup>nd</sup> semester exam, students in Grade 12 who meet ***all*** the following criteria for that subject may, at the teacher's discretion, be exempted from taking the semester exam written in June:

- The student earned an A or B in the first semester of the class
- The student has an A or A- average for class work and tests during the 2<sup>nd</sup> semester.
- The student has not received any demerits, detentions or disciplinary actions during the semester.

**NOTE:** Grade 12 Students are **not exempted** from completing required Major Projects, or Oral Presentations. Also students in the Bolivian Matriculation class of Cívica are not exempt from writing their final exam.

**c. Semester Examination Policy In High School**

As examinations form an important percentage of the semester's grade, the following points should be noted:

- Students are expected to be on time for their examinations and those who arrive late may be refused entry to the room and may forfeit the examination.
- Students must remain in the exam room for the first half of the time set for that examination.
- Students may not talk or communicate with others by any means during examinations.
- Students are encouraged to read through the entire paper before they start writing to ensure that they understand all of the material
- Students must not have cellular phones in their possession during examinations. Any student found with a cellular phone, whether it is switched on or not will receive a zero for that examination.

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- Students may not have books, notes or loose papers with them at their desk or table during the examination unless given specific permission by the class teacher.
- Students may not have or wear caps during examinations nor may they borrow calculators, pencils, pens or erasers from other students.
- Students found cheating during examinations will be dismissed instantly and given a zero grade.
- Students who leave the exam room early must do so quietly so as not to disturb those who are still writing their exam.
- Students who leave the exam room early must move promptly to the assigned study area.
- Students who do not have afternoon examinations may leave the CCS campus when they have completed their last exam for the day.

### **d. Character Development**

The Bolivian Government requires that 10% of the value of our grades reflect the effort and attitude of the student. This is called the “Character Development” grade. A mark for this will be reported to the Bolivian Government for all students.

### **e. Grades**

The following are guidelines for course assessment. Individual teachers may vary this ratio in accordance with their course requirements.

- |                                      |     |
|--------------------------------------|-----|
| • Daily class work                   | 40% |
| • Tests and quizzes                  | 30% |
| • Effort and attitude                | 10% |
| • Final examination or major project | 20% |

The assessment of each semester’s work should be calculated on the basis of the above guidelines or something similar. However, students must be informed at the beginning of the semester of each teacher’s criteria.

**f. Grades And Grade Point Average (GPA).**

All teachers will award letter grades to students at the end of each marking period. Grades given will generally reflect the following criteria with the 'average' grade for the school being a B-(83%):

- A = Superior work; among the top students
- B = Average to above average work
- C = Average to below average work
- D = Below average; among lower third of students
- F = Failing; lacks the basics in the subject

The letter grade reflects the approximate following percentages and is awarded points according to the table below. The accumulated grade points are averaged for honor roll recognition at the end of each semester. If a teacher makes a variation to this scale, they must notify students at the beginning of the school year.

Percentage (%)	Grade	Grade Point Value
98 - 100	A+	4.0
95 - 97	A	4.0
92 - 94	A-	4.0
89 - 91	B+	3.0
86 - 88	B	3.0
83 - 85	B-	3.0
80 - 82	C+	2.0
77 - 79	C	2.0
74 - 76	C-	2.0
71 - 73	D+	1.0
68 - 70	D	1.0
65 - 67	D-	1.0
0 - 64	F	0.0

In addition to the CCS quarter and semester marks, students in grades 7 to 12 will be given a mark reflecting their average for the full year. This full year mark will be reported to the Bolivian Ministry of Education at the end of the school year.

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### g. Reports

Reports to parents will be issued at the end of each semester which show subjects taken, subject grades, GPA (in high school), absences, tardies, detentions given, number of demerits and teacher comments. In addition, mid-term or quarter reports will be given half way through each semester in October and in March. Reports to parents will not be issued to students whose parents have outstanding debts to the school until those debts are paid in full.

### 37. Honor Roll

C.C.S. operates an Honor Roll system for High School students. The Honor Roll is based upon semester GPA figures across all subjects. There are two Honor Roll levels that will be awarded each semester:

SPECIAL HONOR ROLL	Semester GPA above 3.70 (A- average)
HONOR ROLL	Semester GPA 3.30 - 3.69 (B+ average)

Please note that the following students will not be named to the Semester Honor Roll even though their GPA meets the above criteria:

- Students who have not completed their previous year's Community Service Hours
- Students who have received a detention for a medium or serious offense during the semester or who receive 2 or more demerits during the semester.
- Students who receive a mark of C or lower in any subject will not be named to the Special Honor Roll

### 38. Requirements For Promotion To Higher Grades

Students receiving two or more failing grades in their full year assessments of English, Mathematics, Science, Social Studies or Spanish will not normally be permitted to progress to the next grade level.

