



**Christ Classical School**  
**2018-2019**  
**Family Handbook**



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## **1. MISSION AND VISION**

### Mission:

By God's grace we endeavor to assist Christian families in the education of their children, by providing a stimulating academic program in a distinctly Christ-centered environment. We are committed to equipping students to live lives of moral and spiritual integrity, personal and social responsibility, with a genuine passion for knowing and serving a Holy God.

### Vision:

We aim to graduate young men and women who think clearly and listen carefully with discernment and understanding, who reason persuasively and articulate precisely, who are capable of evaluating their entire range of experience in the light of the Scriptures, and who do so with eagerness in joyful submission to God. We desire them to recognize the difference between godly and ungodly cultural influences, and to be unswayed towards evil. We aim to find them well prepared in all situations, possessing both information and the knowledge of how to use it. We desire they be socially graceful and spiritually gracious; equipped with and understanding the tools of learning; desiring to grow in understanding, yet fully realizing the limitations and foolishness of the wisdom of this world. We desire they have a heart for the lost and the courage to seek to dissuade those who are stumbling towards destruction; that they distinguish real religion from religion in form only; and that they possess the former, knowing and loving the Lord Jesus Christ. And all these we desire them to possess with humility and gratitude to God.

We likewise aim to cultivate these same qualities in our staff and to see them well paid so that they may make a career at Christ Classical School. We desire them to be professional and diligent in their work, gifted in teaching, loving their students and their subjects. We desire they clearly understand classical education, how it works in their classroom and how their work fits into the whole; that they possess a lifelong hunger to learn and grow; and that they have opportunity to be refreshed and renewed. We desire to see them coach and nurture new staff and to serve as academic mentors to students. We look to see them mature in Christ, growing in the knowledge of God, their own children walking with the Lord.

We aim to cultivate in our parents a sense of responsibility for the school, to see them well informed about the goals of our classical and Christ-centered approach. We desire them to grow with the school, involved in and excited about the journey. We aim to help them to follow biblical principles in addressing concerns, to be inclined to hear both sides of a story before rendering a verdict, and to embrace the Scripture's injunctions to encourage and stir up one another to love and good works.

Finally, in our relationship with our community, we aim to be above reproach in our business dealings and supportive of the local business community. We further seek to exemplify the unity

of the body of Christ, to develop greater fellowship and understanding with the churches, and to bring honor to our Lord in all our endeavors.

## 2. OBJECTIVES

- Ensure that the parental authority over the education of their children is respected and reinforced (Deuteronomy 6:4–9)
- Manifest the basic presupposition that the inerrant Scriptures truthfully reveal God as the Creator of all things (Genesis 1:2, Colossians 1:15)
- Teach all subjects as a part of an integrated whole with the Scriptures at the center (II Timothy 3:16–17)
- Encourage every student to examine and develop his relationship with God the Father through Jesus Christ the Son (Matthew 28:18–20)
- Provide a clear model of the biblical Christian life through the actions of our staff and board of directors (Matthew 22:37–40)
- Promote principled thinking by helping each student develop a biblical worldview to be consistently applied to every area of life (2 Corinthians 10:5)
- Cultivate in each student a lifelong love of learning and pursuit of academic and moral excellence for the purpose of bringing glory to God alone (Philippians 4:8)
- Utilize a classical model of education emphasizing the grammar, logic, and rhetoric in each subject.
  - Grammar: The fundamental rules of each subject
  - Logic: The ordered relationship of particulars in each subject area
  - Rhetoric: The clear expression of the grammar and logic of each subject
- Train and equip each student to be a servant-leader who has an impact on those God puts within reach by living a God-honoring life
- Provide an orderly atmosphere conducive to the attainment of the above goals

## 3. STATEMENT OF FAITH

**We believe** that God reveals Himself through the creation, preservation, and government of the universe. We believe that God makes Himself more clearly and fully known through the Scriptures, which are the only inerrant and infallible Word of God, our ultimate and final authoritative rule for faith and practice. The Bible is made up of the 66 books of the canon of Scripture, including Genesis through Revelation (Rom. 1:19–20; 2 Tim. 3:16; 2 Peter 1:21).

**We believe** that there is but one living and true God, eternally existent in three Persons of one power, substance, and eternity—Father, Son, and Holy Spirit. He is perfectly wise, the overflowing fountain of all good. He is omnipotent, omnipresent, and omniscient. In all things He is limited by nothing other than His own nature and character (Gen. 1:1; Deut. 6:4; 1 Chron. 29: 11–12; Matt. 28:19; John 10:30, 37–38).

**We believe** the Triune God alone existed from eternity past and in His wisdom decided to create the universe without the use of pre-existent material. God spoke and all came into existence in six literal days (Gen. 1:1–31; Ex. 20:11).

**We believe** that God purposely created mankind in two genders, male and female, and He created each gender to be objectively distinct from the other, though equal in their reflection of His image (Gen. 1:26–27).

**We believe** that God established marriage between one man and one woman to reflect the relationship of Christ with His Church, and to be the basic unit of human society. We believe that the word “marriage” has only one meaning: the uniting of one man and one woman in an exclusive union, as determined by the Scriptures (Gen. 2:18–25; Matt. 19:4; 1 Cor. 7:1–5).

**We believe** that our first father, Adam, was made from the dust of the ground and formed after God’s image and likeness, which was good, righteous, and holy. Because of Adam’s subsequent sin, all mankind is in a state of rebellion against God. For the salvation of such lost and sinful men, regeneration by the Holy Spirit is absolutely necessary (Gen. 1:26–31, 2:7; Rom. 5:12–14; John 3:3–8; Rom. 8:1–8).

**We believe** in the true deity and full humanity of our Lord Jesus Christ, such that two distinct natures, divine and human, were inseparably joined together in one person, without conversion, composition, or confusion. We believe in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (Col. 1:15–20, 2:9; Matt. 1:18–25; Heb. 4:15; John 2:23; Col. 1:21–23 1 John 1:7; 1 Cor. 15:3–8; Acts 1:6–11; Luke 21:27).

**We believe** that salvation is by God’s grace through faith alone, and that faith without works is dead (Eph. 1:3–11, 2:8–9; Jas. 2:14–26).

**We believe** in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life, as the Spirit of Christ within us enables us to do freely and cheerfully what the will of God revealed in Scripture requires to be done (Rom. 8:1–11; 1 Cor. 6:19–20; John 14:21).

**We believe** God has appointed a day when He will judge the world in righteousness through Jesus Christ. We believe in the resurrection of both the saved and the lost; those who are saved to the resurrection of life, and those who are lost to the resurrection of damnation (Matt. 25:31–46; Heb. 9:27; John 5:28–29).

**We believe** in the spiritual unity of all believers in our Lord Jesus Christ. All who are united to Christ as Head of the Church are united to one another in love, and have communion in each other’s gifts and graces (John 17:20–23).

**We believe** that God created all human life with inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life as determined by the Scriptures (Psalm 139).



#### 4. EDUCATIONAL PHILOSOPHY

Although most Christian schools would agree on certain fundamentals, it is imperative that parents scrutinize the foundational beliefs of any school in which they may enroll their child(ren). Therefore, below are the most important philosophical elements that we at Christ Classical School believe distinguish our approach to education.

- We believe that the Bible clearly instructs parents, not the Church or State, to “bring children up in the discipline and instruction of the Lord.” The Church’s commission is essentially to spread the Gospel and train believers (Matthew 28:18–20). The State has been directed to enforce God’s laws and protect the innocent (Romans 13). The Church trains parents and the State protects families. The family raises and educates children (Ephesians 6:4). Therefore, under the delegation of the family, we seek to teach and discipline in a manner consistent with the Bible and a Christ-centered home environment.
- We believe that God’s character is revealed not only in His Word but also in every facet of the creation. Therefore, we teach that all knowledge is interrelated (integrated) and can instruct us about God Himself, although not as explicitly as does Scripture.
- God wants us to love Him with our minds, as well as with our hearts, souls, and strength (Matthew 22:37). Therefore, we seek to individually challenge children at all levels and teach them how to learn by using the centuries-old, proven classical method of instruction.
- We want to help parents teach their children that all they do should be done “heartily, as unto the Lord”; therefore, we seek to encourage quality academic work and maintain high standards of conduct.
- We have committed to offering a full kindergarten through twelfth grade program because we believe that as long as a child is under the parents’ authority and undergoing formal education, he should be trained biblically (Deut. 6:6,7; Prov. 22:6).
- Above all, parents can be confident that their student, at every stage of his development in school, will be loved and cared for at Christ Classical School.

#### 5. SCHOOL SCRIPTURE

##### **Philippians 2:1–11**

“Therefore if *there is* any consolation in Christ, if any comfort of love, if any fellowship of the Spirit, if any affection and mercy, **2** fulfill my joy by being like-minded, having the same love,

*being* of one accord, of one mind. **3** *Let nothing be done* through selfish ambition or conceit, but in lowliness of mind let each esteem others better than himself. **4** Let each of you look out not only for his own interests, but also for the interests of others. **5** Let this mind be in you which was also in Christ Jesus, **6** who, being in the form of God, did not consider it robbery to be equal with God, **7** but made Himself of no reputation, taking the form of a bondservant, *and* coming in the likeness of men. **8** And being found in appearance as a man, He humbled Himself and became obedient to *the point of* death, even the death of the cross. **9** Therefore God also has highly exalted Him and given Him the name which is above every name, **10** that at the name of Jesus every knee should bow, of those in heaven, and of those on earth, and of those under the earth, **11** and *that* every tongue should confess that Jesus Christ is Lord, to the glory of God the Father.”

## **6. SCHOOL SONG**

“**Jesus Shall Reign**” By Isaac Watts

1. Jesus shall reign where'er the sun, Does his successive journeys run, His kingdom stretch from shore to shore, Till moons shall wax and wane no more.
2. For Him shall endless prayer be made, And endless praises crown His head; His name, like sweet perfume shall rise, With ev'ry morning sacrifice.
3. People and realms of ev'ry tongue, Dwell on His love with sweetest song; And infant voices shall proclaim, Their early blessings on His name.
4. Blessings abound where'er He reigns; The pris'ner leaps, unloosed his chains, The weary find eternal rest, And all the sons of want are blest.
5. Let every creature rise and bring, Peculiar honors to our King; Angels descend with songs again, And earth repeat the loud Amen.

