

# Christian Learning Center

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**Family Handbook**  
**2022-2023**

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## **Christian Learning Center Mission Statement**

To educate and encourage students to live a Christ-centered life; to impart necessary skills to meet the demands of an ever-changing world; and to develop mental, spiritual, emotional, and physical strengths so that each child may live up to his or her God-given talents in the surroundings of a stable, Christian school environment.

## **Christian Learning Center Statement of Faith**

We believe the Bible is the inspired and infallible Word of God.

We believe in the one eternal God, the Creator of all things, who exists in three persons: the Father, Son, and Holy Spirit.

We believe Jesus Christ, the Son of God, was begotten by the Holy Spirit, was born of the Virgin Mary, and lived a sinless life.

We believe Jesus Christ gave His life on Calvary's cross as a ransom for all, shed His precious blood, and was buried and rose again the third day. We believe the only means of being cleansed from sin is through faith in the shed blood of Jesus Christ and our obedience to His Word is evidence of personal faith.

We believe both the saved and lost will be resurrected: the saved unto eternal life and the lost unto eternal damnation.

We believe the Ten Commandments given by God should be the foundation of Christian Learning Center.

1. Thou shalt have no other gods before me.
2. Thou shalt not make unto thee any graven images.
3. Thou shalt not take the name of the Lord thy God in vain.
4. Remember the Sabbath day to keep it holy.
5. Honor thy father and thy mother.
6. Thou shalt not kill.
7. Thou shalt not commit adultery.
8. Thou shalt not steal.
9. Thou shalt not bear false witness against thy neighbor.
10. Thou shalt not covet.

“And thou shalt teach them diligently unto thy children...” (Deut. 6:7)

## **Christian Learning Center Admissions Policy**

All students enrolling in CLC will be accepted based on having met the criteria below, followed by an interview with the parent(s) and the student(s):

1. The family (minimum of one parent and children) must be regularly attending a Bible-believing church.
2. An official transcript is received from the previous school attended.
3. An interview with the parent(s) and the student(s) regarding school policy along with meeting the teacher and touring the school if possible.
4. Enrollment information is filled out and curriculum is paid for in full prior to the first day of school. Tuition is set up on a monthly basis. If tuition is not paid in full the board will be notified after the 2<sup>nd</sup> month.
5. Every parent and student must demonstrate a positive attitude toward keeping the rules set up by the school.
6. Every parent and any adult in the household agree to serve as a Christian Learning Center (CLC) Volunteer when needed. Student safety is our utmost concern. Every parent and any adult in the household must meet qualifications as a CLC Volunteer and adhere to the CLC Volunteer Code of Conduct and all school policies.
7. Parents undergo a mandatory background check prior to enrollment. Volunteers are also required to have a background check prior to entering school.

*Every student enrolling in CLC will be accepted on a 90-day probation period to ensure a positive environment for the student and the school.*

## **Re-admission Policy**

Any student who leaves Christian Learning Center to attend the public schools will not be allowed to re-enroll at Christian Learning Center.

## Standards of Conduct

1. Staff, parents, and students are expected to act in accordance to the Ten Commandments.
2. Staff, parents, and students are expected to live in a respectful manner and to portray Christian standards in language, dress, and morals. Body piercing (other than ear rings) by staff and students is not acceptable.
3. Staff and students should be kind and loving toward one another without displaying affection that is inappropriate for a school setting (i.e.: hugging, kissing, hand-holding, etc.)
4. Staff, parents, and students are expected to refrain from using profanity or talking about immoral or inappropriate topics that may be a negative influence or offensive to others. Discussion of movies, video games, and music are strictly prohibited. Any personal literature brought to school must be approved by CLC staff.
5. Staff, parents, and students are expected to refrain from engaging in smoking, illegal use of alcohol or drugs, gambling, and dishonesty.
6. Staff, parents, and students must respect the property of CLC. Anyone responsible for defacement, loss, or breakage of school property will be held responsible for repairing or replacing the property.
7. Communication that is not specifically related school assignments or activities between students and staff via telephone, text messaging, social networking, and other external devices or technologies is prohibited. The prohibition includes, but is not limited to, Facebook and Twitter. Any exceptions must be approved in advance by a principal or administrator and follow school district guidelines. Quickschools or school email may be used during or after school hours to communicate between staff, students, and parents.

