



**2018 – 2019**

**HANDBOOK**

All matters cannot be covered in the handbook and decisions regarding such will be at the discretion of the administration. Copiah Christian Learning Center hereby gives notice that its policy is to admit students of any race to all the rights, privileges, programs, and activities generally accredited or made available to students at the school, and to make no discrimination on the basis of race in administration of educational policies, application for admission, scholarship or loan programs, and athletic and extracurricular programs.

### **CCLC's MISSION**

The mission of Copiah Christian Learning Center is to foster a caring and creative environment emphasizing the social, emotional, intellectual and spiritual development of each child. As a community of learners, we strive for excellence, unlocking the full potential of each individual, developing confident and independent learners. As we journey together with Christ, we seek the joy and wonder of learning through celebrating God's love in our lives.

### **CCLC's BELIEFS**

- A Christian atmosphere should be provided for learning.
- Students should be provided with a positive learning experience within a safe, comfortable facility.
- Students should be provided with opportunities for moral, social, spiritual, and cultural growth.
- Teachers should set clear goals with high expectations and present challenges for all students throughout the learning process.
- Every student is an individual, and care should be taken in addressing individual learning styles and needs when possible.
- Self-evaluations of our educational process should be conducted in an effort to ensure current and competitive academic excellence.

### **ABSENCES**

Regular and punctual attendance on the part of all students is necessary for success in school. **Students** must assume responsibility for making up work missed when absent.

### **ADMINISTRATIVE OFFICE / HOURS**

Beginning 2018-19 school year CCLC will have a designated office and Administrator.

Lisa Smith, the new CCLC Administrator, will be at school daily. Contact the administrator for any questions or concerns that need to be addressed during school hours. Administration will be active in the school and classrooms as needed.

Office hours will be as follows: Monday - Friday 7:30 a.m -1:00 p.m (in school) and by phone only 1:00 p.m - 6:00 p.m. Teachers can be contacted when needed before 6:30 p.m. Teachers will not take calls after 6:30 p.m unless arrangements are made for needs that cannot be addressed about your child(ren) in the designated time.

### **CARE OF SCHOOL PROPERTY**

Because maintenance expenses are drastically increased by the misuse of school property, students are expected to maintain all school-owned property.

Litter destroys the beauty of the campus, so students are expected to use the proper trash receptacles.

Parents will be held financially responsible for any damages resulting from their child's actions.

### **CELL PHONE**

Cell phones and/or any other electronic devices should remain in designated areas, i.e. the student's book bag unless otherwise directed by a member of the faculty. If students are caught with cell phones/ electronic devices, they will be taken and held until the end of the day. **Copiah Christian Learning Center will not be responsible for devices and students will bring them at their own risk.**

### **CHECK-OUT PROCEDURE/POLICY**

If a student must leave school during the school day, the parent must come to campus or call a faculty member and make arrangements for the student to check out. You may contact the office as well to make these arrangements.

#### **Illness or Injury**

Parent/Guardian will be called by faculty member and arrangements will be made for the student to be picked up/checked out. Student must be free of fever for 24 hours before returning to school. In case of an emergency and Parent/Guardian cannot be located, students will be taken to a doctor.

## **CALENDAR 2018-2019**

August 9 - Back to school night  
August 13 - 1st day of school  
September 3 - Labor Day - NO SCHOOL  
October 8 -12 - 9 weeks exams  
November 19 - 23 - Thanksgiving Break  
December 10 -14 - 9 weeks exams  
December 21 - January 4 - Christmas Break  
January 21 - Martin Luther King Day - NO SCHOOL  
February 25 - 28 - 9 weeks exams  
March 11- 15 - Spring Break  
April 19 - 22 Easter Break  
May 6 - 10 Final 9 weeks exams  
May 13 - Last day of school (Weather days to include 5/14-5/16)  
\*\* Weather days needed may adjust last day of school date.

## **CCLC DAILY SCHEDULE**

7:50 ..... Arrival/ Set Up  
8:00 - 8:15..... Prayer/ Pledge / Bible Lesson  
10:00 – 10:55..... Breaks (Depending on classroom/15 min. per class)  
12:30 ..... School Day Ends  
(Dates and times are subject to change.)