## **7. SCHOOL PRAYER**

Gracious and Holy Father,

In power, you have created us, in love you have redeemed us, and in wisdom you now guide us. You are the holy and righteous and sovereign God. We confess that we are sinners because of Adam and because of what we have done and that our sin would condemn us, were it not for your grace alone. We look to the cross of our Lord Jesus, your Son, for the gift of righteousness and satisfaction for sin. In Him alone we trust for salvation. Thank you for your blessed Holy Spirit, your precious Word, and your gifts of grace. Teach us to love, obey, and seek you above all that we may glorify you and enjoy you forever. Bless Christ Classical School, our churches, and our families with awe for your holiness, passion for your truth, and zeal for the Savior, that your name may be hallowed forever. In Jesus' name. Amen.

## 8. SCHOOL HONOR CODE

“Owe no one anything except to love one another, for he who loves another has fulfilled the law. For the commandments, ‘You shall not commit adultery,’ ‘You shall not murder,’ ‘You shall not steal,’ ‘You shall not bear false witness,’ ‘You shall not covet,’ and if there is any other commandment, are all summed up in this saying, namely, ‘You shall love your neighbor as yourself.’ Love does no harm to a neighbor; therefore love is the fulfillment of the law.”  
Romans 13:8–10.

Attendance at Christ Classical School is a great privilege, and like all privileges, it comes with certain responsibilities. Students must, therefore, sign and adhere to the following Christian responsibilities at the beginning of each academic year:

To God Almighty:

- I will seek to honor the Lord in all that I think, say, and do (Deut. 26:17).
- I will submit myself to the authority of His grace and His commands (II Tim. 3:16–17).
- I recognize that my appearance and behavior reflects on Him as much as on me (II Cor. 5:20).

To my parents:

- I will attempt to honor my parents in everything I think, say, and do (Ex. 20:12).
- I will seek to learn all that I can from my parents (Eph. 6:1–3).
- I acknowledge that I cannot receive what I need in life or godliness without my parents (Ps. 78:1–8).

To my church:

- I will submit to all the ecclesiastical authorities God has placed over me (Titus 2:1–15).
- I will make worship, discipleship, and spiritual growth a priority in my life (Gal. 2:20).
- I will attempt to be an ambassador of Christ and His Church wherever I am (Matt. 28:19–20).

To my teachers:

- I will demonstrate respect, attentiveness, gratitude, and obedience to my teachers (Heb. 13:1).
- I will seek to do all the work I have been assigned with diligence and integrity (I Cor. 10:31–11:1).
- I will do my utmost to learn as much and achieve as much as I possibly can (Phil. 3:14).

To my classmates:

- I will honor and respect the time, work, and feelings of my fellow students (Rom. 12:9–18).
- I will try to model honesty, integrity, kindness, and modesty in my relationships (Phil. 2:3–7).

- I realize that disturbances affect everyone at school, and will thus strive for peace (Eph. 4:1–6).

## 9. DISTINCTIONS

### 9.1 Christ-Centered Approach

Christianity has been such an integral part of the history and development of Western civilization that anything other than an education centered on the person of Jesus Christ fails at what it purports to be. Christ Classical School holds that all truth is God’s truth. We seek to reveal in all subjects the significance of historical Christianity and the teachings of the Scriptures in ways which are natural and not contrived. Our intent is to provide an explicit model of the Christian life and a biblical worldview through our staff, board of directors, and volunteers so that every child is encouraged to develop a genuine and meaningful relationship with God through the person of Jesus Christ. Our goal is to foster Christian unity; however, we are unapologetic in the assertion of doctrines which are central to historic orthodox Christianity and strive to reveal these essential Christian teachings across our curriculum. We believe these doctrines are best expressed in the three ecumenical creeds: the Apostles’ Creed, the Nicene Creed, and the Athanasian Creed. Students and faculty alike are, however, welcome to their personal and denominational views on issues about which genuine believers disagree. This approach cultivates an appreciation for the views of others while maintaining confidence in one’s views and those of one’s family and denomination. Christ Classical School will teach each student the Apostles’ Creed and the Nicene Creed.

#### **The Apostles’ Creed:**

I believe in God the Father Almighty, Maker of heaven and earth;  
 And in Jesus Christ his only Son, our Lord;  
 Who was conceived by the Holy Ghost, born of the virgin Mary,  
 Suffered under Pontius Pilate, was crucified, dead, and buried;  
 The third day he rose again from the dead; he ascended into heaven,  
 And sitteth on the right hand of God the Father Almighty;  
 From thence he shall come to judge the quick and the dead.  
 I believe in the Holy Ghost; the holy catholic church;  
 The communion of saints; the forgiveness of sins;  
 The resurrection of the body; and the life everlasting. Amen.

#### **The Nicene Creed:**

We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is, seen and unseen. We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, of one Being with the Father. Through him all things were made. For us and for our salvation he came down from heaven: by the power of the Holy Spirit he became incarnate from the virgin Mary, and was made man. For our sake he was crucified under Pontius Pilate; he suffered death and

was buried. On the third day he rose again in accordance with the Scriptures; he ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end. We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son. With the Father and the Son he is worshiped and glorified. He has spoken through the Prophets. We believe in one holy catholic and apostolic Church. We acknowledge one baptism for the forgiveness of sins. We look for the resurrection of the dead, and the life of the world to come. Amen.

## **9.2 Accreditation**

Christ Classical School is a member of the Association of Classical and Christian Schools (ACCS). It is our intent to seek and obtain accreditation with the Association of Classical and Christian Schools promptly, consistent with the ACCS accreditation guidelines.

## **9.3 Governance**

A board of directors governs Christ Classical School. The board of directors establishes policies to support the stated Christ Classical School mission and vision and assumes complete authority and responsibility for all aspects of the operation of Christ Classical School.

**Regular Meetings of the Board:** The full board of directors of Christ Classical School shall meet no less than eight times per year at regular intervals at a designated place and a pre-announced time. All regular meetings of the board shall be open to any member of the Christ Classical Parent Association to observe the proceedings.

Parents that desire to address the board over an unresolved matter must submit the request, in writing, to the head of school no less than 72 hours before the regularly scheduled meeting.

**Decorum:** All meetings of the board of directors shall be conducted according to Roberts' Rules of Order using a pre-published, printed agenda. Minutes of all regular board meetings will be published and maintained in a permanent binder in the administrative offices.

## **9.4 Classical Methodology**

Christ Classical School employs the classical approach of learning based upon the centuries-old Trivium described in "The Lost Tools of Learning" by Dorothy L. Sayers. The grammar school (K–6) emphasizes basic learning skills, while the logic school (7–9) concentrates on formal instruction in logic. The rhetoric school (10–12) helps students develop a clear understanding of verbal, written, and mechanical aspects of expression used in each subject studied. The goal is to teach our students how to think as a basis for mastering specific subject areas. We use intensive phonics, and primary reading sources (including the Bible and classic works) for instruction in reading and the language arts. We employ an incremental and cumulative approach to developing and retaining mathematics skills. And Latin, the language of scholars, is taught for its direct benefits and as a reinforcement for understanding English grammar and vocabulary.

## 9.5 Latin

“I will say at once, quite firmly, that the best grounding for education is the Latin grammar. I say this, not because Latin is traditional and medieval, but simply because even a rudimentary knowledge of Latin cuts down the labor and pains of learning any other subject by at least fifty percent.” —Dorothy L. Sayers

There is no better way of acquiring the tools of learning than the rigorous study of an inflected language. Latin, in particular, is the choice of Christ Classical and hundreds of other schools for a host of reasons. For example, Latin is a dead language—no one speaks it—therefore, it is no longer changing with usage as all spoken languages do. This attribute of being frozen in time is the very thing that makes Latin the perfect language for students to dissect, translate into their language, dissect again, and retranslate. All this exercise with language creates in the student an understanding of the need for precision in language in particular and knowledge in general. Furthermore, by introducing a child to Latin as early as 3rd grade, we take educational advantage of a child’s great capacity for learning vocabulary and his love for the rhythmic chanting of verb conjugations and noun declensions. The exercise of fitting the number, case, and gender of a Latin word to its English translation strongly develops analytical skills as well as vocabulary. Also, an understanding of the Latin language is quite useful for the full appreciation of classical literature because it is riddled with Latin expressions although written in another language. An understanding of Latin and its place in history helps develop in students a sense of humility concerning their language and history. Of course, the majority of the English language finds its root in Latin or Greek, and so a thorough working knowledge of Latin opens up for students a keen understanding of and precision with the English language. On a practical level, it has become widely known in recent decades, and cited in numerous studies, that Latin students outperform students of other languages on the verbal and reading sections of standardized tests. In fact, on the SAT the score difference between Latin students and students who have had no languages at all can be more than 100 points. Recently, researchers have begun to discover that Latin students tend to outperform other students in the math sections of standardized tests as well—owing perhaps to precise thinking and the use of the tools of learning that come with the study of Latin.

As classical educators, Christ Classical teachers know that Latin is one of the most important tools we have for equipping our students to learn, not just Latin, but everything. That is part of why we are committed to teaching Latin and other classical languages, not to raise test scores, but because Latin is the *sine qua non* of classical education.

## 9.6 Logic

Christ Classical School maintains that God is a rational God and that humans created in His image are rational beings. We believe that God reveals Himself to humans in rational ways through the Holy Scriptures and His creation, commonly called nature. Christianity, the way of life through which humans enjoy fellowship with God as their Heavenly Father, is, therefore, a rational lifestyle. Clearly, all Christian parents desire their children to know the truth of Christianity. Christ Classical seeks to aid parents in helping children understand the truth of

Christianity through rational means so that the truths each student holds concerning God and Jesus Christ are his own and are truths he can personally defend against those who would challenge his faith. The goal is to educate students, teaching them *how* to know, through concurrent instruction in logic, Bible, science, etc., rather than to indoctrinate by merely teaching them *what* to know.

## 9.7 Rhetoric

“But sanctify the Lord God in your hearts, and always be ready to give a defense to everyone who asks you a reason for the hope that is in you, with meekness and fear” (I Peter 3:15).