## Volunteer Code of Conduct

### 1. Personal Responsibilities

- a. Sign in and out in the volunteer book located at front desk.
- b. Wear name badge as directed while in the school.
- c. Keep all student information confidential, unless abuse or neglect is suspected. In that case, report concerns to the principal or designee.

### 2. Guidelines

- a. All volunteer activities are school based. Activities are to occur on school grounds during the regular school hours or extended day. Any exceptions must follow school district guidelines and have principal and/or administrator approval.
- b. Volunteer assignments are approved by the principal or designee.
- c. Volunteers must follow school dress code.
- d. Volunteers may not transport students.
- e. Volunteers will interact with students in public areas with others present.
- f. Volunteers may not photograph or videotape students unless approved in advance by an administrator.
- g. All volunteers are to closely monitor students at all times to achieve Christ-like conduct and language.
- h. Avoid giving gifts or lending money to students.
- i. Treat teachers, students, and parents with respect.
- j. Do not make negative comments to others about the students, parents, or staff.
- k. Exhibit behavior supportive of all ethnic/racial groups.
- l. Consult with principal or designee if problems occur.
- m. Communication that is not specifically related to school assignments or activities between any student and any volunteer via telephone, text messaging, social networking, and other external devices or technologies is prohibited. The prohibition includes, but is not limited to, Facebook and Twitter. Any exceptions must be approved in advance by a principal or administrator and follow school district guidelines.
- n. No sexual or romantic advance, contact, or relationship is allowed, even if it is apparently “consensual” or initiated by a student.
- o. Volunteers may not use profanity or exhibit displays of violence or threats of violence.
- p. Volunteers may not engage in any illegal activities with students, including but not limited to providing alcohol, tobacco, or drugs to students.
- q. Volunteers may not dress, change, or provide medication to students.

## Discipline

Discipline is what is done **FOR** a child, not what is done **TO** a child. Discipline that is loving and consistent builds character qualities that are necessary for life. Each teacher will be responsible for the discipline plan in the classroom. Parents and students will be informed of this plan the first day of school. Teachers will make parents aware of any severe behavior problems throughout the year and work with the student and the parents in correcting these problems. A record of disciplinary issues and counseling will be entered into the QuickSchools database or a printed copy kept in the student's personal file. The objective of disciplinary counseling is to ensure that the student understands the error committed, the consequences of their actions and agree to a plan of correction.

## School Schedule

- CLC has a four-day school week, Monday – Thursday. Fridays will be used for home study days and/or competition days. Fridays will also be used as needed to make up “snow days” or to complete the curriculum on schedule. CLC will start school promptly at 8:00 A.M. and dismiss at 3:45 P.M. Students are allowed in the building no earlier than 7:45 A.M. and need to be picked up by 3:55 P.M. **Students are not to be running around before or after regular school hours unsupervised as the CLC will not be responsible for unsupervised children outside of regular school hours.** Prior arrangements and approval are required when a student cannot be picked up by 3:55 P.M. due to special circumstances.

- K-4 class is held in the afternoon from 12:00 P.M. to 2:30 P.M., on Monday, Tuesday, and Thursday.

- K-5 class is held in the morning from 8:00 A.M. to 11:30 A.M., on Monday, Tuesday, Wednesday, and Thursday. Students must be five years of age before September 1<sup>st</sup> of the year to enroll for K-5 and demonstrate readiness during an academic screening with a CLC staff member.

## Attendance Policy

Attendance is important to help give each student the opportunity to achieve academic success, and students are expected to be in school. Parents must email or call the office by 8:15 a.m. on the day of their child's absence giving the reason their child is absent that



day, unless prevented by emergency circumstances. The absence will be considered unexcused until the parent communicates with CLC office staff. If the parent fails to notify the school by 8:15 a.m. on the day of the absence, the school office will attempt to reach the parent via phone. Kansas is a compulsory school attendance state. In accordance with KSDE policy, if a child is inexcusably absent three consecutive days or five school days in a semester or seven school days in any year, the child is considered to be not attending school as required by law. Students exceeding KSDE policy will be reviewed by the school Administrator for determination of valid excuse for absence of school and if class credits will be accredited. Parent notification does not mean an automatic excused absence. The Administrator makes the final excused/unexcused determination. The student will have one day to make up work for each day absent. (see “unexcused absences” for more).