Students in the Bolivian Matriculation Program in Grades 7 to 12 must receive a passing mark for the entire year in every class taken in order to move up to the next higher grade level. Bolivian Matriculation students who do fail a class may study for and take a *desquite* exam which will be given during the June to August vacation time. Students must pass

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their *desquite* examinations in order to progress to the next level. Otherwise it is mandatory that they repeat the entire year.

### 39. Graduation Requirements (Grades 9 - 12)

CCS offers two levels of diplomas as well as the Bolivian Matriculation for those students who require it. The College Preparation Diploma requires five more credits from classes in Grades 9 - 12 than does the General Studies Diploma.

<b>College Preparation Diploma</b>		<b>General Studies Diploma</b>	
Courses Required	Credits	Courses Required	Credits
English	4	English	4
Mathematics	3	Mathematics	2
Science	3	Science	2
Social Studies	3	Social Studies	2
Foreign Language	2	Foreign Language	1
Bible or Religion	1	Bible or Religion	1
PE	1	PE	1
Computer/ Keyboard Skills	1	Computer/ Keyboard Skills	1
Outdoor Education	1*	Outdoor Education	1*
Other Non-Specified Credits	5	Other Non-Specified Credits	4
Total Credits Required	23	Total Credits Required	18

- All students must earn  $\frac{1}{4}$  (0.25) credit in Outdoor Education for each full academic year of studies at CCS. This will be completed during the camping week in October each school year.

In addition to the credits required (as indicated above), students in Grades 9 to 12 must complete 25 hours of community service (as outlined below) per year in order to graduate.

It is acknowledged that most Seniors will enter their Grade 12 year with almost enough credits to graduate. However CCS requires these students to be enrolled full time and earn a minimum of four credits in their Senior year in order to graduate.

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The Director, on very rare occasions, and on the advice of the High School staff, may allow students who do not meet the minimum requirements to graduate.

### **40. School Valedictorian**

Each year at graduation, the Grade 12 student with the highest GPA over Grades 9 to 12 (8 semesters of study) will be named the school Valedictorian. However the following restrictions apply:

- The Valedictorian must have a cumulative GPA of 3.70 or higher. If no student has a GPA of 3.70 or higher, there will be no Valedictorian named.
- The Valedictorian must have studied at least 4 semesters at CCS to be eligible to be named Valedictorian. A student who has not studied 4 semesters at Carachipampa will not be named Valedictorian, even though that student has the highest GPA of the graduating class.
- The Valedictorian must have no more than half (1/2) the allotted demerits, and must not have received any demerits in their final semester at CCS.

### **41. School Camping Program**

Every school year, students in Grades 4 - 12 are expected to attend school camps. The Grade 4 - 6 camp is a three-day event and the high school camps are generally four to five days. The camping program is an important part of the curriculum at CCS and, as such, students will be evaluated according to how well they meet the objectives established for each camp. Students in Grades 7 - 12 will be graded and the marks included on their first semester report.

If, for a valid reason, students are unable to attend their grade's camp, they must complete an alternative program set by the school. Students in Grades 9 - 12 must successfully complete the camping program or the alternative program as a requirement for graduation.

The cost of the school camping program varies from grade to grade and is not included in normal school fees. The school will make every effort to keep the cost to a minimum for our school families. Parents will be told in advance of the costs. Costs of High School camps may be higher than elementary camps, depending on the location and activities involved.

**42. Community Service Graduation Requirement**

As a Christian School, we believe that we have a responsibility both to our students and to our community. To help fulfill this responsibility, we have initiated a Community Service Program at CCS. The purpose of this program is three fold:

- To serve our Bolivian friends and the community around us.
- To help our students find ways to put their Christian faith into practice.
- To expose our students to the needs of the society in which they live.