The design of rhetoric is to teach the student skills in the art of reading critically and appreciatively all kinds of writing. It also is to instruct and inspire the student to write well in diverse styles, to speak eloquently with persuasion and confidence, and to listen courteously with understanding. The arts of communication and expression are critical for an educated person and essential to the believer who desires to obey God in his call to “always be ready to give a defense.” Christ Classical School understands that when you supply the student with the tool of rhetoric, you lay the foundation for a lifetime of learning.

*“Now, the art of rhetoric being available for the enforcing either of truth or falsehood, who will dare to say that truth in the person of its defenders is to take its stand unarmed against falsehood? For example, that those who are trying to persuade men of what is false are to know how to introduce their subject, so as to put the hearer into a friendly, or attentive, or teachable frame of mind, while the defenders of the truth shall be ignorant of that art? That the former are to tell their falsehoods briefly, clearly, and plausibly, while the latter shall tell the truth in such a way that it is tedious to listen to, hard to understand, and, in fine, not easy to believe it? That the former are to oppose the truth and defend falsehood with sophistical arguments, while the latter shall be unable either to defend what is true, or to refute what is false? That the former, while imbuing the minds of their hearers with erroneous opinions, are by their power of speech to awe, to melt, to enliven, and to rouse them, while the latter shall in defense of the truth be sluggish, and frigid, and somnolent? Who is such a fool as to think this wisdom? Since, then, the faculty of eloquence is available for both sides, and is of very great service in the enforcing either of wrong or right, why do not good men study to engage it on the side of truth, when bad men use it to obtain the triumph of wicked and worthless causes, and to further injustice and error?”* **On Christian Doctrine** by Saint Augustine

## 9.8 Parental Responsibilities

Christ Classical School is a covenantal, discipleship-based, educational program and therefore requires that at least one parent profess faith in our Lord and Savior Jesus Christ. It is also essential that both parents (in a single parent home, one parent) have a clear understanding of the biblical philosophy and purpose of Christ Classical School. This includes a willingness to have their child presented the clear teaching (not forced indoctrination) of the school’s Statement of Faith. The parents should be willing to cooperate with and adhere to all written

policies of Christ Classical School, especially in the area of discipline and schoolwork standards, as well as active communication with the particular teacher(s) and administration.

At least one parent is required to be a member in good standing of a local Christian fellowship which is in substantial agreement with the Christ Classical Statement of Faith. The head of school can address questions about which churches meet this criterion.

It is our belief that parents are responsible for educating their children (Deuteronomy 4:9 and 6:6–9). For this reason, Christ Classical School provides a service to Christian parents for the education of their children. Parents are encouraged to participate at all organizational levels: volunteering in and out of the classroom, serving on/with the faculty or staff and working on/with the governing board. We welcome parents to visit the classroom and to join children for lunch when schedules permit. Parental involvement and support in the classroom, on field trips, at special services and programs, and annual events are also encouraged.

### **9.9 Student Health & Safety**

If you witness, learn of, or hear information suggesting that an employee has engaged in inappropriate behavior or misconduct that might affect the health, safety, or welfare of a student, you must notify one of the following individuals immediately. If you are unsure whether a particular action or comment is inappropriate, you should err on the side of caution and report the concern. You can also report the situation directly to the state by calling the toll-free Abuse Hotline at (800) 962-2873.

Kenneth V. Trotter	Head of School, Board of Directors
Eugene (Gene) Liechty	President, Board of Directors
Blake (Patch) V. Blakey	Secretary, Board of Directors

Do not attempt to resolve the situation yourself. Please notify one of the individuals listed above so that the school can handle the situation appropriately. You will not be retaliated against or disciplined in any way for making a good faith report of misconduct. Also, you should note that California’s child abuse reporting law provides immunity to persons who report actual or suspected cases of child abuse in good faith.

### **9.10 Curriculum**

For young children, the educational goal at Christ Classical School is to develop mastery of the basic learning skills. In older students, critical thinking skills, together with competence in verbal and written methods of communication, are expected. To this end, Christ Classical emphasizes language proficiency (reading, grammar, and spelling), handwriting, history, Bible, mathematics, and Latin in its School of Grammar (K through 6) and supplements these important subjects with science, music, art, drama, and physical education. In the School of Logic (7th through 9th), Christ Classical will offer a fully integrated approach to studying literature, history, and Bible, along with writing, mathematics, science, Latin, and formal logic. The final stage of our educational model (the Trivium) is the School of Rhetoric (10th through



12th). Students will continue in the study of English language (with a strong emphasis on writing skills), literature, mathematics, science, Bible, history, and the formal study of rhetoric. The supplemental courses in the School of Logic and Rhetoric are art, music, and physical education. In support of our classical curriculum structure, we have carefully selected what we believe to be the finest materials available for each skill and subject area at each level of instruction. Nonetheless, our curriculum and support materials are constantly under review and are modified and updated as necessary to meet our educational goals.

### **9.11 Effective Discipline**

“Children, obey your parents in the Lord, for this is right ... and, fathers do not exasperate your children, but bring them up in the nurture and admonition of the Lord” (Ephesians 6:1,4).

It is our intent at Christ Classical School to teach and train every child to obey his parents and to show respect to all persons, to reveal the beauty of obedience. Expecting obedience to those in authority provides training for good citizenship and, more importantly, establishes a lifestyle of obedience to God and His Word. We endeavor to have as few rules as possible and to enforce them through a combination of rewards balanced with the just and consistent application of appropriate consequences. In fairness to all students and their families, no student is allowed to disrupt the process of instruction or to ill-treat another student. (See 13.2 for discipline policies.)

### **9.12 The Christ Classical School Family**

Christ Classical School is a family of Christian parents, students, and teachers who strive together to see the school’s mission become a reality daily to the glory of God. The following are descriptions of the Christ Classical student, parent, and teacher who are successful in this endeavor.

Christ Classical School seeks to provide an academic and social environment that is both stimulating and Christ-centered. Students (or one parent of younger children) entering Christ Classical School must profess faith in the Lord Jesus Christ, demonstrate an understanding of the school philosophy and purpose, and show evidence of agreement with the school Honor Code.

The successful Christ Classical School student will:

1. Demonstrate an understanding of God-ordained authority by his joyful obedience at all times
2. Exhibit respect and honor for God, teachers, parents, and classmates
3. Possess a love for learning and joy in exploring new knowledge
4. Be attentive to details and work diligently to give his best effort at all times
5. Exhibit humility and prefer others while standing firm for the truths of Scripture

Christ Classical School seeks to uphold the primary role and responsibility of Christian parents to educate and train their children. The Christ Classical staff serves Christian families by helping provide a Christ-centered education for their children.

The successful Christ Classical School parent will:

1. Take advantage of every opportunity to grow as a disciple of Jesus Christ and a student of God's Word and lead his or her family to be obedient and biblically ordered
2. Possess an understanding of the Christ Classical mission and then take ownership and responsibility for furthering the vision of classical and Christ-centered education through our school for the future
3. Seek to be an active partner with Christ Classical in his child's education by being involved in the classroom, trusting the judgments and decisions of his child's teacher, showing love for learning himself, and reading all school communications
4. Display humility by following biblical principles in addressing concerns

The role of teacher at Christ Classical School is to instruct, advise, train, and disciple children with an attitude of compassion, devotion, and keen interest for the school to fulfill its stated mission of "equipping students to live lives of moral and spiritual integrity, personal and social responsibility, with a genuine passion for knowing and serving a Holy God."

The successful Christ Classical teacher will:

1. Demonstrate a passion for the things of God and a desire to grow in favor with God and man
2. Love families and understand the importance of the family system while deeply appreciating the structure of authority established by God
3. Possess the God-given ability to teach and the desire to enhance their gift
4. Hold the appropriate degree and credentials

### **9.13 Extra-Curricular Activities**

Christ Classical School seeks to provide a challenging academic program to our families. In addition, we want to offer a variety of extracurricular activities to enhance the Christ Classical School mission and vision. Offerings may include private art and music lessons, drama club, sports teams, choral ensembles, etc. More details, including the cost of activities, will be available in the school office. We encourage families to wisely choose which of these programs to participate in considering each student's academic status and interest in the activity.

## **10. POSITIONS IMPORTANT TO FAMILIES**

### **10.1 Birthday Parties**

The board, administration, and teachers of Christ Classical School support the celebration of student birthdays. The classroom teacher will determine the most appropriate time and place based on the assignments/activities of the day. Parents may bring a simple treat/dessert (no candles please) for the celebration, but may not bring presents/gifts for the guest of honor or

goody/gift bags for the class. (Refer to Section 10.2 regarding solicitation on school grounds.) Parents will provide all plates, napkins, and other party supplies for the gathering. Parents, of course, are welcome to eat lunch with their child on their special day.

### **10.2 Solicitation on School Grounds**

The board and administration of Christ Classical School recognize that there are numerous activities and events in our community that are valuable to the overall spiritual and academic development of our students and our families. We will seek to promote and support such events. Christ Classical School, however, will not provide free advertisement in any school-related publication or distribute promotional materials through our school mailing system. We also prohibit our parents or students from using the school grounds as a distribution center for invitations to personal or private gatherings or for selling any non school-related items.

### **10.3 Dating Relationships**

The board of directors, administration, and teachers of Christ Classical School do not advocate any position on the legitimacy of dating for its students. We believe this is a decision best left to individual families and churches. The school does not, however, allow dating-type relationships among students during school hours. Furthermore, dating, romantic relationships, courting behavior, and other displays of romantic affection are not conducive to learning and will therefore not be allowed during school hours, on school property, or at school functions. School hours are for learning and the pursuit of knowledge and wisdom; if this pursuit is a rigorous pursuit, there should be no time for dating-type relationships or behavior.

### **10.4 Electronic Communication**

The Christ Classical School Board of Directors, administration, and teachers recognize that families' and students' activities away from school grounds and apart from school functions do not fall under their governance. Nonetheless, with the support of the Scriptures, we encourage families and students to do all things whether at school, home, or in the community for the glory of God and in accordance with the precepts of His Word. Communications among students, while they are at home, are the private business of families. Therefore, in keeping with the principles of the Christ Classical School Honor Code, we encourage students to honor the Lord, their families, and others by using electronic communications such as the telephone, text messaging, instant messaging, and all forms of social media with integrity. We encourage the use of appropriate etiquette, avoiding indiscriminate email forwards, chain letters, inappropriate distribution of personal information including email addresses, phone numbers, etc., while refraining from discussions that may dishonor the Lord, a family, individual, or Christ Classical School. We also urge parents to supervise and train children in appropriate communication practices knowing that students' interactions with their friends on the phone, email, instant messaging, social media and in person affect the student's growth as a Christian as well as the culture of the home and school.