### **EXCUSED ABSENCES:**

Excused absences include:

- 1) Illness of student
- 2) Death in the immediate family
- 3) Medical appointment which cannot be scheduled for non-school hours
- 4) Impassable roads/car trouble
- 5) Inclement weather conditions
- 6) Exceptionally urgent reasons\*

\*These urgent “extraordinary absence” reasons may include special family occasions such as weddings, college graduations, or a situation of extenuating circumstance approved by the Administrator. (see Planned Absences).

\*\*Note: If a junior/senior high student is absent from any class more than ten (10) times per semester (excused or unexcused), he/she will have his/her semester grade reduced by 5% (approximately half a letter grade) for each additional day absent. If there is a situation of extenuating circumstance approved by the Administrator, this regulation may be modified. Students missing school for illness will need a doctor’s note for each absence after ten (10) absences in a given semester. Again, consideration will be given for special medical circumstances at the discretion of the Administrator. Any student absent from school on the day of an activity is NOT permitted to take part in that activity on that day or evening. Exceptions will be granted if the student is attending an approved activity such as required testing, receiving an award, etc., or has passed the required 24-hour period on medication to permit them to return to school (this is valid for a school program/concert, not an athletic game. Participation in athletic games and practices have a different criteria.) To qualify as an exception, the involvement MUST be pre-approved by the Administrator. It is recommended that the school office be notified before 8:15 a.m. about a student’s absence as this helps the teacher plan for the student’s absence and also to pray accordingly for the situation. Parents must notify the school office by

8:15 a.m. on the day of the child's absence. Parent notification must give the reason for the absence. A simple notice that a student will be absent without giving a reason is not acceptable. An attempt will be made to have make-up work ready for after school pick-up if it is requested. However, notification after 11:00 a.m., in most cases, will not allow adequate time for the teacher to have work ready by the end of the day. For secondary students, teacher websites have homework calendars which are maintained weekly. It is requested that the student check the website for homework due to help him/her be prepared when returning to class. Parents are welcome to stop in to pick up books from their child's locker.

**PLANNED ABSENCES:** Under extraordinary circumstances, parents may believe it highly advantageous to take their child out of town because of business, church camp, or similar reasons. Special prearranged permission must be granted by the Administrator to classify the absence as an "extraordinary absence." Each request for a planned absence must be made at least five (5) days before the absence is to occur. Prearranged absences count against the total number of absences for the semester/year. Parent notification does not mean an automatic excused absence. Should a student need special tutoring as a result of a planned absence, parents will need to arrange after school tutoring with the child's teacher and pay for that tutoring at a rate of \$20 per hour. Students taking planned absences must make up the work as prescribed by the individual teacher. For planned/pre-arranged absences, homework must be completed and turned in ahead of time. Prearranged absences may not exceed five days per year. Students with cumulative averages of "D" or "F" for all classes or who are on Academic Probation will not be granted prearranged absences. Absences that are not pre-arranged at least five (5) days ahead, will be considered unexcused and will result in academic penalty (zeroes for the work missed), meaning no credit will be given for the work.

**UNEXCUSED ABSENCES:** Absence from school (with or without the knowledge of the parent), without having made arrangements with the school in advance of the absence, and/or absences for reasons unacceptable to the school will be classified as unexcused, and will result in academic penalty (zeroes for the work missed), meaning no credit will be given for the work. No make-up work for credit will be accepted. The final decision of whether an absence is excused or unexcused is at the discretion of the Administrator.

**MAKE-UP WORK DUE TO ABSENCE:** Students who are absent will be given one school day to make up daily assignments for each school day of absence. Students who are present for test review but are absent on an intervening day may be required to take the test at the scheduled time. Homework will be available for parents to pick up in the school entryway by 12:15.

**LATE ARRIVALS:** Late arrivals due to a morning medical appointment, illness, or other approved appointment are not counted in the total for tardies. Please send advance

notice of appointments to the school office. Unexcused late arrivals are counted in the totals for tardies.