Mondays at 8 a.m CCLC will have the pledge, prayer, and announcements in the Assembly room.  
Tuesday- Friday at 8 a.m. each classroom is required to have the pledge and prayer independantly.  
Kindergarten - 4th grade are required to have a Bible lesson directly after the pledge and prayer everyday,  
upper grades have bible lessons built in to Abeka Academy those should be done as scheduled.  
Students in grades K5 -12 are expected to be in their assigned classrooms by 8:00 a.m.  
**Any student left at school 15 minutes after dismissal, by the school's clock, will be charged \$10.00 per child.**

## **CONTACT LIST - STAFF/BOARD 2018-19 - UPDATED 6/7/18**

*Teachers can be contacted when needed before 6:30 p.m. Teachers will not take calls after 6:30 p.m  
unless arrangements are made for needs that cannot be addressed about your child(ren) in the designated time.*

### **Staff**

Lisa Smith - Administrator - 601-214-9250 ☒ Email - office@infoforcclc.org  
Susannah Jones - Kindergarten and 1st grade - 601-717-2095 ☒ Email - sjones.cclc@gmail.com  
Marjorie Pevey - 2nd and 3rd grade - 601-951-5820 ☒ Email - marge.cclc@gmail.com  
Kim Hill - 4th Grade - 731-616-9178 ☒ Email - kimh.cclc@gmail.com  
Anna Nelson Richardson - 5th and 6th Grade - 601-520-8969 ☒ Email - annar.cclc@gmail.com  
Norma Cohn - 7th and 8th grade - 601-398-7106 ☒ Email - norma.cclc@gmail.com  
Brittany Sisson Lee - 9th - 12th grades - 318-267-7924 ☒ Email - brittanyl.cclc@gmail.com

### **Board Members** ☒ Email -board@infoforcclc.org

Chris Hunt, Chairman  
Elaine McLemore, Co-Chair  
Angela Pevey, Treasurer  
Tammy Pruitt, Secretary  
Victoria Walker, Communications  
\*\* bookkeeper\*\* Sue Freeman, 601-946-9297, ☒ Email - suefreeman5254@gmail.com

## DRESS CODE

All students are expected to practice good habits in matters of personal appearance throughout the school day. Copiah Christian Learning Center would like students and parents to use good judgment in dressing for school. Any attire deemed inappropriate will be addressed by a faculty member.

## DISCIPLINE POLICY

### **RULES AND CONSEQUENCES**

#### **Rules**

1. Each child will respect teachers, adults, administrator, board members, and all fellow students.
2. Raise your hand when you want to speak.
3. Follow all classroom rules and direction of your teacher.
4. Be safe, kind, and be honest.
5. Always do unto others as you would have them do unto you!!!

#### **Consequences**

1. First offense: Verbal Warning from your teacher.
2. Second Offense: You will be sent to the Administrator to speak about behavior; punishment may be included such as detention, writing lines, apology letter etc. depending on offense.
3. Third Offense: Parent will be called to meet with child and Administrator.
4. Fourth Offense: Suspension
5. Fifth Offense: Possible Expulsion

\*\*\* Minor continuous disruptions or behaviors not approved by classroom rules will include warnings, speaking with the Administrator, Friday detentions and parent meetings. Each case may be different depending on the offense.

### **Friday Detention Policy**

**The consequences for not following classroom rules are as follows:**

1st Offense: Verbal Warning

2nd Offense: Teacher/student private discussion on solving the problem behavior

3rd Offense: Teacher's choice that "fits the crime" **and** parent contact.

Examples: Written assignment, sweeping/cleaning the room, move student to another seat or one (1) hour Friday Detention.

**Friday Detention** will be held from 7:00-8:00 AM or 12:30- 1:30 PM.

A one to two day notice will be given if detention is assigned. The parent will be contacted by the teacher via text or phone call. It will be the responsibility of the parent to have the student at school by 7:00 for morning detention. If the student is late they will have to repeat the detention. It is the parent's responsibility to pick the student up at 1:30 if afternoon detention is assigned.

Friday Detention may also be assigned if a student has not completed all homework, classwork or special projects by due dates. The student will complete the work during detention. Students and parents are made aware of assignments and due dates well in advance.

### **SUSPENSION/EXPULSION FROM SCHOOL**

Copiah Christian Learning Center is a Christian-based school and we expect Christian behavior from our board members, teachers, parents and students. Any student violating the school-wide rules will be given 1-3 days suspension. The number of days will be decided by the teacher based on the severity of the infraction and number of times the student has already been suspended. After the third suspension (4th offense) the student will be expelled from school permanently. If a student is suspended, he/she will be required to complete the lessons missed at home including classwork and homework. If this work is not completed it will result in a 0 grade for all work not completed. On the day the student returns to school, he/she will be required to arrive early or stay after school to make up any quizzes or tests that were missed. This will be at the teacher's convenience.