All students from Grades 9 to 12 are required to serve 25 volunteer hours per year in a Community Service program. Students who do not complete the minimum number of hours required over their years as a student at CCS will not graduate from CCS. Please also note the following regarding the program:

- Community Service must be directly involved with and be a benefit to Bolivian people.
- The Community Service must be approved by the Coordinator of the program.
- Students must turn in a report each grading period with the hours worked each quarter in order to receive a report for that quarter.
- Students' service hours will be reported on their report cards and also on their official transcripts at the end of the Grade 12 year.
- Students who do not finish their required hours by the end of the school year must do their remaining hours during the vacation months of June and July. Failure to complete the required hours before the following year begins may result in the student being denied permission to move into the next higher grade in August.
- full requirements and details of the community service program will be given to all students upon first entering their respective classes in Grades 9 to 12.

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### **43. Bolivian Matriculation Program**

All students in Grades 7 to 12 who have at least one parent who is Bolivian are required to take all courses required by the Bolivian Ministry of Education and fulfill all ministry requirements. Students who were born in Bolivia and hold a passport from another country are exempt if neither parent is Bolivian. They may however opt to take the program if they desire to have the Bachillerato Boliviano.

This policy means that all Bolivian students must enroll in the Bolivian Matriculation Program, including taking classes of Cívica 1 (Grade 11) and Cívica 2 (Grade 12). It also means that all students enrolled in the program must achieve a passing grade for the full year in each course that the Ministry of Education requires. A student failing even one required course must repeat the entire year. Students who fail a required course may take a *desquite* exam to bring up his mark to a passing grade. However failing this, the student must repeat the year.

All students enrolled in the Bolivian Matriculation program will receive the Bachillerato Boliviano upon graduating from CCS. This will allow students in the program the opportunity to enroll in a Bolivian university. Due to the calendar differences between CCS and Bolivian schools, it is not possible for the school to issue the formal libretas until the end of the Bolivian school year in November of each year.

### **44. Transcripts**

School Transcripts are kept for all students in Grades 9 to 12. The student's official transcript will indicate all classes taken in Grades 9 to 12, semester grades, semester and cumulative GPAs, awards earned and the school activities in which the student participated.

One free copy of Official School transcripts will be provided for all students who leave the school, provided that they have no outstanding debts payable to CCS. In addition, CCS will provide official copies of transcripts free of charge for up to five universities to which the students are applying while they are still enrolled at Carachipampa.

Any request for copies of transcripts (other than those given free of charge as noted above) will be filled only after a payment of US \$2 has been made in the school treasurer's office.

**45. Test Of Basic Skills In Elementary Grades**

CCS strives to maintain the highest academic standard possible. To give an indication of our students' proficiency in academic materials, we give the Canadian Test of Basic Skills (CTBS) to our students in Grades 1 to 8 every other year. We give this standardized test in order to see how our students are achieving in material that is normally taught in English-speaking schools around the world.

**46. Scholastic Achievement Tests In High School (SAT and PSAT)**

We encourage all our high school students to take the United States College Board Entrance Exams (PSAT and the SAT I). These tests give indications of the student's likelihood to succeed at university level studies.

The PSAT (Preliminary SAT) is given to students in Grades 10 and 11 in October at the CCS Campus. The SAT I (Scholastic Aptitude Test) is the college entrance test used by almost all American and some international universities. The SAT I is offered three or four times during the school year at various sites in Cochabamba.

**47. Advanced Placement Testing**

Advanced Placement Exams (AP) are taken by students who desire to earn university credit while still in high school. The AP Exams are given in May to students in Grades 11 to 12 who have completed AP courses or have completed specialized independent study in the areas in which tests are given. CCS currently offers AP Spanish, Calculus, and English and a variety of other AP courses, as teachers are available.

**48. CCS Policy For Cancellation Of Classes**

- a. From time to time, classes may have to be cancelled at CCS due to social unrest in the community. Our experience in these situations has led to the establishing of the following guidelines:
- b. Our first concern is for the safety of the students. We will not knowingly place students in any danger in order to bring them to school.

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- c.** It is difficult to assess each situation correctly. The decision to cancel classes will be made after having consulted several sources in the community. If we err, hopefully, it will be on the side of caution.
- d.** When it is obvious that the cancellation of classes will be necessary, a notice will be sent home advising parents of cancellation of classes. If a situation arises after the end of the school day, school families will be contacted by telephone if classes are to be cancelled. The person calling homes will be a member of staff or a school parent who will identify himself or herself.
- e.** If, during the course of a school day, we receive word that there will be some difficulty, i.e., demonstration, road-block, etc., students may be transported home immediately. However, students will not be left at your home without the knowledge that someone is there to take care of them.
- f.** When the school staff is aware that classes will be cancelled, they may give students special homework assignments. It is the student's responsibility to see that the assignments are completed to the best of their ability. Teachers may be called by telephone to clarify instructions or assist if necessary.
- g.** If the number of school days missed due to cancellation of classes in a school year exceeds five, extra days may be added to the school calendar.