**Tardy to Class:** Secondary students are expected to be in class on time. A maximum of three unexcused tardies are allowed each quarter. This record is entered by the classroom teacher. A 20 minute after school detention is issued on the fourth unexcused tardy and each one thereafter. On the student's sixth tardy and each successive tardy, the student will serve 1 hour Friday detention. Excused tardies are given by the teachers or by the school office. The school office will only give excused tardies if the student is tardy as a result of a transaction carried out in the school office.

## **Medical Guidelines**

Parental authorization in writing is needed to allow staff to administer medication to a student for any reason. CLC is not responsible for medications handled in any other manner. This includes cough drops, aspirin, ibuprofen, etc. Prescription medication must be kept in its **original container** in the office and logged when a child has received the medication. If the school notifies you that your child is ill and needs your attention, you are responsible to provide that care in a timely manner.

## **Pets**

Unauthorized pets are prohibited in the school.

## **School Access**

In an effort to prevent unauthorized access to the CLC facility and to ensure the safety of our students and staff, the entrances to the facility are equipped with controlled access security locks. Please push the "call" button to alert the front office. Once a visual identification is made, you will hear a "beep", the electronic door lock will be released and you may enter the school. Unauthorized persons will not be allowed access to the facility. **Students may not open the doors for anyone**, even if they know the person.

## **Weapons and Threatening Behavior**

Students are not allowed to bring weapons to school, on school vehicles or on school property. Regardless of intent, students who bring a weapon or component of a weapon to school will be subject to disciplinary action. Threatening to harm others or damage school property will result in disciplinary action. Threatening behavior toward others (bullying) whether by actions, verbal, through body language or through communications devices (i.e. text, email, phone, or internet app) will result in disciplinary action. Law Enforcement may be called if a student threatens others.

## **Parental Involvement**

Parental involvement is the key to a well-balanced school. Parental involvement is not just appreciated at CLC, it is expected. Parent/teacher meetings and school functions are an important time to communicate and establish a strong fellowship within the school. Your regular attendance is required at the scheduled meetings. Each family is an important part of the school and an empty place is left in the communication process if you are not a part of the meetings. There are many ways parents can make the school a better place, and you may have the opportunity to serve in some capacity at CLC.

QuickSchools or school email may be used during or after school hours to communicate between staff, students, and parents.

Parental involvement in the home is essential. The success of your child academically and spiritually all begins at home. *Please make it part of your **daily** routine to check your child's work or homework books to see how you can best help your child.*

## **Parent/Teacher Conferences**

Parent/Teacher conferences are only a small part of the communication between the parent and the teacher. These conferences are held during the first and third quarters. At any time during the school year, staff and parents are encouraged to communicate and not wait until the specified conference time.

## Basic Dress Code

Staff and students are expected to dress in clean, neat, and modest apparel. Anyone wearing clothing that is distracting or inappropriate will be sent home to change, even if it complies with the dress code. Personal hygiene is very important and is considerate of others. Please make sure students bathe daily, brush teeth every morning, and wear clean clothes to school each day. Older students need to wear deodorant. Anyone causing an unpleasant distraction to others due to the negligence of the above list will be sent home.

The dress code will apply to staff, students, and volunteers at all school activities, including sports or academic competition.

Parents and other family members are also encouraged to follow the school dress code. **When shorts and skirts are worn in the school building by parents and other family members, they must conform to the length requirement.** All shorts must touch the top of the knee cap when standing.

### Hair Length, Color and Style

Hair should be clean and neatly combed. The color and style must present a conservative appearance. Hairstyle must not be faddish or identify with a negative style trend (gothic, punk, etc...). Hair color must be a natural color. Highlights are permitted, as long as the color contrast does not present an extreme appearance. Boy's hair is to be clean cut above the eyebrows and the shirt collar. It must also be cut above the ears; hair cannot be parted and combed behind and in front of the ears to avoid the hair length standard. Hats or hoods may not be worn during class, they must be hung up with coats or left in lockers.

### Footwear

Comfortable dress shoes or clean tennis shoes may be worn with socks, hosiery, or tights as appropriate. Sandals and flip-flops (including sandals with toe straps) may be worn as long as feet and nails are clean and nails are trimmed. Socks are not required with sandals and flip-flops. If wearing dress shoes, sandals, or flip-flops to school, bring tennis shoes to wear during recess and PE. Only tennis shoes with non-marking soles are allowed on the gym floor. Toe rings are not allowed. Shoes should remain on feet at all times except when a teacher has given permission for removal of shoes for activities or because the shoes are muddy.