Some parents have requested that their child's (children's) photograph not be posted on the internet in any form. If you take photographs at a feast day, on a field trip, or at any other school function, please contact the school office before posting the pictures on the internet.

### **10.5 Halloween**

Halloween will not be celebrated at Christ Classical School. Each family's stance on the celebration of Halloween will be honored; therefore, we will ask students to refrain from all discussions regarding the holiday.

### **10.6 Santa Claus**

While St. Nicholas of Myra is an historic Christian saint and godly man with a passion for the downtrodden, the American version of "Santa Claus" is culturally controversial and thus will not be discussed at Christ Classical School. Each family's preferences will be respected on campus; thus, students will be advised to withhold their comments about Santa Claus and all Christmas conversations will be steered to the historic record of St. Nicholas and the Incarnation of Christ.

### **10.7 Valentine's Day**

St. Valentine of Rome was a third-century Roman martyr commonly associated with love and we are happy to celebrate the joy of filial love at Christ Classical, including during the holiday of "St Valentine's Day." Students in the Grammar School may bring small treats to their entire class family but may not single out any friend(s) on campus with notes or treats. Students are permitted to include teachers in this small remembrance. The consumption of the treats is solely left to the discretion of each teacher in his classroom. We would ask families to refrain from using anything more than friendly love language notes, versus romantic love sentiments.

### **10.8 St. Patrick's Day**

Saint Patrick is credited with bringing Christianity to Ireland, and as such is Ireland's patron saint. Christ Classical is delighted to teach about his faithful missionary work to Ireland, celebrate his life by allowing a small snippet of "green" to be worn by the students, but ask students to refrain from pinching one another in the American tradition. We will refrain from speaking about "luck" and drunken revelries.

### **10.9 April Fool's Day**

While we delight in a good riddle, uncharitable pranks and easily misunderstood frights will not be acceptable during April Fool's Day on campus.

### **10.10 Easter Bunny**

The season of Easter will be celebrated with much discussion surrounding the death, burial, and resurrection of our Savior. Conversations about the Easter bunny will be redirected to respect

each family's celebration of this most sacred of holidays. Treats and expressions of celebration are acceptable if the entirety of the class is included, no reference to the Easter bunny is made, and the teacher gives permission.

## **11. APPLICATION AND ADMISSION PROCEDURES**

### **11.1 Admission Statement**

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

### **11.2 Admission Procedures**

Christ Classical School uses an admissions procedure that resembles the application process used in many private colleges, allowing our school more accurately to identify and admit students and families who have expressed convictions similar to those upheld by the school regarding the education of their children. The selection of the student body of Christ Classical School is second only to staff selection in impacting the school's mission and vision. We seek to foster a family-like atmosphere that is due in great measure to the similarity of biblical convictions and principles taught and lived out in many of the homes of our students. As the Lord blesses us with growth and change, we will labor to build and maintain a school culture of grace, a culture that would elicit the response from our Lord, "Well done, good and faithful servants."

Christ Classical School opens the application process in January for the upcoming academic year. Interested families are encouraged to drop by the school office on Laureate Lane to pick up an application packet or visit our school website, [www.christclassicalslo.org](http://www.christclassicalslo.org), to download the required application material. A family interview is scheduled once the completed application packet reaches the school office. We encourage both parents but require that at least one parent and the student applicant attend the meeting. Placement testing may also be required to make an appropriate decision on the grade level assignment. We consider all student applications on a case-by-case basis.

#### **The process for new applicants is as follows:**

January 1 through May 30: Applications are available. We accept completed applications, schedule interviews, and coordinate placement testing.

February 1 through May 30: Evaluation of applications, interviews, and testing data for each student candidate.

February 1 through June 30: Notify each student candidate of the admissions decision. Accepted applicants will receive all appropriate information for preparing for school.

After May 30: Applications are considered as they are received and as classroom space permits.

**Priority for acceptance is as follows:**

1. Current students (must re-enroll by the last day of February)
2. A sibling of a current Christ Classical student
3. All other applicants

A child entering our kindergarten program must have reached the age of five years by September 1 of the fall in which he would join Christ Classical School. A kindergarten readiness screening or individual academic assessment may also be required.

If a child has completed the previous school year at another school and his academic records and behavior compare favorably to the equivalent grade at Christ Classical School, the child is placed in the grade for which he is applying. However, if there is evidence to show that the child lacks the skills necessary for the next sequential grade level, he will repeat the previous grade. Each child should understand that his parents have willingly and kindly delegated their authority to the school. Therefore, he is subject to the instruction and care of the teachers and head of school in their prescribed roles at Christ Classical School.

As previously stated, Christ Classical School is a covenant-based educational community and therefore requires that at least one parent profess faith in our Lord and Savior Jesus Christ. It is also essential that both parents (in a single parent home, one parent) have a clear understanding of the biblical philosophy and purpose of Christ Classical School. This understanding includes a willingness to have their child exposed to the clear teaching (not forced indoctrination) of the school's Statement of Faith in various and frequent ways within the school community. The parents must also be willing to cooperate with and adhere to all the written policies of Christ Classical School; this is most important in the area of discipline and academic standards, as well as active communication with the individual teachers and administration.

Upon acceptance, the parents will receive an acceptance letter, and the Transfer of Records form will be sent to the previous school attended. For the admission process to be final, Christ Classical School must receive the following items:

1. Proof of physical examination
2. Copy of birth certificate
3. Current immunization certificate (shot record must be up to date)
4. Medical information form
5. Proof of health insurance/insurance card

All financial arrangements between the family and the school will be understood before an admission is considered final.

Parents are required to attend the Family Orientation held at the beginning of each academic year. Also, parents are asked to read *Teach Them Diligently* by Lou Priolo and *Recovering the Lost Tools of Learning* or *The Case for Classical Christian Education*, both by Douglas Wilson.

### **11.3 Tuition and Fees**

We recognize that financial considerations do play a role in your child's education and that tuition is an investment in the life of your child. In fact, our goal is that financial considerations will not prevent qualified students from attending Christ Classical School because Christian education should not be a commodity but a ministry.

The annual tuition payment includes the cost of core and elective course requirements, textbooks, and any other expense associated with classroom instruction. We charge additional fees for non-required elective offerings (i.e., private music and art lessons, drama, yearbook staff, team sports, and academic tutoring). Students are also responsible for materials listed on the grade level supply list.

#### **2017–2018 Annual Tuition, K through 5th Grade**

Registration Fee:      \$100.00 (per child)

Full Day:                \$6,500.00

Half Day (K only):    \$4,250.00

#### **Payment Options/Guidelines**

**Annually:** Pay the family annual tuition payment in full by August 31 (3% early payment discount).

**Bi-Annually:** Pay twice a year (semester) by paying one-half of the annual family tuition payment by August 31 and January 10 of the current school year.

**Monthly:** Pay the annual family tuition payment in twelve equal monthly installments. The first payment is due on June 1, with each of the following payments due on the first of each month through the following May. We encourage each family selecting the monthly installment plan to use the Pre-Authorized Debit ACH payment. Paperwork can be obtained in the school office.

**Please Note:** Regardless of the payment option selected, tuition payments equal to the respective monthly installment amount are due on June 1. A late fee of fifty dollars (\$50) will be assessed for all payments not received in the school office by the 10th of the month.

**Families register for the entire year at Christ Classical School and the parent or guardian is responsible for the annual payment (regardless of the tuition plan selected) on the first day of June or upon acceptance.**

## **11.4 Financial Aid Scholarship Program (FAST)**

To assist families with a demonstrated financial need and families with multiple children, Christ Classical School participates in the Financial Aid and School Tuition (FAST), a third party confidential financial assessment organization. FAST is Christ Classical School's general financial aid program. FAST will review the prospective family's financial data and recommend an amount of funding to be applied to the family's tuition package. FAST will forward the financial aid recommendation directly to Christ Classical, who will then inform the prospective family of the amount of assistance granted. Funds are limited; therefore, monies awarded will be on a first come, first served basis. Applications for the next school year can be submitted beginning January 1.

The board of directors is confident that the FAST program will make an education at Christ Classical accessible to most families who desire to be a part of Christ Classical School. A link to the FAST application is available on the Christ Classical School website and our school management system website. Please contact the school office for more information.

## **12. ACADEMIC POLICIES**

### **12.1 Academic Program**

Christ Classical School is committed to offering an academic program that is classical in methodology and distinctly Christ-centered. The subjects of Bible, English grammar, reading, literature, handwriting, history, science, mathematics, Latin, logic and rhetoric along with appropriate elective coursework (i.e., art, physical education, drama, music, etc.) will be selectively taught in grades K through 12. The pedagogy utilized in each classroom will be determined by the grade level and identified subject.

School of Grammar (Grades K–6)

School of Logic (Grades 7–9)

School of Rhetoric (Grades 10–12)

### **12.2 Textbooks and Library Resources**

All classroom texts and library books belong to Christ Classical School. Students use the assigned books for a portion or the entirety of the school year. The teacher will record the condition of each book when checked out to the student who must respect the books as borrowed property. Students pay the replacement value of any lost book or one which is determined to be damaged (e.g., pages torn or writing in a book) or excessively worn. When a lost book appears after being replaced, the student may keep the book or may receive the used book value from the school if the school has need of the book.



### **12.3 Academic Testing and Grading**

Students in all grades shall expect to take regular and periodic tests in all subjects and skill areas. Students and parents will be informed ahead of time of approaching test dates and provided adequate time to prepare. Students are expected to participate in examinations on the announced date. The teacher will approve exceptions.

Class work, papers, and exams missed due to an absence must be made up within two (2) class days of returning to school. If a student is absent for several consecutive days, the teacher, student, and parent will develop a makeup plan. The plan will seek to expedite the makeup process without penalizing the student.