**49. Emergency Evacuation**

In the event of an emergency where an evacuation is necessary, an announcement will be made by an intermittent ringing of the school bell. If there is any doubt as to whether or not the sound is the evacuation announcement, it should be assumed that it is and the procedures below should be followed.

**Evacuation Procedure**

- a. A teacher's first responsibility is for the students they have at the time of the announcement, whether or not this is their homeroom class. Students should follow their instructions quickly and quietly.
- b. When the evacuation announcement is heard, proceed by the most direct route to the outdoor basketball court (a notice posted in each room shows this route). This should be done in an orderly way by the class under the direction of the teacher in charge of your class at the time of the announcement.
- c. Once outside the buildings, the teacher will instruct students to line up in single file according to their home room classes. Students should stay quietly in single-file lines at all times.
- d. After the students are lined up, the teacher will call the roll to ensure that all students are accounted for.
- e. Homeroom teachers will then report to the school secretary in front of the concrete area, with the results of their roll call, and await further instructions from the Principal or Deputy.

NOTE: This list covers general evacuations. There may be other emergency situations such as earthquakes in which there will be no general announcement and teachers will instruct students to take different action than the above.

**PART III – BEHAVIOR AND DISCIPLINE**

**50. General Guidelines**

- Show respect and kindness to others.
- Follow the instructions and directions which are given to you “*without grumbling or complaining.*”
- Do quality work.
- Treat all property with care.

**51. Playground Rules**

- Keep the playground areas clean and free of litter.
- Play in a way that will not endanger yourself or others.
- Do not play near the classrooms during the day.
- Only one person at a time may go down the slide.

**52. School Bus Regulations**

**a. Arriving At Bus Stops.**

Students should arrive at the bus stop before the scheduled pick-up times. Bus drivers are not expected to wait. Students waiting at bus stops should not be on the road or behave in a manner which may endanger them or which may bring disrepute to the school.

**b. Conduct On The Bus.**

- Remain seated while the bus is in motion.
- Do not talk with the driver except in the case of an emergency.
- Arms, feet and heads are to be kept inside the bus.
- Do not touch any part of the bus' operational equipment.
- Students may talk quietly with the others on the bus but in a manner that is not disruptive.

**c. After School Procedure.**

When students are dismissed from their classes at the end of the day, they are to make their way quickly to the busses. Once students have boarded their bus, they should wait quietly until their names are checked by the adult in charge. It is the

students' responsibility to get to their bus on time. Busses will leave promptly at 3:05pm, whether or not all the regular riders have arrived. Students left behind will have to call their parents to come pick them up.

**d. Supervision**

Students are responsible to the teacher in charge of busses for their behavior on the bus. If students do not follow these rules, steps may be taken which can result in their being denied permission to travel on the school busses. In this case, parents will be so informed by letter from the school office.

**e. Changes In Bus Stops**

Students may ride home on different busses and be let off at stops other than their own only when they have a note from their parents and if there is room on the bus they desire to ride. Notes must be turned in to the "Bus Note" box as soon as students arrive at school in the morning. Students may not use the phone to arrange a change of bus.

**f. Riders Not On The Bus List**

CCS students who do not normally ride the bus may do so only when they have brought a note to school from their parents stating that they may ride the bus. Students must pay for each direction that they ride, whether to or from school.

**g. Boarding Busses At Unauthorized Stops**

Bus drivers are not permitted to make unauthorized stops to pick up or let off students.

**53. Tardies To Class**

Students in the High School have three minutes to move from class to class. Students are considered tardy if they are not in the room and seated when the bell rings to start class. If there is no starting bell, students are considered tardy if they are not seated when the teacher begins class. If a teacher keeps a student after class, the teacher must give the student a written note to avoid being counted tardy for the next class.

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Home Room is an important part of the school day and being late to Homeroom is just as much an offense as being late to any academic class. Our school busses seldom, if ever, arrive late. Homeroom teachers do not know when busses are late and will therefore mark all students late who arrive late to Homeroom. Only the Bus Supervisor has authority to annul tardies to homeroom due to busses arriving late.

### **54. Rule Violations**

A Rule Violation occurs whenever a student fails to follow the dress code or any other school rule listed in this handbook.