**The following behaviors will be grounds for suspension/expulsion:**

1. Disrespect of any kind towards teacher or students.
2. Violence of any kind.
3. Use of profanity.
4. Bullying or threatening teachers or students.
5. Continually disrupting class in any way.
6. Destruction/vandalism of school or church property.
7. Continually refusing to obey teacher.
8. Cheating/plagiarism.
9. The use of any tobacco/vape or alcoholic beverages.

## **STUDENT EXPECTATIONS**

1. You are always expected to behave in a Christian manner.
2. You are always expected to do your best.
3. You are always expected to follow the rules.
4. If you choose not to follow the rules, you are expected to take the consequences without complaining or arguing.
5. You are always expected to, "Do unto others as you would have them do unto you." Luke 6:31

## **PARENT EXPECTATIONS**

1. You are expected to participate in educational curriculum.
2. You are always expected to conduct yourself in an appropriate manner to set a positive example all students.

## **EMERGENCY CLOSING OF SCHOOL**

Severe weather conditions will occasionally call for school to be canceled or dismissed early. When bad weather is impending, parents should listen to the radio for announcements concerning school closure. The procedure for handling severe weather situations is to call local radio station (WDXO - Hazlehurst - 92.9 FM and 102.1. The Emergency Operations Center in Jackson, which contacts all radio and television stations in that broadcast area, is also notified. This procedure should ensure that all parents are notified of school closure. CCLC will utilize text messaging to notify of closings as well; parents and students will need to opt into the program.

## **FIRST-AID AND ILLNESS**

First-aid supplies are kept in the office for minor injuries. In the event of an accident involving bodily injury during the school day, the student's parents or guardians will be notified immediately. In case of an emergency and Parent/Guardian cannot be located, students will be taken to a doctor. If your child is ill and running fever they may return to school after they have been free of fever for 24 hours. If your child is sick, do not send them to school unless they are fever free for 24 hours or have a doctor's excuse.

## **GRADING SCALE**

### **K5 - 4th Grade**

<b>A</b>	<b>94 - 100</b>
<b>B</b>	<b>86 - 93</b>
<b>C</b>	<b>78 - 85</b>
<b>D</b>	<b>70 - 77</b>
<b>F</b>	<b>0 - 69</b>

<b>5th - 6th Grade</b>			
<b>A+</b>	<b>99 - 100</b>	<b>C+</b>	<b>82 - 84</b>
<b>A</b>	<b>96 - 98</b>	<b>C</b>	<b>79 - 18</b>
<b>A-</b>	<b>94 - 95</b>	<b>C-</b>	<b>77 - 78</b>
<b>B+</b>	<b>91 - 93</b>	<b>D+</b>	<b>74 - 76</b>
<b>B</b>	<b>88 - 90</b>	<b>D</b>	<b>70 - 73</b>
<b>B-</b>	<b>85 - 87</b>	<b>F</b>	<b>0 - 69</b>

<b>7th - 12th Grade</b>			
<b>A+</b>	<b>98 - 100</b>	<b>C+</b>	<b>77 - 79</b>
<b>A</b>	<b>93 - 97</b>	<b>C</b>	<b>73 - 76</b>
<b>A-</b>	<b>90 - 92</b>	<b>C-</b>	<b>70 - 72</b>
<b>B+</b>	<b>87 - 89</b>	<b>D+</b>	<b>67 - 69</b>
<b>B</b>	<b>83 - 86</b>	<b>D</b>	<b>60 - 66</b>
<b>B-</b>	<b>80 - 82</b>	<b>F</b>	<b>0 - 59</b>

# INTERNET/COMPUTER SAFETY POLICY

## Internet Honor Code of Copiah Christian Learning Center

Internet services are provided by Copiah Christian Learning Center as an educational tool to afford CCLC students the opportunity of developing online computer skills needed in today's world of technology.

Copiah Christian Learning Center's Internet services are to be used in a manner to comply with the moral and ethical standards set forth in the school's philosophy and goals.

It is understood, therefore, that the user of Copiah Christian Learning Center's Internet services should not in any way attempt to access pornographic, obscene, illicit, objectionable, or any other inappropriate materials.