**\*\*Students are not allowed to play in Slides or flip-flops during recess or PE!**

## **Girl's Dress Code**

1. Clothing must present a clean-cut and conservative appearance. Gothic and other faddish styles do not meet this requirement.
2. No sleeveless shirts, no sleeves rolled up to the shoulder, and no tank tops are allowed. The sleeve material must go completely around the arm. The underarm area cannot be sleeveless. Crop tops (Shirts that show the midriff) are not allowed. Shirts must touch the top of the pants when arms are fully raised in order to avoid showing midriff during activities.
3. Neckline of tops (shirts, blouses, etc.) should not fall lower than 3 finger-widths below the top of the sternum.
4. T-shirts and sweatshirts may be worn. Slogans may be worn that are appropriate for a Christian school.
5. Pants or jeans in good condition may be worn. Pants or jeans with skin seen through the material are not allowed. Jeans, pants, or shorts with holes or frayed fabric are not allowed, even if a patch or fabric is underneath the hole in the material. Pants with a frayed bottom hem are okay.
6. Dresses or skirts/blouses may be worn. The length of the dress or skirt must be below the knee cap when standing or touch the floor when in a kneeling position and cannot have slits above the knee. Shorts (biker shorts or similar type) must always be worn under skirts or dresses even if wearing tights because of recess and P.E.
7. Loose fitting capri pants may be worn.
8. Tight/form fitting pants are not allowed. Examples would be yoga pants, leggings/jeggings. However, these pants are allowed if worn under a skirt or dress that meet the above criteria for dress/skirt length.
9. Students may wear P.E. shorts to school. They may also wear sport-type shorts, windbreaker zip-off shorts, or shorts made of other material (khaki, jean, etc.) as long as they are hemmed (except zip-off shorts which cannot be hemmed); are decent and neat in appearance; are loose fitting; are comparable to our P.E. shorts; and are the correct length. All shorts must touch the top of the knee cap when standing. "Bib-overall" type shorts meeting the above criteria are not allowed unless the length is below the knee because the length changes when the shoulders are raised.

10. If wearing dress shoes, sandals, or flip-flops to school, bring tennis shoes with non-marking soles because only tennis shoes are allowed on the gym floor for recess and P.E.
11. Any clothing, backpack, or materials brought to school or school functions are not to have anything inappropriate or the peace sign or any Pop, Rock, or Christian rock music group logos on them.

### **Boy's Dress Code**

1. Clothing must present a clean-cut and conservative appearance. Gothic and other faddish styles do not meet this requirement.
2. No sleeveless shirts, no sleeves rolled up to the shoulder, and no tank tops are allowed. The sleeve material must go completely around the arm. The underarm area cannot be sleeveless.
3. T-shirts and sweatshirts may be worn. Slogans may be worn that are appropriate for a Christian school.
4. Pants or jeans in good condition may be worn. Pants or jeans with skin seen through the material are not allowed. Jeans, pants, or shorts with holes or frayed fabric are not allowed, even if a patch or fabric is underneath the hole in the material. Pants with a frayed bottom hem are okay.
5. Students may wear P.E. shorts to school. They may also wear sport-type shorts, windbreaker zip-off shorts, or shorts made of other material (khaki, jean, etc.) as long as they are hemmed (except zip-off shorts which cannot be hemmed); are decent and neat in appearance; are loose fitting; are comparable to our P.E. shorts; and are the correct length. All shorts must touch the top of the knee cap while standing. "Bib-overall" type shorts meeting the above criteria are not allowed unless the length is below the knee because the length changes when the shoulders are raised.
6. If wearing dress shoes, sandals, or flip-flops to school, bring tennis shoes with non-marking soles because only tennis shoes are allowed on the gym floor for recess and P.E.
7. Any clothing, backpack, or materials brought to school or school functions are not to have anything inappropriate or the peace sign or any Pop, Rock, or Christian rock music group logos on them.

8. Students must be clean-shaven. No mustaches or beards allowed.
9. Male students are not allowed to wear jewelry, with the exception of a class ring. No chains may be worn, including chains attached to wallets.