### **55. Tardy/Rule Violation (TRV) Policy**

If a student is late to school or a class or fails to follow school rules, he/she will receive a TRV Notice. Records of these notices are kept and recorded on the student's quarterly grade reports. If a student receives more than 4 TRV Notices in a semester, there will be disciplinary action taken according to the following guideline:

- 5 TRV Notices → One (1) Lunch Detention
- 10 TRV Notices → One (1) hour After School Detention + 1 demerit
- 15 TRV Notices → In School Suspension + 1 demerit  
(Student will have accumulated 2 demerits

if he gets 15 TRVs)

**Note:** *TRV Notices are not cumulative from semester to semester; in other words, each student begins each semester without any TRV Notices. Please keep in mind though that Demerits received are cumulative.*

### **56. Detentions And In School Suspensions**

A detention is a form of discipline and not to be taken lightly. A student given any form of detention must arrive promptly at the assigned place and time and expect to remain for length of time that is assigned before being released.

- **Lunch Detentions** will be from 1:05pm to 1:25pm.
- **After School Detentions** will last from 3:05pm to 4:00pm and

students will have to make their own transport arrangements for returning home.

- **In School Suspensions (ISS)** students will be restricted to a room by themselves with no contact with other students during the day.

**57. CCS Demerit Program**

**a. Rationale**

We wish for each student at CCS the opportunity to receive an education from a Biblical, Christ-centered perspective in a safe, loving, and friendly environment. The following Demerit Program is set up to identify and monitor students with continuing discipline problems because we recognize that some students may struggle with disobedience and rebellion. Besides identifying and monitoring students who continue to choose a path of disobedience, disrespect, and/or rebellion, the Demerit Program should work with the Discipline Policy (Item #62) to help guide young people to maturity in character and choices. If changes do not occur in those who struggle with discipline, parents may be asked to withdraw their student from the school, or the student may not be offered a placement at CCS for the following school year.

**b. Demerit Point System**

Pro Rated Demerits – If a student enters high school at CCS during the following grade, they will be given the pro-rated amount of demerits as outlined in the chart below.

<i>Grade</i>	<i>Demerit Limit</i>
<i>7</i>	<i>12</i>
<i>8</i>	<i>10</i>
<i>9</i>	<i>8</i>
<i>10</i>	<i>6</i>
<i>11 or 12</i>	<i>4</i>

If a student enters CCS later in their high school years or attends CCS for just a few of the high school years, the demerit limit will be reduced proportionately, as outlined above.

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Should a student show a pattern of poor behavior that results in them approaching their limit of demerits in grades 7-12, parents may be asked to withdraw their student from the school, or the student may not be offered a placement at CCS for the following school year. The School Committee will be informed and involved at an early stage of the process through communication with the parents and notification of the demerit status of their student. The final decision will be the responsibility of the School Committee.

**c. Assignment Of Demerit Points: Points Are Assigned Using 3 Categories:**

**1 Based on the current “CCS Discipline Policy”**

(See the “Discipline Policy” in this handbook for what offenses fall under each category, #58).

- Medium Offense → 1 demerit
  - Two demerits will be given for the second occurrence of the same Medium offense within a school year.
  - The third occurrence in the same school year will be treated as a Serious offense.
- Serious Offense → 3 demerits
- Extreme Offense → 6 demerits

**2 Based on the number of Tardy/Rule Violation (TRV) Notices received** (See the Tardy/Rule Violation Policy #55)

**3 Based on the number of Lunch Detentions** (See #55 and #56).

**d. Removal of Demerit Points:**

1. Students who maintain a record of good behavior without any demerits for a period of two consecutive semesters will have one (1) demerit removed.
2. Students who receive this removal of a demerit may lose another demerit after a second period of two new consecutive semesters of good behavior.

**58. General CCS Discipline Policies**  
**Elementary School Discipline Policies**

While the general discipline policy applies to all students at CCS, the administration recognizes that, for elementary students, the consequences for bad behavior may not always be appropriate, given the age of the child and the circumstances. Therefore, elementary teachers will be encouraged to use their discretion regarding the implementation of the general school discipline policy. Teachers, in conference with the Elementary Supervisor, should first consider the Discipline policy which is suitable for their grade. For example, for a serious offense, a child in the lower elementary school might not be immediately suspended. Elementary teachers will develop individual discipline plans relevant to the specific circumstances. If an incident falls into the medium or serious category, classroom teachers will consult with the Elementary Supervisor and/or the Director to determine the best course of action, taking into consideration the nature of the offense, any previous behavioral problems and the age of the child. If it becomes necessary, the Elementary Supervisor in consultation with the Director, the School Committee and the Parents may apply discipline according to the General Discipline Policy (see 58.3) if it is deemed that the student's behavior justifies the decision.