The Internet Safety Policy below must be followed.

## Introduction

It is the policy of the Copiah Christian Learning Center to: (a) prevent user access over its computer network to receive, or transmission of, inappropriate material via Internet or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (Pub. L. No 106-554 and 47 USC 254 (h) ).

## Definitions

Key terms as defined by the Children's Internet Protection Act.\*

### Access to Inappropriate Material

To the extent practical, technology protection measures (Or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users including minors of the Copiah Christian Learning Center online computer network, electronic mail, chat rooms, or other forms of direct electronic communications

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking" and other unlawful activities by minors online; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### Supervision and Monitoring

It shall be the responsibility of all members of the Copiah Christian Learning Center staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Headmaster and/or the Board of Directors of the Copiah Christian Learning Center or its designated representatives.

\*CIPA definitions of terms:

TECHNOLOGY PROTECTION MEASURE: The term "technology protection measure" means a specific technology that blocks or filters Internet Access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS: The term "harmful to minors" means any pictures, images, graphic image file or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors having the meanings given in section 2246 of title 18, United States Code.

## MEDICATION POLICY

Any student who requires prescription or non-prescription medication during school hours must present a completed medication consent form (Front of handbook) to the school office. A separate form must be completed for each medication to be administered. A new consent form must be completed if the medication dosage is changed.

In addition to the copy in the handbook, medication consent forms will be available in the school office during working hours and on the school website.

**\*\*NO MEDICATION WILL BE ADMINISTERED WITHOUT A COMPLETED MEDICATION CONSENT FORM.**

**Prescription medication** must be in the **original prescription** bottle and be properly labeled by a registered pharmacist as prescribed by law.

**Non-prescription** (over-the-counter) medication must be in the **original labeled container** with the student's name and any instructions written on it.

Medications will be administered by the school personnel.

## **PARENT TEACHER CONFERENCES**

Parental involvement is essential to your child's education. If a teacher requests a conference with a parent, the parent **must** call or text the teacher within 48 hours to schedule a conference. We will be willing to meet with you at your convenience. If you do not reply to the teacher's request for a conference the board will be notified. After 4 failed attempts, we have the right to terminate your child/ren enrollment with CCLC.

Teachers will be glad to meet with parents/guardians as needed. However, instructional time in the classroom is very important, and disruptions need to be kept to a minimum. Therefore, you are asked to call and make an appointment to see a teacher or come by the school after classes have dismissed. If you would like to discuss something in particular such as grades, behavior, homework, etc., please inform the teacher of this so that they can have any data needed for the meeting at hand. Please allow at least twenty-four hours for teachers to return your call and schedule conferences at least twenty-four hours in advance. Please note teachers hours for contact to schedule meetings will be 1 P.M. to 7 P.M. Monday - Friday. After these given times, teachers have a twenty-four hour window to respond. There will be days given on the calendar for teacher/parent meetings to pick up and discuss report cards/progress reports. The teacher will send home a form for you to pick times for a 15-20 minute meeting to address any concerns with the teacher.

## **PLAGIARISM (CHEATING) AND DISHONESTY**

It is important that students learn early that to "borrow" ideas or "lift" a passage from a source without acknowledgement constitutes plagiarism and is dishonest. Every student at Copiah Christian Learning Center must be the author of his own written work. When students use facts or ideas originating from others, the student must make clear what is his or hers and what is not. To misrepresent one's work knowingly is to cheat. To misrepresent one's work ignorantly is to show one's self unprepared to assume the responsibility for work on both the secondary and college level. Academic dishonesty includes "borrowing" homework, discussing a test with those who have not yet taken the test, and cheating on a test or class work. Academic dishonesty will result in appropriate disciplinary action. Cheating may also result in suspension from school.

Consequences for plagiarism will be as follows:

- 1<sup>st</sup> Offense: Parents will be called
- 2<sup>nd</sup> Offense: Student will be suspended for 1 day and will receive a "0" on assignments
- 3<sup>rd</sup> Offense: Student will be suspended for 1 week and will not be allowed to make up assignments
- 4<sup>th</sup> Offense: Possible Expulsion (based on Board recommendation)

## **PUBLIC DISPLAYS OF AFFECTION (P.D.A.)**

Public displays of affection will not be allowed on school grounds. P.D.A.s will result in disciplinary action and parents will be notified.