### **Cell Phone/Electronic Device and Telephone Use**

The school telephone is reserved for official school business and emergencies. Students are allowed to use the phone only with permission from a teacher or staff member. Students are required to deposit their cell phones/electronic devices in the cell phone storage rack in the office immediately upon arrival for the school day. Electronic devices that must be deposited in the office include any and all non-school-issued devices that are capable of receiving or transmitting calls, emails or messages. Examples of such devices include (but are not limited to): Apple watches, iPads, iPods, Fitbits, smart watches and personal computers, laptops or tablets. Students must leave the cell phones/devices in the cell phone storage rack until they are ready to leave the school building. Students are not allowed to check messages or access the phones/devices during the school day without permission. If parents need to contact their children during the school day, they must use other methods of communication. Students caught violating this policy will have their phone/device confiscated and will have a meeting scheduled with Mr. Stark at the end of the school day. Repeat offenses will require a parent/guardian of the student to pick up the phone from Mr. Stark.

When traveling on school vehicles, students are permitted to carry cellphones as means to communicate with parents. Parents are responsible for the content and use of cell phones by their children. Movies are not allowed. The sound must be muted if students are not using ear buds/headphones. Ear buds/headphones may not be shared between students.

### **Computer Usage**

Computers provided by CLC to students are for educational use only. All computers will have internet filters installed. (Filters only work when connected to school network) Students are required to limit use of internet search capabilities to purposes of completing school assignments only. The computers are not toys and are not for entertainment purposes. Computer usage is a privilege and will be subject to adherence to the school policies. Computers are to remain on school property unless students need



to take them home to complete a required assignment (9<sup>th</sup>-12<sup>th</sup> grades only). Prohibited use of computers includes, but is not limited to, access of inappropriate materials, unauthorized access or manipulation of information, use of electronic device to harm person(s) or property, or violating any federal, state, copyright, or unfair trade law.

## **Snow Days**

Staff and parents will be notified by text by 7:00 A.M. Parents and staff may listen to 103.9 FM or by watching Channel 7. School may be dismissed early, canceled, or delayed because of inclement weather. Half-day classes, such as kindergarten, may be canceled if there is a delay in school starting. CLC will usually follow the local public schools when canceling classes due to bad weather. However, we want all parents to know that it is NOT mandatory that your child/children be here when school has not been cancelled. We do not want to put anyone at risk, and we ask that you use your best judgment when determining if it is safe for you to drive to school.

## **Scripture Memory**

Each student will have an opportunity to memorize scripture or study an activity directly related to the learning of God's Word. The school's scripture will be based on the King James Version of the Bible. Rewards for such memory should be internal.

## **Graduation Requirements**

Each student will be eligible for graduation upon the completion of the following requirements during their 9<sup>th</sup> through 12<sup>th</sup> grade years:

1. Four units of English.
2. Three units of Social Studies, which shall include one unit of United States History, one unit of World History, one-half a unit of United States Government and one-half a unit of Kansas History.
3. Three units of Science.
4. Three units of Math, which shall include Algebra and Geometry concepts.
5. One and one-half units of physical education, which shall include one-half unit of health.
6. One unit of fine arts, which may be a combination of Music, Art, or other subjects in this category.
7. Each student is required to take a Bible class each year they are enrolled in CLC. A student will receive one-half elective credit per year for 2 years. Only 1 credit total in Bible will be received.
8. The remaining four and one-half credits will be taken as electives.
9. A minimum of 21 units of credit are required for graduation.

**The above credits meet the requirements issued by the state of Kansas.**

## **Grading**

In math and grammar, students will receive one-half a point back for each corrected problem on homework, quizzes, and tests.

When a test grade falls below 80%, the parents will be notified. It is up to the parents to decide if their child will be re-taught separately and retested on the material. A child that is retested cannot raise their final test grade above a B+ (89%).

1. **Elementary grading (Pre-K – 4)** is outlined below. In Standard Based Grading (SBG), instead of a single overall grade, SBG breaks down the subject matter into smaller “learning targets.” Each target is a teachable concept that students should master by the end of the course. Throughout the term, student learning on each target is recorded. Teachers track student progress, give appropriate feedback, and adapt instruction to meet student needs. Score guidelines are as follows:

**3: TARGET SCORE-Proficient Understanding (Standard Mastered)**

- The student can demonstrate mastery of this standard.
- I understand what is going on here and I can show it!