It is the responsibility of the student and parent to contact the teacher and make the necessary arrangements to make up a missed assignment or exam. Students are expected to take tests or examinations scheduled for the date they return from an absence. For example, since Tuesday is the day for the Latin quiz, if a student is absent on Monday, he is still expected to take the scheduled exam on Tuesday when he returns from the absence.

Teachers will notify parents when a student is having difficulty in a particular subject or skill area.

### **12.4 Electronic Equipment**

Cellular phones are permitted on school grounds but are to be powered off during school hours. Using a cell phone to call, send messages, or for any other purpose is not permitted during school hours. Students who need to contact their parents during school hours may use the telephone in the school office.

Students in K through 6th grades are encouraged not to bring tablets or laptop computers to class. The computer lab is available for students to work on class assignments with the permission of the teacher who assigned the project.

All other electronic devices are subject to administration approval.

### **12.5 Homework Philosophy and Policy**

Christ Classical School recognizes that parental involvement is critical to a child's education; therefore, homework affords parents the opportunity to assist their child in his studies and train him in the habits that will serve for a lifetime of study. We define homework as additional class-related work assigned by the teacher and completed outside of class. The following are not considered homework: personal review, Boni Libri reading, or work on assignments an individual student has not completed in class.

Student homework can develop the diligence necessary for lifelong learning. In many cases, the time in class during the school day is not enough for a student to complete the amount of

practice required for mastery. A teacher may assign homework to allow for necessary practice. Short periods of practice or study of new information is often a better way to learn than one long period of study. Additionally, older students can benefit from an independent time of study that creates habits that will carry them through higher education and beyond. For policies related to grading late homework assignments, please see section 12.11 below.

## **12.6 Boni Libri: Christ Classical Reading Program**

Christ Classical School believes that the development of reading skills and the enjoyment of good books and quality writing are the first steps to embracing a love of learning. We have therefore adopted a two-phase reading program called Boni Libri (“Good Books”), designed to compel our students to read quality, age-appropriate works that are in many cases considered classics by the literary world. The first phase is **required** for all students while the second phase is **optional** but strongly encouraged.

1. Each student is **required** to read two extra-curricular books every nine weeks. (Depending on the size of a selected book, one book may be acceptable in a given grading period, to be determined by the teacher.) The teacher, with consideration for student strengths and interests, will choose a book from the Christ Classical Boni Libri list, and send home the Boni Libri Assignment Form for parental assent. Upon completion of the books, the student will submit a Boni Libri 4x6 card, which is a brief book report, for each book by or on the last day of each nine-week period. The format for this book report can be found on our school management website, or picked up in the front office. The Boni Libri card is a required assignment for all students. Failure to complete and submit the Boni Libri cards on the due date will result in a failing nine-weeks grade in literature. The classroom teacher is responsible for evaluating the Boni Libri cards. If necessary, the student will correct and resubmit the card(s) without a late penalty. The teacher maintains the cards each year in a student file box. Each student will be given his completed Boni Libri cards upon graduation. \*Kindergarten students may “dictate” their Boni Libri 4x6 cards to their parent for transcription until the student can write independently.

2. To meet the **optional** reading requirement, each student must read at least 600 minutes per month, with the exception of May (300 minutes). This goal is built around the student reading for approximately thirty (30) minutes per day or approximately two and one-half hours (2 1/2) per week. On the reading calendar provided, the student will keep a record of total minutes read, and the parent will initial to indicate that goal is met. When a student completes a book, he should list the title and author in the spaces provided on the reading calendar. The book the student reads to complete the required reading will also be counted in the 600 minutes total for the month, as well as any other Bible reading, or academically sound (i.e., classic literature) reading. Students may include up to 300 minutes read aloud by parents or siblings during family reading times. Although Christ Classical School is not interested in teaching students to read and obey for reward, we believe that students who complete the 600 minute per month requirement deserve recognition. Therefore, all students who complete the reading requirement will be appropriately recognized at the end of each academic year.

Boni Libri is for grade levels K through 5th grades. Kindergarten and 1st grade students can either read (when reading skills permit) or have their parents read to them to accomplish either phase. Please consult the grade level teacher for detailed guidelines.

### **12.7 Summer Reading Requirements**

During the summer break, Christ Classical School students are required to read one book from the Christ Classical Summer Reading List and complete a Boni Libri 4x6 card (short book report). Students are strongly encouraged to read more than one book from the list, but one book will satisfy the requirement. The following are some of the reasons we require our students to read from a school-approved selection of books even though school is not officially in session:

1. Learning never stops, and reading is central to our goal of developing students who have a passion for learning
2. Reading is the single most important element of the learning process
3. Reading good books produces character (integrity, honor, etc.)
4. Reading improves vocabulary, spelling, and comprehension
5. Exposure to great writing develops an appreciation of truth and beauty while enhancing the gift of articulation
6. Good books introduce students to people, places, and things that they would not ordinarily encounter
7. A good reader is better able to understand the Bible, and a student must read to become a good reader

Guidelines for the summer Boni Libri card (short book report) are the same as the guidelines for Boni Libri cards completed during the school year. New students will also be expected to complete a summer Boni Libri card. New students should consult their teacher or an administrator if they have any questions.

\*Note: Summer Boni Libri reading cards are due before the start of the next school year at the annual Student Orientation. If the student fails to turn in the reading card at the Student Orientation, his first nine weeks literature grade will be reduced by one letter grade. Additionally, the student will not be allowed to begin school until the reading card is complete.

### **12.8 Grading/Progress Report Policy**

Christ Classical School reports academic progress and behavior quarterly with electronic report cards via Sycamore, the school management system. The Academic Calendar will list the dates when the report cards are ready for parent review.

To keep parents informed of their students' progress throughout a grading period, teachers will regularly post student progress on Sycamore. Christ Classical School uses an objective standard in each class/subject to assess student work. We will not base grades "on a curve" or against any other overtly subjective means. This approach will reduce the possibility of grade inflation and give a more accurate picture of student performance and progress. Please note that annual standardized test results are not included in or considered part of the grade or progress

reporting procedures. Grades are calculated on tests, quizzes, book reports, class assignments, class participation and homework. Variety in the amount and kind of testing, assignments, and homework is highly encouraged. In addition, projects may be used in place of tests for some classes.

**12.9 Grading Guidelines** (Percentages and grade equivalents)

90%–100%	A	Excellent
98%–100%	A+	
94%–97%	A	
90%–93%	A-	
80%–89%	B	Satisfactory
88%–89%	B+	
84%–87%	B	
80%–83%	B-	
70%–79%	C	Needs Improvement
78%–79%	C+	
74%–77%	C	
70%–73%	C-	
69% or below	F	Failing
	I	Incomplete

Other evaluation/assignments used for kindergarten, first grade, and for electives in kindergarten through 6th grade:

- E     Excellent
- S     Satisfactory
- N     Needs Improvement
- F     Failing
- I     Incomplete (missing work or not enough grades to assign a final grade)

Class behavior is reported in concert with the student’s academic performance utilizing the following guidelines:

- E     Excellent
- S     Satisfactory
- N     Needs Improvement
- U     Unsatisfactory

**12.10 Bible Recitation Guidelines**

Each student will recite a passage of Scripture from memory each month to fulfill the requirements for his Bible class. Selected memory passages are printed in the Family Devotion Guide. Grades will be awarded according to the following:

Bible Recitation Guidelines		
Day 1	Day 2	Day 3
No errors: 100	No errors: 85	No errors: 70
1 error: 95	1 error: 80	1 error: 65
2 errors: 90	2 errors: 75	2 errors: 60
3 errors: 85	3 errors: 70	3 errors: 55
More than 3 errors: Must try again	More than 3 errors: Must try again	More than 3 errors: Must try again until said with 3 or fewer errors

### 12.11 Late Assignments and Homework

Christ Classical School has adopted a policy for late assignments or homework that applies to all grade levels. An assignment or homework is late when it is not turned in at the time assigned by the teacher. We desire to teach and train the skills of organization, timeliness, and diligence.

A student who fails to hand in an assignment or homework at the time it is due will receive a parent communication form. When an assignment is turned in the first day after the due date, the student will receive a maximum grade of 89% (89% of earned grade). If the student fails to turn in the assignment or homework on the first day after the due date, the student will receive another parent communication form. If the student then hands in the assignment or homework on the second day, the student will receive a maximum grade of 69% (69% of earned grade). If the student fails to hand in the assignment or homework on the second day, the student may be sent to the head of school, who will treat the student's behavior as a discipline issue. The student may receive a conduct slip and, after completing the assignment or homework, a grade of 0% on the assignment or homework.

Late Homework Guidelines			
Due Date	Late Day 1	Late Day 2	Late Day 3
Hand in homework assignment	Hand in assignment and parent communication	Hand in assignment and parent communication	Does not hand in homework
Maximum grade: 100%	Maximum grade: 89% (89% of earned grade)	Maximum grade: 69% (69% of earned grade)	Maximum grade: 0% Still completes homework; visit head of school

Boni Libri cards are not considered homework. They are handled according to the guidelines in 12.8–12.9.

## **12.12 Academic Honors and Awards**

Christ Classical School maintains a system of formal honors and awards primarily for the following reasons:

1. The recognition of good work is a Biblical principle, from the writings of Solomon (Proverbs), to those of Paul (Romans, Ephesians, etc.) Therefore, we seek to recognize students publicly who meet the requirements to receive the applicable honor or award
2. We hope to encourage good work among all the students by demonstrating to them that such work is not overlooked, but rather noticed and rewarded
3. We want to draw public attention to the high quality of the work completed by Christ Classical School students to the glory of God

### **Academic Awards**

Students in 2nd grade and higher are eligible to receive semester awards and end of year awards. There are three levels conferred: Cum Laude (with honors), Magna Cum Laude (with high honors), and Summa Cum Laude (with highest honors). The end of the year award is the average of the two-semester grades.