## **SCHOOL ACTIVITIES**

Throughout the school year, Copiah Christian Learning Center students expand their educational horizons beyond the classroom setting. Because of the school's close proximity to Jackson, students may enjoy field trips to parks, museums, theaters, state facilities, and other points of interest.

## **SEXUAL HARASSMENT**

Copiah Christian Learning Center resolves that sexual harassment will not be tolerated at Copiah Christian Learning Center and the following policy concerning sexual harassment is adopted.

### **I. Definitions**

- a. **Sexual Harassment** – Any unwelcome sexual advances, requests for sexual favors, and any other verbal or physical contact of a sexual nature.
- b. **Quid Pro Quo** – Sexual harassment by a teacher, supervisor, or someone with power over another who uses sexual harassment to gain an

advantage over someone else.

Examples: Teacher over Student Headmaster or Board member over Teacher or Other Employee

c. **Peer to Peer** – Sexual harassment of an equal person towards an equal person.

Examples: Teacher to Teacher or Student to Student

d. **Hostile Environment** – Sexual harassment by persistent and calculated behavior which makes the school an unpleasant place to work or learn.

## II. Prohibition

Sexual harassment by Employees, Teachers, Board Members, or Students is prohibited at school, school functions, or to and from school functions or at or during any school-related activity occurring off campus.

Sexual harassment by students directed towards Teachers, Employees, Board Members, or other Students is prohibited.

## III. Complaints

Any person who feels he or she has been or is a victim of sexual harassment must report the sexual harassment immediately to the Headmaster; if the Headmaster is accused of sexual harassment, then the complaint must be filed with the guidance counselor.

## IV. Investigation and Discipline

There will be an investigation into the complaint of sexual harassment. An initial determination will be made to determine whether or not the complaint is valid.

a. If the complaint is valid, the teacher will discipline a **STUDENT** according to the severity of the infraction.

b. If the complaint is valid, the Board will discipline a **TEACHER, EMPLOYEE, OR STAFF PERSON** according to the severity of the infraction by reprimand for minor cases to suspension or termination for major infractions.

c. If a complaint is valid, the teacher may prohibit a Parent, Patron, or Other Non-Employee Staff Person from entering school property and/or attending any school functions, and, in the event of a severe infraction the Executive Board may revoke membership in CCLC.

d. If the teacher is the person accused of sexual harassment, the board shall immediately be reported to and will determine whether an infraction has occurred and what disciplinary action, if any, is to be taken. The board may delegate the investigation process to an impartial third party, if appropriate.

## SMOKING, SMOKELESS TOBACCO, ALCOHOL AND DRUGS ON SCHOOL PROPERTY

It is the policy of Copiah Christian Learning Center that students shall not smoke/vape, drink, nor have tobacco, alcohol, or illegal drugs **in their possession** while under the supervision of the school. This includes off-campus events sponsored by the school as well. CCLC would like to further encourage its students to follow the same standards away from campus and present a positive image to the community. Students in violation of this policy will be subject to disciplinary action to protect the best interests of all students and the school.

## SOCIAL SERVICES

Professional educators are required by law to report all possible cases of abuse. As quoted in federal law § 43-21-353. **Reporting abuse or neglect.** Any public or private school employee or any other person having reasonable cause to suspect that a **child** is a **neglected child** or an **abused child**, shall cause an oral **report** to be made immediately by telephone or otherwise and followed as soon thereafter as possible by a **report** in writing to the Department of Human Services.

## STANDARDIZED TESTS

Abeka Testing offers assessment solutions. The Stanford 10 and The Iowa Tests® (ITBS®/ITED®), enable educators to evaluate their program's scholastic excellence and measure their students' academic development including insightful post-test interpretation.

These tests are offered by Abeka Testing and are at the parent's discretion.

More information can be found at <http://www.abekatesting.org/>

## STUDENT WORK DEADLINE POLICY

All graded work (research papers, science projects, book reports, essays, compositions, etc.) is expected to be completed and turned in to the teacher on the date due. Some of these assignments count as test grades and some need to be sent to A Beka with the progress reports.

Students are given ample time between the date of introduction and the deadline to complete the work. Some of these projects have several steps with deadlines for each step.

Five (5) points will be taken off the student's grade for each day it is late (beginning on the date it is due). Work will not be accepted after 5 school days (including the due date). The student will receive a grade of zero (0) for that assignment and the comment "Refused to do" beside the grade.