**58.1 GRADES PK-3 DISCIPLINE PLAN**

**a. Light Offenses**

Light offenses are inappropriate actions such as disrupting class with talking or making noises, not being where you're supposed to be, failing to turn in assignments, or not following classroom directions. A record of light offenses may be kept in the pupil file in the classroom. Each teacher will develop his/her own plan for dealing with light offenses.

SAMPLE PLAN FOR LIGHT OFFENSES

- 1. A verbal warning will be given.*
- 2. The student will talk with the teacher at recess time.*
- 3. If the behavior does not change, an Action Plan will be written and sent home to be signed by a parent.*
- 4. If the problem behavior persists, another Action Plan will be done and parents will be contacted either by phone or in an interview.*
- 5. If the problem continues, the student will be put on a behavior plan until the behavior improves.*

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### **b. Medium Offenses**

Medium offenses are actions that are not aggressive but are serious in nature. Examples of medium offenses are cheating, lying, swearing, defiance toward authority, intimidation of others, disobedience, excessive numbers of tardies and repeated light offenses. A record of all medium offenses will be kept in a student's classroom file and a copy given to the elementary supervisor.

**1st offense:** Depending on the offense, the student will receive one or more lunch-time detentions or an after-school detention. He/she will also complete an Action Plan in order to come up with a strategy to change his/her behavior.

**2nd offense:** For a second offense, the student will receive an after-school detention, and parents will be contacted. They may be asked to come in for a meeting with the teacher. The student may be put on a behavior plan.

**3rd offense:** For a third offense, the student will receive one or more after-school detentions.

**4th offense:** Parents and student will meet with teacher and elementary supervisor.

### **c. Serious Offenses**

A serious offense is an action that is very serious in nature or involves aggression toward others. Examples of a serious offense are bullying or fighting, purposeful physical actions which harm others and willful damage to school property. In certain contexts, a severe medium offense or frequent medium offenses may be considered a serious offense. A record of all serious offenses will be kept in a student's permanent file and copies given to both the elementary supervisor and CCS director.

**1st offense:** The student will write an Action Plan and receive an after-school detention.

**2nd offense:** For a second offense, the student will write an Action Plan and receive one or more after-school detentions. The parents and student will be asked to come in for a meeting with the teacher and elementary supervisor. The student will be put on a behavior plan.

**3rd offense:** A third offense, the student and parents will meet with the teacher, elementary supervisor and if necessary the CCS director. The student may be put on In School Suspension or

suspended from school until the School Committee decides what action should be taken. Actions that may be taken are that parents may be asked to withdraw their student from the school, or the student may not be offered a placement at CCS for the following school year.

## **58.2 GRADES 4-6 DISCIPLINE POLICY**

### **a. Light Offenses**

Light offenses are inappropriate actions such as disrupting class with talking or making noises, not being where supposed to be, failing to turn in assignments, tardies after first period, or not following classroom directions. Each teacher will develop his/her own plan for dealing with light offenses.

#### SAMPLE PLAN FOR LIGHT OFFENSES

- 1. A verbal warning will be given.*
- 2. The student will talk with the teacher at recess time.*
- 3. An Action Plan will be written and sent home to be signed by a parent.*
- 4. If the problem behavior persists, another Action Plan will be done and parents will be contacted.*
- 5. If the problem continues, the student will be put on a behavior plan.*

### **b. Medium Offenses**

Medium offenses are actions that are not aggressive but are serious in nature. Examples of medium offenses are cheating, lying, swearing, defiance toward authority, intimidation of others, disobedience, excessive numbers of tardies and repeated light offenses. A record of all medium offenses will be kept in a student's permanent file and a copy given to the elementary supervisor.

**1st offense:** Depending on the offense, the student will receive one or more lunch-time detentions or an after-school detention. He/she will also complete an Action Plan in order to come up with a strategy to change his/her behavior.

**2nd offense:** For a second offense, the student will receive an after-school detention, and parents will be contacted. They may be asked to come in for a meeting. The student may be put on a behavior plan.

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**3rd offense:** For a third offense, the student will receive one or more after-school detentions or an in-school suspension. The student may be placed on the demerit point system.