**2: Basic Understanding (Standard Mastery in Progress)**

- The student has some background knowledge in the fundamental concepts of this standard.
- I am not sure if I understand this completely, but I have enough confidence to try and figure it out.

**1: Below Basic Understanding (Standard Not Mastered)**

- The student has little background knowledge in the fundamental concept of this standard.
- This looks like something I’ve learned before, but I’m not sure how I can use my knowledge to do this.

2. **5<sup>th</sup>-12<sup>th</sup>** grading will follow the scale below:

93%-100% - **A**  
90%-92% - **A-**  
87%-89% - **B+**  
83%-86% - **B**  
80%-82% - **B-**  
77%-79% - **C+**  
73%-76% - **C**  
70%-72% - **C-**  
67%-69% - **D+**  
63%-66% - **D**  
60%-62% - **D-**  
59% and below – **F**

## Student Eligibility for Extra-curricular Activities

Students must maintain a minimum of an overall C- average and must have a passing grade in each class to be eligible for extra-curricular activities. Students are not eligible for extra-curricular activities on the day of an unexcused absence. If you are in 8<sup>th</sup> grade and want to play up to varsity you must maintain a C or above in every class.

### Tuition

First Child	\$180.00 per month
Second Child	\$120.00 per month
Third or Additional Children	\$95.00 per month
Kindergarten Student	\$125.00 per month
K-4/Preschool	\$90.00 per month

### Additional Fees

**Average Curriculum Costs:** \$150.00 - \$250.00 per student/per year  
(K-4 curriculum is \$50.00 per student/per year)

**Student Activity Fee:** \$20.00 per family/month (excluding Preschool)

**Sports Fees:** Students who take part in Varsity and Junior High sports teams will be charged a fee of \$50.00 per sport. Families are encouraged to sell banner ads to support the CLC Sports program. Families that sell 2 banner ads will not be charged the sports fee for their first student and one banner per kid after that. Families who sell two banners are given a family pass to home games. Participation in the Mid-States League events will not require a sports fee.

Curriculum costs are due before the first day of school. Monthly invoices will be sent with tuition and activity fee. Charging lunch and vending will NOT be allowed. No records, grade cards, or transcripts will be released until all tuition and fees are paid in full. All past due student tuition accounts must be paid in full before students may enroll for a new school term.

## **Fundraising**

C.L.C. has very few fundraisers, but all families are expected to participate with fundraising to help buy extra items for our school such as sports equipment, playground equipment, computer software, etc.

## **Inappropriate Words**

**We are working toward a higher goal than the rest of the world because we are Christians. One of our ways of doing this is by encouraging and reinforcing Christian attitudes. Below are words or phrases that are considered inappropriate for staff, students, and parents to use:**

- God/My God (Saying God or My God without defining the use or intent.)
- Oh My Gosh (Gosh – Substitution for God)
- Golly (Substitution for God)
- Gee (Slang – Substitution for Jesus)
- Dang/Darn (Substitution for Damn, Damn – used in various slang or profane phrases – as a curse)
- Heck (Substitution for Hell)
- Crap (Vulgar/Slang – excrement, useless, nonsense, deceitful, rubbish)
- Bull (Slang – insincere or foolish talk, boastfully)
- It sucks/This sucks (Slang – very unsatisfying)
- Shoot (Slang – substitution for shit, disgust, annoyance)
- I swear (Matthew 5:33-34, James 5:12)

- Freaking/Freakin'
- All words that would be used to embarrass, put down, hurt, or offend another person.

## **Lunch**

Students are required to bring lunches to school unless they have ordered a scheduled carry-in meal. Students do have the use of microwaves if needed. Students are asked to bring their lunches in an appropriate lunch box. A small ice pack may be needed to keep lunches cool. CLC does not have an open lunch policy, students are not allowed to leave CLC unless prior arrangements have been made with administration.