If the student has been ill, due dates will be adjusted by the teacher.



## TEXTBOOKS

**K5 – 4<sup>th</sup> grade** will use Abeka traditional materials.

Textbooks should be ordered from Abeka for each student at the beginning of the school year for the grade the student will be attending.

Kindergarten needs to order the Child Kit as well as God's World K5 and Social Studies K5 books. (Manuscript)

1st - 4th grade students will need to order the child kit. (Cursive)

**5<sup>th</sup> – 12<sup>th</sup> grade** will use Abeka Academy

5th - 12th grade students will need to order the full grade tuition and books enrollment.

8th - 12th grade students will have required courses issued in yearly welcome packet.

See website for pricing [www.abeka.com](http://www.abeka.com)

## TUITION and FEES 2018/19

Number of Children Per Family	Monthly Tuition
1	\$225
2	\$400
3	\$575
4	\$750

### Tuition Payments

CCLC's tuition schedule runs from August to May. Tuition is due on the first of every month and is considered late after the 15<sup>th</sup> of the month. Tuition is \$225 per month for first student plus \$175 for each additional student.

Payments must be mailed to: P.O. Box 127, Crystal Springs, MS 39059

**No payments will be taken at the school.**

**Tuition payments will only be accepted by mail, any other way of payment will be returned.**

Christian Learning Center charges a \$20 fee on all returned checks.

### **Internet payments**

You may visit our website [www.infoforcclc.wixsite.com](http://www.infoforcclc.wixsite.com) to make payments online.

### **Late Payment Fee**

A late fee of \$25 will be charged on all accounts that are not current on the 16th day of the month.

### **Past Due Policy**

AT THIRTY (30) DAYS PAST DUE, YOU WILL RECEIVE A NOTICE TO PAY THE PAST DUE AMOUNT AND THE CURRENT MONTH'S PAYMENT. IF YOU DO NOT THE CHILD(REN) WILL NOT BE PERMITTED TO RETURN TO SCHOOL ON THE FIRST (1ST) DAY OF THE FOLLOWING MONTH.

ALL PAYMENTS AND FEES MUST BE MADE IN ORDER FOR THE CHILD(REN) TO RETURN TO SCHOOL

\* NO SEMESTER GRADES WILL BE RELEASED UNTIL THE DECEMBER TUITION HAS BEEN PAID.

\* NO FINAL GRADES OR TRANSCRIPTS WILL BE GIVEN UNTIL THE MAY TUITION HAS BEEN PAID.

\* ALL REGISTRATION FEES ARE NONREFUNDABLE.

\* RECORDS AND REPORT CARD ACCESS WILL BE HELD FOR NON-PAYMENT OF TUITION AND/OR FEES.

### Fees

**Waiting list fee** - A \$25 fee will need to be paid per new student in order to be placed on a waiting list for the upcoming school year. This fee will be applied to your Registration fee upon enrolment. This fee is refundable or transferable after registration for the year has been closed.

**Registration/Re-Registration Fees** - Registration fees are non-refundable.

Students are not considered enrolled until registration fee of \$60.00 is paid.

**K5-1st grade** - \$30.00 supply fee

**Fees for Activities:** All activity fees are non-refundable.

## USE OF GROUNDS AND BUILDINGS

Copiah Christian Learning Center's facilities are for the exclusive use of the patrons, faculty, staff, and students. The Board must approve the use of the buildings and facilities after normal school hours. At all times, the academic and extracurricular activities of the school have priority use of the school buildings and grounds. Furthermore, a faculty member or other employee of the school **must be present and shall be responsible** for facility usage. At no time will students be allowed the use of the buildings and grounds without appropriate faculty supervision. Use of the campus by outside groups must be approved by the Board.

## VEHICLES

The Board of Copiah Christian Learning Center finds and determines that operating a motor vehicle on the school grounds is a privilege and not a right. In order to provide for the safety and security of the school grounds, its students, faculty, and guests, all motor vehicles driven by students entering school grounds are subject to search for weapons and/or contraband by school officials without notice. Any such search may be instituted by the faculty. This policy is adopted as a condition of being a patron at the school and by the adoption of this policy each member of Copiah Christian Learning Center does hereby consent to the search of vehicles driven by their children or students onto the Copiah Christian Learning Center's grounds.