### **c. Serious Offenses**

A serious offense is an action that is very serious in nature or involves aggression toward others. Some examples of serious offenses are bullying or fighting, purposeful physical actions which harm others and willful damage to school property. In certain contexts, a severe medium offense may be considered a serious offense. A record of all serious offenses will be kept in a student's permanent file and copies given to both the elementary supervisor and CCS director.

**1st offense:** The student will write an Action Plan and receive an after-school detention.

**2nd offense:** For a second offense, the student will write an Action Plan and receive one or more after-school detentions. The parents and student will be asked to come in for a meeting. The student may be put on a behavior plan and placed on the demerit point system.

**3rd offense** The student may be suspended from school until the discipline sub-committee of the school decides what action should be taken. Actions that may be taken include extended suspension or expulsion. Any subsequent offense of a serious nature will mean permanent expulsion from the school.

## **58.3 GENERAL DISCIPLINE POLICY**

### **High School Discipline Policy**

The high school will use the General Discipline Policy as its standard policy in conjunction with the Demerit program. Please see the Rationale for the Demerit Program to understand how the Discipline Policy and Demerit Program will work together.

### **a. Light Offenses**

Light behavioral Offenses refer to inappropriate actions which are mischievous or offensive to others, but not serious in nature. A few examples are: banging desktops, chewing gum, littering or being noisy. When a student is found behaving in a manner that is considered inappropriate, the teacher may take whatever disciplinary action is necessary to ensure that the student recognizes that the behavior is not

acceptable which may include either a TRV slip or a Lunch Detention. Light Offenses will not normally be entered in the student's permanent records.

**b. Medium Offenses (Students will receive 1 demerit for each medium offense)**

A medium offense is an action that is not aggressive but serious in nature. Examples of medium offenses are lying, swearing, defiance toward authority, intimidation of others, disobedience, excessive numbers of tardies, skipping class, cheating in class work, tests or exams, repeated light offenses, etc. A record of all medium offenses will be kept in the student's permanent file and dealt with according to the following steps:

**1st offense:** Students will receive an hour long detention after school. They will set a strategy with the Teacher to modify their behavior.

**2nd offense:** Students will be given a one day "In School Suspension". There will be no contact with other students during the day and no privileges allowed. Strategy will be reset to aid the student in changing and improving behavior.

**3rd offense:** The student's parents will be called to collect the student from school. The student will be suspended from school for up to three days. The student, their parents and the Principal will meet to discuss the offending behavior and set a contract for improvement.

**4th offense:** The student will be suspended from school until the discipline sub-committee of the school decides what action should be taken. Actions that may be taken include extended suspension, the parents may be asked to withdraw their student from the school, or the student may not be offered a placement at CCS for the following school. Any subsequent offense of a serious nature will mean that parents may be asked to withdraw their student from the school, or the student may not be offered a placement at CCS for the following school year from the school.

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### **c. Serious Offenses (Students will receive 3 demerits for each serious offense)**

A serious offense is an action that is very serious in nature or involves aggression towards others. Examples of serious offenses are: skipping class; cheating in class work, tests or exams; leaving the school grounds without permission; bullying others or fighting, smoking while at school or under school supervision; willful damage to school property, being under the influence of alcohol or drugs while at school, on the school property, on the school bus, or at any out-of-school event; etc.

In addition, a severe instance of medium offense, within specific contexts, may also be considered as a serious offense. For example, swearing at someone may, in some situations, be considered a serious offense. A record of all serious offenses will be kept in the student's permanent file and the following progression of steps will be taken:

**1st offense:** Student will be given a one day "In School Suspension". There will be no contact with other students during the day and no privileges allowed. A strategy will be set to aid the student in changing and improving his/her behavior.

**2nd offense:** The student's parents will be called to collect them from school. The student will be suspended from school for up to three days. The student, their parents and the Principal will meet to discuss the offending behavior and set a contract for improvement.

**3rd offense:** The student will be suspended from school until the discipline sub-committee of the school decides what action should be taken. Actions that may be taken include extended suspension, parents may be asked to withdraw their student from the school, or the student may not be offered a placement at CCS for the following school year. Any subsequent offense of a serious nature will mean that parents may be asked to withdraw their student from the school, or the student may not be offered a placement at CCS for the following school year from the school.

**d. Extreme Offenses (Students will receive 6 demerits for each extreme offense)**

The following activities occurring on the school grounds or while under school supervision are considered extreme: use of alcohol or illegal drugs, overt sexual activity or any unlawful activity including stealing. Records of all extreme offenses will be kept in the student's permanent file. The following disciplinary steps will be taken when a student is found offending in an extreme manner.