1. Cum laude (with honors) is bestowed upon students having, during the semester in consideration for the award, no more than two-semester averages below 90%, no semester average below 87%, and no semester average below an “S,” including citizenship
2. Magna cum laude (with high honors) is bestowed upon students having, during the semester in consideration for the award, no semester average below 90% and no semester average below an “S,” including citizenship
3. Summa cum laude (with highest honors) is bestowed upon students having, during the semester in consideration for the award, no semester average below 94% and no semester average below an “S,” including citizenship

### **Reading Awards**

Students in K–6th grade who complete the optional portion of the Boni Libri reading program receive the annual Christ Classical C. S. Lewis Reading Award. Developing a love for reading is essential to growing a student into a lifelong learner; the C. S. Lewis Reading Award is a means to arrive at this end.

Please note that reading calendars must meet or exceed the established minutes per month and be handed in on time (see section 12.8 above).

## **12.13 Academic Probation**

Students shall be placed on academic probation for a designated grading period in the following three cases:

1. When the student's work is unsatisfactory or failing in any two (2) subjects or skill areas

- for a given 9-weeks grading period
2. When the student's work is unsatisfactory or failing in one subject or skill area for two (2) consecutive 9-weeks grading periods
  3. When the student's work is unsatisfactory or failing in one subject or skill area for a semester

Students placed on probation for the reason in case 1 above shall be on probation for the ensuing 9-weeks grading period. To be removed from probationary status, during the following 9-weeks grading period the student on probation must pass all subjects and skill areas he had previously failed. For students placed on probation for the reason in case 2 or 3 above, the probation period shall be for the ensuing semester. To be removed from probationary status, during the following semester the student must pass the subject or skill area he had previously failed. A student on probation may not participate in school-sponsored extracurricular activities, e.g., athletic teams or drama club. A student on probation may not participate in private music lessons offered during the regular school day. Students on probation for two or more consecutive periods, or three or more non-consecutive periods, is subject to academic discipline up to and including expulsion.

### **12.14 Promotion and Retention**

Students who achieve passing semester grades in all subject and skill areas are eligible for promotion to the next grade level. Students who fail to achieve a passing score in one subject or skill area may be promoted provisionally, provided the subject failed is not language arts or mathematics. Students who fail to achieve a passing score in language arts, math or any two (2) other subjects or skill areas are subject to retention. The final decision in matters of promotion and retention will rest with the head of school.

### **12.15 Field Trips**

Field trips are an integral part of the “hands-on” learning process at Christ Classical School. Each student must have a field trip permission form on file before he or she can participate in any field trips. Teachers will notify parents of upcoming field trips and may ask for parents to serve as chaperones and drivers. We encourage parental participation and believe that a parent’s attendance enhances the learning process and the development of our Christ Classical culture. Parents who wish to chaperone and transport Christ Classical children must submit proof of automobile insurance.

Driver and Chaperone Procedures:

1. Drivers and chaperones will meet as a group before leaving the school on the trip.
2. Chaperones will be assigned a group of students to ride with or drive. These students are under the authority of the chaperones and are their responsibility for the entirety of the trip.
3. One student shall sit per seat belt in the vehicle. No student below the age of 12 is to sit in the front passenger seat when there is an airbag for that seat.

4. The driver/chaperone should make sure every student is sitting and secure inside the vehicle before entering themselves. Upon arrival at the event or the return to school, the students should wait inside the car until an adult is outside of the vehicle and ready to receive them.
5. Classroom behavioral expectations are the standard throughout the entirety of the event, including the ride to and from the designated location. In the vehicle, students should remain seated and engage in appropriate conversation at a lowered volume that does not disturb the driver. Chaperones are expected to maintain these standards with the blessing and authority of the teacher and administration.
6. Students are not allowed to have or use electronic equipment on field trips; however, teachers may approve cameras on some occasions.
7. Drivers should be mindful of all families represented at Christ Classical when selecting music for the drive. Classical music is preferred.
8. Upon arrival at the field trip site, the group of students should wait at the vehicle until the teacher arrives and then remain with their chaperone the entire time. Should the group reconvene and be seated in an auditorium or arena, the chaperone should be seated with his or her group.
9. Behavioral standards at the event site should mirror expectations in the classroom.
10. Students should show respect and honor to other classmates, the audience, performers, and chaperones. We expect to ask only once for a behavior to cease before the student complies. We expect Christ Classical students to behave with dignity and grace, acting in a manner that is pleasing to their parents and God.
11. Leaving the event should ideally be a reversal of the entry. The students should sit in the same seats on returning to the school as they did on departure.
12. Drivers should use the predetermined route to the event as well as on the return. Drivers should stay in their assigned position in the convoy, waiting patiently for other vehicles regarding speed and traffic impediments. We ask that you not “run errands” when driving for the school, including stopping for lunch or gas apart from the group. It is important to have the students arrive at relatively the same time.
13. After arriving back at the school, drivers should stay with their students until the teacher returns, and they should not allow the students to enter the room until the teacher is present.

### **12.16 Reverence Policy**

In all areas of instruction, especially Bible classes, and related activities, teachers and students will give God’s character proper respect and consideration. Specifically, class songs, skits, stories, and discussions that include references to the name and attributes of the Lord must be consistent with biblical principles. Reverent reference to the Lord is necessary for the sake of the students’ spiritual training, joyful encouragement, and instruction. The following list is not meant to be all-inclusive, but is characteristic of the kind of activities to avoid:

1. Silly or trite references to Jesus Christ and His work on the cross
2. Mockery of angelic powers, demonic or heavenly
3. Emphasis on good feelings or works versus humble obedience and grace



### **12.17 Internet Use Policy**

Christ Classical School is equipped with high-speed internet for the convenience and support of our faculty and staff. Parents are welcome to use the internet service when on the school campus. Please check with the school office to obtain the password. Teachers may often grant a student permission to use the internet to complete a research assignment. See 12.6 for details concerning the use of our computer lab and the internet.

### **12.18 Private Music Lessons**

1. Private music lessons are available for students of Christ Classical School from several instructors approved by the school administration.
2. Private music lessons are for the purpose of augmenting the music class and reaching stated music goals for every student as well as developing musicianship, achieving proficiency with the chosen instrument or voice, gaining knowledge of the classical repertoire for the chosen instrument or voice, and experiencing performance. A goal of every private music student should be to perform at the Christ Classical School music recital.
3. Private music instruction is focused on teaching the children to read and play from music notation, not by ear, without neglecting appropriate ear training.
4. Private music instructors will teach classical music technique as appropriate for the chosen instrument, i.e., proper hand position, bowing technique, posture, etc.
5. Private music instructors will teach classical musicianship with an emphasis on the fundamentals of music performance, i.e., phrasing, articulation, dynamics, and expressiveness.
6. Private music students will learn and perform pieces chosen from a classical repertoire that includes all four periods of music history, not excluding twentieth century classical music or traditional folk music and hymns. Popular music and "contemporary Christian music" are not appropriate for private lessons or public performance at Christ Classical School. Beginning students should play from a proven, traditional, classically based method book series supplemented whenever possible by arrangements of classical pieces based on the level of accomplishment.
7. Private music students are expected to come to lessons prepared and to practice regularly for an amount of time agreed upon by the instructor and the parents of each student. Students who neglect practice and preparedness will lose the privilege of taking private music lessons during class time.

## **13. SCHOOL DISCIPLINE**

### **13.1 Etiquette**

Students are expected to show consideration for their teacher and classmates. The language of Scripture is, *“Let nothing be done through selfish ambition or conceit, but in lowliness of mind*

*let each esteem others better than himself* (Philippians 2:3). Grade-specific “house rules” are posted in each classroom to encourage our students and enrich the culture of grace at Christ Classical School.

### **13.2 Disciplinary Policy**

Discipline is based on biblical principles and administered with love and respect. The teacher and head of school will determine the kind of discipline in respect to the issue and established policies. The majority of discipline problems are handled by the teacher at the classroom level. Christ Classical School seeks to teach students to demonstrate their love for God by honoring and obeying their parents and all the authorities in their lives.

#### **Office Visits**

Five basic behaviors necessitate a visit to the office of the head of school:

1. Disrespect of any staff member
2. Dishonesty in any situation while at school, including lying, cheating, and stealing
3. Rebellion, i.e., outright disobedience in response to instructions
4. Fighting, i.e., striking in anger with the intention to harm the other student(s)
5. Obscene, vulgar, or profane language, or behavior, including taking the name of the Lord in vain

If a student is given a conduct slip by the head of school, his citizenship grade for that 9-week period will be a “U.”

If a student receives discipline from the head of school, the following steps will be observed:

1. The first two times a student visits the head of school for a discipline matter the student’s parents are contacted and provided the details of the incident. The parents are expected to support and assist the school in addressing the concern
2. A third office visit will necessitate a meeting with the student’s parents and the head of school. Our desire is always to address the issue at hand and restore the student to the community
3. Should the student require a fourth office visit, an appropriate suspension is imposed
4. If a fifth office visit is required, the student is expelled from the school

#### **Expulsion**

The Christ Classical School Board of Directors realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restoration are fundamental to our total discipline policy. However, should a student and his parents, in concert with the faculty and staff of Christ Classical School, not be able to eliminate behavioral problems before a fifth office visit, the student will be expelled.

## **Serious Misconduct**

Should a student commit an act with such grave consequences that the head of school deems it necessary, the office-visit process may be bypassed and suspension or expulsion imposed immediately. Examples of such serious misconduct could include acts endangering the lives of other students or staff members, gross violence, vandalism to the school facilities, lewd or obscene conduct, violations of civil law, or any act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct that occurs after school hours. Christ Classical School practices a “zero tolerance” policy regarding violent behavior.

## **Re-admittance**

Should the expelled student desire to be readmitted to Christ Classical School at a later date, the board of directors, or its delegated committee, will make a decision based on the student’s attitude and circumstances at the time of reapplication.

## **14. ATTENDANCE/TARDY POLICY**

### **14.1 Attendance Statement**

Christ Classical School expects students to be present each day school is in session. The school calendar is provided to aid in the planning of family activities and various personal appointments. Attendance will be recorded daily and documented on students’ nine-week report cards.

### **14.2 Attendance/Tardy Policy**

Any student who is not with his class before Family Devotion begins at 8:00 AM will be considered tardy. After the twelfth tardy instance within one semester, a student will receive a conduct slip. Therefore, we encourage parents and students to give serious attention to arriving at school and class on time. \*NOTE: Receiving a conduct slip necessarily results in a “U” for citizenship grade for the nine weeks.