## VOLUNTEERING TO HELP IN THE CLASSROOM

Parents are always welcome to help in the classroom. Please, let your child's teacher know one or two days in advance, if possible (not required!), so that they can have some work lined up for you. Your help will be much appreciated!

## WEAPONS ON CAMPUS - (7-37-17)

- 1) Possession of weapons by students; aiding or encouraging. The following definitions apply to this section:
  - a. *“Educational property”* shall mean any public or private school building or bus, public or private school campus, grounds, recreational area, athletic field, or other property owned, used, or operated by any local school board, school, college or university board of trustees, or directors for the administration of any public or private educational institution or during a school-related activity; provided, however, that the term “educational property” shall not include any sixteenth section school land or in lieu land on which is not located a school building, school campus, recreational area or athletic field.
  - b. *“Student”* shall mean a person enrolled in a public or private school, college or university, or a person who has been suspended or expelled within the last five (5) years from a public or private school, college or university, whether the person is an adult or a minor.
  - c. *“Switchblade knife”* shall mean a knife containing a blade or blades which open automatically by the release of a spring or a similar contrivance.
  - d. *“Weapon”* shall mean any device enumerated in subsection (2) or (4) of this section.
- 2) It shall be a felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.
- 3) It shall be a felony for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.
- 4) It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of misdemeanor and upon conviction thereof, shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.
- 5) It shall be a misdemeanor for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and upon conviction thereof, shall be fined not more than One Thousand Dollars (\$1,000.00) or be imprisoned not exceeding six (6) months, or both.
- 6) It shall not be a violation of this section for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or

other firearm of any kind on educational property if:

- a. The person is not a student attending school on the educational property;
  - b. The firearm is within a motor vehicle; and
  - c. The person does not brandish, exhibit, or display the firearm in any careless, angry or threatening manner.
- 7) This section shall not apply to:
- a. A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority;
  - b. Armed forces personnel of the United States, officers and soldiers of the militia and National Guard, law enforcement personnel, any private police employed by the educational institution, State Militia or Emergency Management Corps and any guard or patrolman in a state or municipal institution, when acting in the discharge of their official duties;
  - c. Home schools as defined in the compulsory school attendance law, Section 37-13-91, Mississippi Code of 1972;
  - d. Competitors while participating in organized shooting events;
  - e. Any person as authorized in Section 97-37-7 while in the performance of his official duties;
  - f. Any mail carrier while in the performance of his official duties; or
  - g. Any weapon not prescribed by Section 97-37-1 which is in a motor vehicle under the control of a parent, guardian or custodian, as defined in section 43-21-105, which is used to bring or pickup a student at a school building, school property or school function.
- 8) All schools shall post in public view a copy to the provisions of this section. Copiah Christian Learning Center is a community based on respect for all members of the community. Every student is expected to conduct himself in a thoughtful, responsible manner at all times. Violation of school regulations and disruptive behavior negatively affects the school community. Discipline procedures help ensure that students correct inappropriate behavior.

# Student/Parent Handbook Signature Sheet 2018 - 2019

My child, (Please Print) \_\_\_\_\_ in grade, \_\_\_\_\_ and I have read and agree to abide by the rules, regulations, policies and procedures, computer on-line restrictions, etc. of the Copiah Christian Learning Center Student Handbook. All matters cannot be covered in the handbook and decisions regarding such will be at the discretion of the administration.

**\*\* Please note updates in fees and policies\*\***

## Tuition Payments

CCLC's tuition schedule runs from August to May. Tuition is due on the first of every month and is considered late after the 15<sup>th</sup> of the month. Tuition is \$225 per month for first student plus \$175 for each additional student.

**Payments MUST BE MAILED to:** P.O. Box 127, Crystal Springs, MS 39059

No payments will be taken at the school.

Tuition payments will only be accepted by mail, any other way of payment will be returned.

Christian Learning Center charges a \$20 fee on all returned checks.

## Late Payment Fee

A late fee of \$25 will be charged on all accounts that are not current on the 16th day of the month.

## Past Due Policy

AT THIRTY (30) DAYS PAST DUE, YOU WILL RECEIVE A NOTICE TO PAY THE PAST DUE AMOUNT AND THE CURRENT MONTH'S PAYMENT. **IF YOU DO NOT THE CHILD(REN) WILL NOT BE PERMITTED TO RETURN TO SCHOOL ON THE FIRST (1ST) DAY OF THE FOLLOWING MONTH.**

ALL PAYMENTS AND FEES MUST BE MADE IN ORDER FOR THE CHILD(REN) TO RETURN TO SCHOOL

\* NO SEMESTER GRADES WILL BE RELEASED UNTIL THE DECEMBER TUITION HAS BEEN PAID.