**1st offense:** The student will be suspended from school until the discipline sub-committee of the school decides what action should be taken. Actions that may be taken include extended suspension, parents may be asked to withdraw their student from the school, or the student may not be offered a placement at CCS for the following school year. Any subsequent offense of an extreme nature will mean that parents may be asked to withdraw their student from the school, or the student may not be offered a placement at CCS for the following school year from the school.

**59 Additional Notes**

**a. Protecting Our Christian Image**

Carachipampa Christian School strives to honor the name of Christ in all of its endeavors and has a strong Christian image and reputation within the local community and abroad. We believe that, for the sake of the school community and because it may play an important role in college and university selection, every effort should be made to maintain the school's image and reputation. For this reason, students who are involved in activities or are members of organizations that would reflect poorly on the school, will be required to cease the activities or leave the organization, or the parents may be asked to withdraw their student from the school, or the student may not be offered a placement at CCS for the following school year from the school.

**b. Drug And Alcohol Use Prohibited.**

Smoking, the drinking of alcoholic beverages or the taking of drugs are not permitted anywhere on the school property or while under supervision by CCS at other locations by either students, their parents or other visitors to the school.

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### **c. Cheating And Plagiarism**

Cheating will be dealt with as a serious offense under the school discipline policy. For any act of cheating (i.e. copying or using any other means, including internet resources, to earn marks on assignments, tests or exams that do not reflect one's own work or ability), all the students knowingly involved will be given a mark of zero on their work with no possibility of making it up.

Students who write papers using Internet resources or CD ROMS must so indicate in their paper and must give the complete website and all other sources of information. Failure to do so is plagiarism and papers that are copied without citing sources will be given a zero.

Acts of cheating or plagiarism will be noted on school reports including official transcripts which will follow students to their universities and colleges.

### **d. Behavior Reports**

Students who lack self discipline in areas of completing homework, talking out during class, continually disturbing others, etc, may be placed on Behavior Report. Students on Behavior Report must carry a paper around with them each day that must be signed by each class teacher regarding their behavior in the class that day. The purpose of the Behavior Report is so that the school will be better able to monitor the offending student's behavior with the goal to enable the student to become more self-disciplined and to avoid receiving consequences of greater degree.

### **e. Action Plans (ES)**

The purpose of an Action Plan is to help students to change inappropriate behavior to appropriate behavior. An Action Plan will usually be written after a student has behaved inappropriately twice in a day or has behaved in a way which constitutes a "medium" offense.

An Action Plan is written by the student working together with the teacher as a means of problem-solving. It then becomes a contract stating what the student will do to solve the problem. The plan will be signed by the student and the teacher and then sent home for a parent's signature. The signed Action Plan must be returned to the teacher the following day.

**f. Suspension and Grades**

When students are suspended from school as part of a disciplinary action, they will receive zeroes on any daily work that is missed. Tests and projects missed must be made up at a time agreed to by the teacher. In addition, suspended students may not enter the school grounds at any time during the duration of their suspension

**g. Notices to Parents and Discipline Referral Forms**

Whenever there is an incident of a medium or more serious nature that requires discipline on the part of the administration of CCS, the school will notify the student's parents. The normal means of notifying parents is sending home with the student a Discipline Referral Form. In some instances the school may also telephone the parents or write a more specific letter to let them know immediately the details of the offending action.

The Discipline Referral Form will be sent home for any medium or more serious offenses as described above. When a Referral Form is sent home, it should be looked over by the parent, signed and returned to the school the next school day. A copy of the Discipline Referral Form will be kept in the student's permanent file in the secretary's office.

We recognize that the parents of the student play a most important role in building positive values and character in their children. We therefore invite parents of students who have received disciplinary action to come talk with the teacher or an administrator regarding the offending incident and discuss ways that they can be involved in helping the student turn an unpleasant incident into a positive character building experience.





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### THE CCS SCHOOL DAY

HIGH SCHOOL PERIOD	TIME
<i>Warning Bell</i>	8:20
Home Room	8:25
Period 1	8:40
Period 2	9:25
<i>Recess Bell</i>	10:10
<i>Warning Bell</i>	10:25
Period 3	10.30
Period 4	11:15
Period 5	12:00
Elementary Lunch	1200
<i>HS Lunch Bell</i> <i>(Elementary students return to class)</i>	12:45
<i>HS Warning Bell</i>	1.25
Period 6	1.30
Period 7	2.15
<i>End of School Bell</i>	3.00
Busses leave	3.05