### **Short-Term Absences**

If a student needs to be absent from school for one to two days, the parents should contact the school office by phone as soon as possible. It is the responsibility of the student and parent to make the necessary arrangements to make up the missed assignments. Work should be made up in two days’ time for every day missed. For example, if a student is out for two days, upon his return he will have four days to make up the missed assignments.

## **Long-Term Absences**

If a student needs to be absent for three or more consecutive days, the parents should notify the school in writing. This advanced notification will provide the office time to inform the appropriate teacher(s) and to compile the necessary school work which the student would otherwise miss. Notification should be made as soon as possible to limit the amount of missed schoolwork. (See Academic Testing and Grading in section 12.3 above.)

## **Extended Absences**

We gladly cooperate with families removing their children from school for family vacations. However, when extended absences are voluntary (versus emergency or illness), schoolwork can be completed before the absence occurs. Parents should consult with the teacher and make arrangements to complete as much classwork as possible before the scheduled absence. This planning eliminates both the need to work during vacation and decreases the amount of makeup work when the student returns.

## **Excessive Absences**

The teacher or school office will notify the parent when a student has accumulated five absences. After a student is absent ten days within one semester, the board of directors will examine the student's situation to determine the most appropriate method of completing the necessary course work.

### **14.3 Early Dismissal**

Doctor's appointments, dental visits, etc. should be scheduled for after school hours. When this is not possible, the parent or authorized adult picking up a student must come into the office to sign the early dismissal log. For the safety of our students and so the school can fulfill its responsibility to parents, students are required to report to the office where they will meet their parent or the parent's designated representative. No student may leave the school without following this procedure. A student excused for a medical or dental appointment is expected to return to school at the end of the meeting and are to check in at the office immediately upon returning to school.

### **14.4 Authorization of Student Release**

Students are released only to a parent or a parent-authorized representative. Please send written confirmation when your child is to be released to someone other than those named on the emergency form. Regarding divorced parents and custody relationships, the school must have legal documentation to prevent a non-custodial parent from picking up his student or visiting his student on the premises. A written statement by the custodial parent is not adequate proof to restrict rights in such cases. The custodial parent receives all information and school related materials. With a written request signed by each parent, we will gladly provide the same

information to the non-custodial parent. Legal documentation (held confidential) will help us meet your needs and the needs of your child.

### **14.5 Early Arrival**

Students should not arrive at school before 7:30 AM. Christ Classical School will provide supervision for students arriving between 7:30 AM and 8:00 AM.

### **14.6 Arrival and Departure Time**

Arrival Time: 7:30–8:00 AM

School begins at 8:10 AM. Students should be seated in Family Devotion with their belongings put away, ready to begin the day at 8:00 AM. Please do not plan to arrive at 8:00 AM. Students who arrive after 8:00 AM are considered tardy and must sign in at the office and wait in the designated area until Family Devotion is over.

Departure Time: 3:00 PM (kindergarten through sixth grades)

Parents, guardians, or approved siblings must pick up students in kindergarten through second grades from their teachers in the courtyard within fifteen minutes after dismissal. Third through sixth grades may meet their parents or guardians at the curbside pick up area.

Students left at school past 3:15 PM will be placed in an after-school room supervised by a Christ Classical staff member. Parents will be charged a fee of \$10.00 per hour per child. (See 14.7)

### **14.7 After-School Program**

An after-school program is available to provide childcare for parents who are not able to arrive at school by 3:15 PM each day. The program will be available 3:15–5:30 PM. The cost for a family's first child is \$175 per month; the second child is \$75 per month, and all subsequent children, \$50.00 per month. Drop-ins are welcome for \$10.00 per hour, charged by the hour for any portion of an hour. All children remaining in the building or on school property after 3:15 PM are placed in after-school care. Parents are responsible for the cost of this service. Children are not permitted to wait outside the building or sit in a classroom unsupervised. Please pick up your child promptly from the after-school program, 5:30 PM, to avoid a \$30.00 (per child) late fee.

### **14.8 Medical Policies**

#### **Unwell Children**

Students should not come to school with fever (99.5° F or higher) or signs of communicable illnesses. Please see that your children are without fever for at least 24 hours before permitting

them to return to school. We wish to reduce the spread of illness to other students and faculty members.

Parents will be called to pick up their student from school if he becomes ill during the school day. Sick students will wait in the school office for their parents. Only trained staff can administer medications during school hours. Parents are required to approve the administration of all medications in writing. All Christ Classical School students must have on file the appropriate original immunization cards, a Medical Information Form for use in the school office, and a notarized Annual Release and Consent Agreement Form (the teacher will take this form with him on all field trips). The school office has a small first aid kit to be used for cuts and scrapes. Over-the-counter medications such as acetaminophen, ibuprofen, antacid tablets, Pepto-Bismol, and Benadryl are available as needed with parental permission (telephone call or medical form).

### **Emergency Medical Occurrences**

Medical expenses incurred while at Christ Classical School are the responsibility of the parents.

In the event a student becomes ill or is seriously injured while under school supervision, school authorities will take the following steps:

1. Contact a parent of the student and follow his instructions.
2. Communicate with the student's physician and follow his instructions in the event neither parent can be reached.
3. If the student's physician is not available, school authorities will use their discretion and contact an appropriately licensed doctor and follow his instructions.

If in the opinion of the physician, a student needs medical or surgical services which require parental consent and the parent cannot be reached, the head of school, or the designee of the head of school, will furnish such authorization. The head of school or the designee of the head of school, Christ Classical School and its board of directors are released from any liability which might arise from giving such authorization so that the student may be furnished with medical or surgical services as soon as reasonably possible.

## **15. DRESS POLICY**

### **15.1 Makeup/Grooming**

Any dress code can be circumvented in effect while obeyed in the letter, so students are encouraged to work with the Christ Classical School family at reestablishing a Christian culture of beautiful, appropriate dress designed for the beauty, comfort, and respect of others. The following precepts are guidelines for grooming practices at Christ Classical School:

1. Nothing which draws attention to oneself
2. No priority on self-expression

3. Cheerful submission to the community of Christ Classical and its values
4. Dress and grooming that are clean, neat, and conducive to order and learning

We expect that both our young ladies and gentlemen will keep their hair well groomed, clean, and in an acceptable style as determined by the administration.

**For young men, the following are unacceptable grooming practices:**

1. Shaved heads, ornamental cuts, or shaved designs in hair
2. Ponytails, top knots, and bleached, colored, or dyed hair (no alteration of natural hair color)\*
3. Hair length beyond the shirt collar or covering their faces or eyes
4. Any jewelry (watches and fitness bands are not considered jewelry)
5. Visible body piercing, including earrings
6. Tattoo
7. Colored contacts that are not a natural eye color (eye color should remain consistent throughout the entire year)

**For young ladies, the following are unacceptable grooming practices:**

1. Shaved heads, ornamental cuts, shaved designs in hair, or hair pieces (no false hair)
2. Bleached or dyed hair\*
3. Visible body piercing (stud earrings are permitted, one per ear, but must not hang below the lobe of the ear)
4. Exposed necklaces, all bracelets, toe rings, and anklets (watches and fitness bands are acceptable)
5. More than two rings per hand
6. False fingernails or colored nail polish (clear is acceptable)
7. Tattoos
8. Colored contacts that are not a natural eye color (eye color should remain consistent throughout the entire year)

\*It is the opinion of the board of directors that a student's original hair color is best; however, the board of directors understands that hair coloring is a matter of preference and not a moral issue. Therefore, the board is willing to provide some liberty in this area as long as it does not violate the high standards we desire to maintain at Christ Classical School. In consideration of the four guiding principles listed above (not drawing attention to oneself, no priority on self-expression, cheerful submission to the Christ Classical community, and appearance conducive to order and learning), alterations of hair color must be approved by the administration. Also, any alteration of hair color must be approved and accomplished before the first day of school or enrollment in the school and maintained throughout the entire school year. Only natural hair colors and highlights are considered.

## 15.2 Dress Code

All dress items are available through Christ Classical School's Land's End Uniform Store.

*To find Christ Classical School on Landsend.com, under "School" click "Find Your School". Either enter "Christ Classical School" and California, or the school ID # 900181074, then Search.  
The school will appear to the right—follow the prompts as needed.*

A variety of local and online clothing vendors may offer like items; these are acceptable as long as they reflect the same look as the Land's End item.

### Gentlemen

#### Everyday Uniform: K–8<sup>th</sup>

- **Chino pants**
  - Style—plain front
  - Color—khaki, classic navy, gray heather
- **Chino shorts**
  - Style—plain front or pleated
  - Color—khaki, classic navy, gray heather
- **Belts**
  - Style—smooth leather, unornamented
  - Color—brown, black, cordovan
- **Polos**
  - Style—mesh/interlock, long/short sleeves
  - Color—classic navy, blue, gray heather, white **with logo**
- **Socks**
  - Style—crew or ankle/sport
  - Color—white or black
- **Shoes**
  - Style—traditional, laced, low top athletic or tennis shoes, or back strap sandals (no socks required with sandals)
- **Sweater (optional)**
  - Style—cotton cardigan; vests
  - Color—classic navy, white, or gray heather **with logo**
- **Jacket (optional)**
  - Style—fleece jacket
  - Color—classic navy **with logo**

#### Dress Uniform Option: K–8<sup>th</sup>

- **Long sleeve shirt**
  - Style—oxford, button down collar
  - Color—blue, white **with logo**
- **Tie**—classic navy plaid
- **Chino pants**
  - Style—plain front
  - Color—khaki
- **Belt**



- Style—smooth leather, unornamented
- Color—black, brown, cordovan
- **Dress shoes**—penny loafers, matching color of belt
- **Dress socks**—classic navy or black
- **Note:** 3<sup>rd</sup>–6<sup>th</sup> Dress Uniform *must include Blazer*
  - Style—Hopsack single-breasted, two gold button, poly/wool blend
  - Color—classic navy