\* NO FINAL GRADES OR TRANSCRIPTS WILL BE GIVEN UNTIL THE JUNE TUITION HAS BEEN PAID.

\* ALL REGISTRATION FEES ARE NONREFUNDABLE.

\* RECORDS AND REPORT CARD ACCESS WILL BE HELD FOR NON-PAYMENT OF TUITION AND/OR FEES.

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(Student Signature)

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(Parent Signature)

Date

## Photo/Publicity Release

As the legal parent/guardian, I give permission to Copiah Christian Learning Center to use my child's name and/or photos for publications, school website, publicity, and advertising that pertain to the school.

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Student Name (Please Print)

Grade

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Parent Signature

Date

# CCLC Medication Consent Form

Copiah Christian Learning Center requires that any student needing prescription or nonprescription medication administered during school hours do the following:

1. Present a completed medication consent form to the teacher.
2. Bring prescription medication in its original container, properly labeled by a registered pharmacist as prescribed by law.
3. Bring non-prescription (over-the-counter) medication in its original labeled container with the student's name and any instructions written on it.

Student's Name \_\_\_\_\_ Age \_\_\_\_\_

Teacher's Name \_\_\_\_\_ Grade \_\_\_\_\_

## Prescriber Authorization

Name of Medication \_\_\_\_\_ Reason for taking \_\_\_\_\_

Dosage \_\_\_\_\_ Oral/Topical/Inhalation Frequency/Time(s) to be given \_\_\_\_\_

Begin Medication \_\_\_\_\_ Date \_\_\_\_\_ Stop Medication \_\_\_\_\_ Date \_\_\_\_\_

Are there any restrictions or special instructions? Yes/No If yes, please specify

\_\_\_\_\_  
Prescriber Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

### -----Parent Authorization-----

I hereby give permission for the school nurse or designated unlicensed school personnel to administer the above medication to my child. I also authorize the school nurse to talk with the prescriber or pharmacist should any question concerning medication arise.

\_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

## **CCLC Internet Safety Policy INTERNET PARENTAL CONSENT AGREEMENT Important Notice to Parents**

Due to the nature of the Internet, it is neither practical nor possible for the school district to enforce compliance with user rules at all times. Accordingly, parents and students must recognize that students will be required to make independent decisions and use good judgement in their use of the Internet. Therefore, parents must participate in the decision whether to allow their children access to the Internet and must communicate their own expectations to their children regarding its appropriate educational use. As a parent/guardian of this student, I have read the board-adopted policies on Internet Use By Students, the administrative procedures, and the Internet Network Access Agreement.

- I understand that Internet access is designed for educational purposes and that the school/district will attempt to discourage access to objectionable material and communications that are intended to exploit, harass or abuse students. However, I recognize it is impossible for the school/district to restrict access to all objectionable material, and I will not hold the school or school district responsible for materials acquired or contacts made on the Internet.
- I understand that a variety of inappropriate and offensive materials are available over the Internet and that it might be possible for my child to access these materials if he/she chooses to behave irresponsibly. I also understand that it is possible for undesirable or ill-intended individuals to communicate with my child over the Internet, that there is no practical means for the school/district to prevent this from happening, and that my child must take responsibility to avoid such communications if they are initiated. While I authorize the staff to monitor any communications to or from my child on the Internet, I recognize that it is not possible for the school to monitor all such communications. I have determined that the benefits of my child having access to the Internet outweigh potential risks.
- I understand that any conduct by the herein named student that is in conflict with these responsibilities is inappropriate, and such behavior may result in termination of access and possible disciplinary action.
- I have reviewed these responsibilities with my child, and I hereby grant permission to the school/district to provide Internet network access.
- I agree to compensate the school/district for any expenses or costs it incurs as a result of my child's violation of Internet policies or administrative procedures.

To address the basic Internet safety policy compliance requirements of CIPA and NCIPA, CCLC will address the following with students:

- The education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms.
- Cyberbullying awareness and response

\_\_\_\_\_  
Student Name (Please Print) \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature(s) \_\_\_\_\_ Date \_\_\_\_\_