### **Break/Lunch Room Policy**

1. Teachers and students will sit with their class while eating. Students will be closely monitored by their teachers at all times to achieve Christ-like conduct and language.
2. Staff, parents, and students are expected to use appropriate manners at the table.
3. Staff, students, and parents will clean up the table and floor around their area.
4. Weekly: Two or three students from each classroom will be assigned to wipe down their table and to sweep the carpet under and around their table after each use.
5. Elementary students are to stay at their table the full 15 minutes and not leave until dismissed by their teacher.
6. Any student not through eating after 15 minutes should be monitored by the teacher at the next table and taken to their class when finished.
7. Students/teachers are to clean up any spills and notify Mrs. Martin immediately to avoid carpet stains.
8. The students are not to share their food with other students. Even if students are finished and do not want to take home what is left, they are not to share. If a student is without food, CLC will provide the snack/lunch and bill the parents.

### **Gymnasium/Playground Rules**

Students should enjoy their recess time and should not miss recess time for poor conduct or incomplete assignments. Students will be closely monitored by teachers on duty at all times to achieve Christ-like conduct and language. For safety reasons, students are expected to follow these rules **at all times**:

1. Treat each other in a way that is pleasing to God.
2. Make sure everyone who would like to be is included.
3. Tennis shoes with non-marking soles must be worn to play in the gym. No shoes with buckles, heels or dark soles are allowed on the gym floor while playing. If students have on such shoes, they must either remove their shoes and wear socks or change into tennis shoes. No one is permitted to play barefoot in the gym.
4. Roller-blading and roller-skating are not allowed.
5. Jump ropes are for jumping only.
6. Balls **are not** to be kicked in the gym (unless it is a supervised game of soccer with the soccer ball or kick ball with the 4-square ball).
7. Random throwing of balls (or at others) is not permitted.
8. Dodge ball is to be an organized game at the designated end of the gym with teacher supervision.
9. Ball racks are for holding the balls and not for play.
10. Students are not permitted to go through the doors on the west wall of the gym unless approved by staff.
11. Put equipment back in storage after each use.
12. No playing or running in the parking lot unless an area has been marked off with orange cones for a designated, teacher-supervised game.
13. The wooded area west of the building is off limits, except when supervised on walking trail.
14. Avoid activities that could injure another student or damage school property.
15. No climbing on top of the slides or on any of the equipment.
16. No climbing up the slides. Only go down the slides. Students may only go one-at-a-time down the slides.
17. Do not block the entrance or the exit to the slides. Do not stop half way down the slides.
18. Do not start down the slide, up or down the rock wall, the fire pole, or the fish until the person in front of you has exited.
19. Students may sit on top of the monkey bars but may not stand on top of them. Students 4th grade and under may NOT sit on monkey bars.
20. No jumping off the platform to the ground.
21. No jumping off or back flips off the swings.

## **Pledges**

The CLC expects all students, parents, and staff to stand and participate in reciting all pledges.

### **Pledge to the American Flag**

*I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.*

### **Pledge to the Christian Flag**

*I pledge allegiance to the Christian Flag and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again with life and liberty to all who believe.*

### **Pledge to the Bible**

*I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. Thy word will I hide in my heart that I might not sin against God.*



## **Field Trip Policy and Booster Seat Law Guidelines**

K-4 through Second grade students

Effective 9-21-06

All field trips taken by preschool through second grade students will be in town using the school van or bus. We will not take them out of town. This means we will not be able to take them to Pittsburg for the end of the school year party. If K-4 through second grade students want to go, parents will have to bring them to the skating rink, stay with them, and bring them back to Fort Scott. There will not be any school for these students that day.

Parents will be notified ahead of time of any field trips in town. If possible, please leave your child's booster seat and the shoulder strap adapter with the teacher on the day of the trip.

The following guidelines will be used when transporting these students in town in our van.

- a) First preference: Buckle them in using their booster seat, the adapter, and the vehicle shoulder strap seat belt. (The Kansas department said we should not buckle the booster seat in using just the lap seat belt. We must use the vehicle shoulder strap belt and an adapter.)
- b) Second preference: If a booster seat, adapter, and vehicle shoulder strap seat belt are not all available, we will buckle them in without a booster seat using just the lap seat belt. (The department said to never buckle them in using the shoulder strap belt if they are not in a booster seat.)
- c) Third preference: If the first and second preferences are not available, we will not buckle them in at all.

## **Nondiscriminatory Policy**

### **THE CHRISTIAN LEARNING CENTER** **NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**

The Christian Learning Center Foundation operates the Christian Learning Center in Fort Scott, Kansas, and admits students of any race, color, and national and ethnic origin to all 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, and national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.