## Ladies

### Everyday Uniform: *K–8<sup>th</sup>*

- **Skort**
  - Style—top-of-knee blend chino or active skort
  - Color—khaki, classic navy
- **Plaid skort (optional)**
  - Style—top-of-knee pleated
  - Color—classic navy plaid
- **Skirt (optional)**
  - Style—A-line below the knee
  - Color—classic navy, khaki, gray heather
- **Chino pants**
  - Style—plain front
  - Color—khaki, classic navy, or gray heather
- **Belt**
  - Style—leather/classic navy plaid, unornamented
- **Polo**
  - Style—mesh/interlock/performance/feminine fit, long/short sleeves
  - Color—classic navy, blue, gray heather, white **with logo**
- **Socks or tights**
  - Style—knee or crew socks; tights
  - Color—white
- **Shoes**
  - Style—traditional, laced, low top athletic or tennis shoes, or back strap sandals (no socks required with sandals)
- **Cardigan (optional)**
  - Style—cotton cardigan; vests
  - Color—classic navy, gray heather, white **with logo**
- **Jacket (optional)**
  - Style—fleece jacket
  - Color—classic navy **with logo**

### Dress Uniform Option: *K–2<sup>nd</sup>*

- **Jumper**—classic navy plaid  
**Note:** Kindergarten young ladies to wear **bike shorts** under jumper
- **Long sleeve shirt**
  - Style—Peter Pan collar
  - Color—blue, white **with logo**
- **Socks or tights**
  - Style—ankle or knee socks; tights
  - Color—white

- **Dress shoes**
  - Style—T-strap or classic strap dress shoe
  - Color—black, classic navy
- Note:** No open toe, mules, patent leather, or sequins.
- **Cardigan (optional)**
  - Style—cotton or fine gauge material
  - Color—classic navy, white **with logo**

**Dress Uniform Option: 3<sup>rd</sup>–6<sup>th</sup>**

- **Plaid skirt**
  - Style—below the knee pleated
  - Color—classic navy plaid
- **Long sleeve shirt**
  - Style—oxford/stretch/no iron pinpoint/broadcloth
  - Color—blue, white **with logo**
- **Blazer**
  - Style—Hopsack single-breasted, two gold button, poly/wool blend
  - Color—classic navy
- **Cardigan (optional in place of blazer)**
  - Style—fine gauge cardigan
  - Color—classic navy **with logo**
- **Stockings/tights/socks**—nude stockings, white tights, white or classic navy knee socks
- **Dress shoes**
  - Style—loafer-style (i.e. Penny loafer), 1” heel or less
  - Color—black, classic navy, cordovan
- Note:** No open toe, mules, patent leather, or sequins.

Tasteful hair accessories are appropriate but must not be used as self-expression. Hair accessories (clips, pins, etc.) should be in muted colors with no sequins. Hair ribbons should be of dress code colors. We encourage our young ladies to avoid using fad-related hair accessories. Young ladies’ hair must be styled in a manner that prevents it from covering their faces or eyes.

### 15.3 PE Uniform

Students in kindergarten and first grade may remain in their everyday uniform during PE; however, they have the option of changing into the Christ Classical PE uniform.

Students in second through sixth grades are required to wear the Christ Classical PE tee shirt. Ladies may wear the everyday uniform skorts, approved navy shorts, athletic navy pants, or navy capri pants. Shorts and pants will be approved if they are modest, not tight-fitting or low-cut, and appropriate for the activities of the Christ Classical PE program. The Lands’ End gym shorts and sweatpants are acceptable for PE.

## **15.4 Uniformity of School Supplies**

Students are encouraged to follow the guiding principles of the dress policy as they select backpacks, lunch boxes, and folders (see 15.1 above). School supplies featuring characters from cartoons or movies and icons of popular culture are not appropriate at Christ Classical.

## **16. LUNCH PROCEDURES**

### **16.1 Regular Lunch Procedures**

Students are required to bring a lunch from home and will eat lunch either in the area designated as the lunchroom or in the area selected by his classroom teacher. Because of the danger of food allergies, students may not share food without prior permission from the teacher. Access to a microwave is available, but should only be used to heat or reheat (30—60 seconds) a food item. Parents are encouraged to join us for lunch.

## **17. PARENT-SCHOOL COMMUNICATION**

### **17.1 Parent Association**

The Parent Association supports the mission of our school. The purpose of the organization is to provide support for the ministry of Christ Classical School and to do so under the direction of the board of directors. The Parent Association works on two levels: (1) classroom support, and (2) school development. We are continually seeking ways to involve the parents, siblings, and grandparents of our students in the programs of the school.

Below are just a few ways we do this. Please feel free to ask if you would like to try additional ideas.

1. Visit the school/class at any time (simply call ahead out of courtesy to the teacher)
2. Assist in the classroom (again, arrangements should be made with the teacher in advance)
3. Act as a chaperone on field trips, library visits, etc.
4. Serve as a story-reader, song-leader, or guest artist, or offer your talents
5. With permission and arrangements with the teacher, present your vocation to the class or invite them to your place of business
6. Share your experience, trips, vacations, as they may relate to an area of study in a particular class
7. Help hostess class parties, at home or in the classroom
8. Attend all Parent-Teacher Conferences
9. Monitor and encourage your child's progress by reading all teacher notes and student papers sent home

10. Invite the teacher home for dinner
11. Pray for the students and teachers
12. Attend monthly Parent Association meetings

### **17.2 Parent Communication**

Teachers will make use of the parent communication form to inform parents, notifying them of areas of concern or commendation. Teachers use the parent communication form to let parents know about missed assignments or homework, behavior problems, uniform concerns, outstanding work, acts of kindness, commendable service to the Christ Classical community, or other issues of which teachers feel parents should be aware. A parent communication form may be sent electronically or as a hard-copy.

### **17.3 Parent-Teacher Conferences**

The teaching staff at Christ Classical School makes every effort to keep our parents informed of their students' progress. If, however, you would like to discuss an issue relevant to your student's development, we invite you to contact the school secretary to set up a meeting time. Tuesday and Thursday are the best days for teachers to meet with parents.

We designate time for mandatory parent/teacher conferences in each semester of the school year. At least one parent/guardian must be present at these meetings; however, we encourage both to attend.

### **17.4 Conferences with the Head of School**

Parents are always free to bring concerns to the head of school. However, as noted, it is the policy of the school to encourage parents to discuss any problem with/or between themselves and a faculty member directly with that faculty member first. In almost every instance, frankness and consideration can bring about a solution (Matthew 18:15). Should questions remain, parents are urged to bring the issues to the head of school. Parents who desire an appointment should contact the school secretary.

### **17.5 Telephone Communications**

Teachers are instructed not to discuss personal or school matters on the telephone during school hours. We would like to discourage all parents from making efforts to talk with teachers over the phone during this busy time. Parents may call the school secretary and leave a message for a teacher to return their call at a time best for students and the teacher.

### **17.6 Parent-Teacher Communication (Matthew 18 Principle)**

Questions and complaints inevitably arise even in a well-run school. It is important that these be handled courteously and promptly. The following steps are an application of the biblical injunction recorded in Matthew 18 for the resolution of a problem between believers:

1. Request a conference with the teacher and meet privately to seek the resolution with a spirit of reconciliation. Both want the good of the student and are not in an adversarial position.
2. If unresolved, the teacher and the parent meet with a third party, the head of school. Any subsequent meetings would also involve the head of school.
3. If still unresolved, the matter is presented to the board of directors' president. He will call upon the parties involved as seems warranted, all in the spirit of reconciliation.
4. If still unresolved, the problem is brought before the entire board of directors. The board calls upon the parties involved as seems warranted, still in the spirit of reconciliation. If reconciliation still does not occur, the board makes the judgment as to who is wrong and takes appropriate disciplinary action.

The principle underlying this procedure is clear: Solve each complaint with the persons directly involved at the lowest level possible, moving the matter up the chain of authority to the level where it is finally resolved. This procedure is taken from *To Those Who Teach in Christian Schools* by Roy W. Lowrie, Jr.

### **17.7 Annual Renewal Forms**

Each year, it is important that the school office have updated forms on all Christ Classical families. We ask that these forms (available on Sycamore Education) be completed by September 30th. Families will be charged a late fee of \$50.00 if the forms are turned in after the deadline. For each additional 30 days or portion thereof that the forms are delinquent, an additional \$25.00 charge will be assessed.

### **17.8 Visitors Policy**

First Peter enjoins us to be hospitable; therefore, we thoroughly enjoy the privilege of allowing guests into our school home. To accommodate visitors, we ask that they inform the school office of the intended visit no later than the day before. The guest will sign in and receive a visitor's badge at the front office. All parents are welcome to eat lunch with their students without a visitor's pass or prior notification; however, all other classroom and campus visits will require admission through the front office. With this in mind, it is important that the classroom environment is not adversely affected by visitors. We encourage parents to set up their visit with the appropriate classroom teacher.

### **17.9 School Management Software**

Christ Classical School has selected Sycamore Education as the school's administrative software company. Sycamore Education is a web-based school management system that enhances productivity in the school office and provides a number of additional services to our staff, students, and parents. A link to Sycamore can be found on the regular Christ Classical website, [www.christclassicalslo.org](http://www.christclassicalslo.org).

## **18. INCLEMENT WEATHER AND EMERGENCY DRILL POLICIES**

### **18.1 Inclement Weather/Emergency Closing**

Christ Classical School will take all necessary precautions to insure your student's safety and to aid in your family's preparation for severe weather and other emergency situations. In case of inclement weather, Christ Classical School will be in contact with the San Luis Obispo Office of Emergency Services to make and maintain proper assessment of the current weather conditions. Decisions to open/close the school will be made with this information and the recommendation of the San Luis Obispo Office of Emergency Services. In most occurrences, Christ Classical School will coincide with the San Luis Obispo County School System in the decision to open/close school for the day. Announcements will be made over local radio stations.

### **18.2 Emergency Drills**

Christ Classical School conducts periodic drills to acquaint teachers and students with various emergency procedures. These will include fire, earthquake, and school lock-down drills.



## **Proverbs 3:13–18**

Happy is the man who finds wisdom,  
and the man who gains understanding;  
For her proceeds are better than the profits of silver,  
and her gain than fine gold.  
She is more precious than rubies,  
and all the things you may desire cannot compare with her.  
Length of days is in her right hand, in her left hand riches and honor.  
Her ways are ways of pleasantness, and all her paths are peace.  
She is a tree of life to those who take hold of her,  
and happy are all who retain her.

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