



JOY HOFMEISTER
STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION
OKLAHOMA STATE DEPARTMENT *of* EDUCATION

MEMORANDUM

TO: The Honorable Members of the State Board of Education

FROM: Joy Hofmeister

DATE: December 16, 2021

SUBJECT: Lindsey Nicole Henry Scholarship

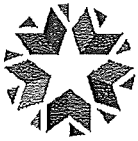
Claremore Christian School (CCS) request approval to participate in the Lindsey Nicole Henry Scholarship for Students with Disabilities program. They are accredited through the International Christian Accrediting Association (ICAA) and recognized by the Oklahoma Private School Accreditation Commission charged by the Oklahoma State Department of Education with overseeing educational quality of accredited private schools in the state.

CCS is limited in its capacity to provide accommodations; however, teachers collaborate with families to find reasonable solutions to learning-related difficulties.

Included is compliance documentation that meets certain criteria in the application.

- Criteria 1: Fiscal Soundness – CCS Tax Exempt form
- Criteria 2: Non-Discrimination – CCS Handbook page 3
- Criteria 3: Health and Safety – CCS Crisis Management Plan
- Criteria 4: Academic Accountability – CCS Handbook pages 18-24
- Criteria 5: Teacher Requirements – ICAA attachment page 48
- Criteria 6: State laws and disciplinary procedures – CCS Handbook pages 25-31
- Criteria 7: Accreditation – ICAA accreditation certificate
- Criteria 8: Support & Services – CCS Handbook page 24 “Learning Differences”

JH/se



Claremore Christian School

NAME OF PRIVATE SCHOOL

PreK-12th

GRADE LEVELS

1055 W Blue Starr Drive

ADDRESS

Claremore

CITY

OK

STATE

74017

ZIP

918-341-1805

PHONE NUMBER

<https://www.claremorechristian.com>

WEBSITE ADDRESS

Brant Hall

SUPERINTENDENT, HEADMASTER OR PRINCIPAL NAME

Brant Hall

LNH CONTACT PERSON

branthall@dlc.tv

CONTACT EMAIL

The Lindsey Nicole Henry (LNH) Scholarship Act requires, in part, that participating schools are located in Oklahoma and meet certain criteria prior to being approved. The school must provide supporting documentation that demonstrates compliance that will be reviewed by the State Board of Education (SBE) during the approval process. In many cases, the required documentation can be found in the school policies and/or school handbook.

The SBE shall approve a private school as eligible to participate in the scholarship program upon determination that the private school meets the following:

1. The private school must demonstrate fiscal soundness by having been in operation for one (1) year or providing the SBE with a statement by a certified public accountant confirming that the private school desiring to participate is insured and the owner or owners have sufficient capital or credit to operate the school for the upcoming year by serving the number of students anticipated with expected revenues from tuition and other sources that may be reasonably expected. In lieu of a statement, a surety bond or letter of credit for the amount equal to the scholarship funds for any quarter may be filed with the Oklahoma State Department of Education. **Proof of compliance required.**
2. The private school must comply with the antidiscrimination provision of 42 U.S.C. § 2000d. **Proof of compliance required.**
3. The private school must meet state and local health and safety laws and codes. **Proof of compliance required.**
4. The private school must be academically accountable to the parent or legal guardian for meeting the educational needs of the student. **Proof of compliance required.**

5. The private school must employ or contract with teachers who hold baccalaureate or higher degrees, or have at least three (3) years of teaching experience in public instruction in subjects taught. *Proof of compliance required. A statement or excerpt from the school policies or handbook stating the educational requirement for the teaching staff is acceptable documentation.*
6. The private school must comply with all state laws relating to general regulation of private schools and adhere to the tenets of all published disciplinary procedures prior to the expulsion of a scholarship student. *Proof of compliance required.*
7. The private school must meet the accreditation requirements set by the SBE or another accrediting association approved by the SBE. *Submit proof of accreditation and list accreditation information in the box below.*

8. The private school must be able to provide services and/or accommodations for students with disabilities. *Please describe in detail the services, programs and support you offer to students with disabilities in the box below.*

I verify that Claremore Christian School complies with all the criteria listed
NAME OF PRIVATE SCHOOL

above and will provide documentation for each as proof. The information I have provided to the SBE is correct and complete to the best of my knowledge.

Brent Hall

SIGNATURE

11/10/2021
DATE

Complete application and required documents may be emailed to stacy.eden@sde.ok.gov.

Contact Stacy Eden at (405) 521-4876 for additional Lindsey Nicole Henry Scholarship information.

Oklahoma Tax Commission

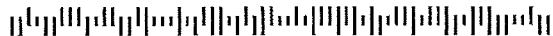


www.tax.ok.gov

Date Issued: October 6, 2016

Letter ID: L1711690880

Taxpayer ID: **-***2526



DESTINYLIFE CHURCH, INC.
2300 SOUTHAVEN RD
CLAREMORE OK 74019-3846

TBS

**Oklahoma Exemption Permit
Church**

County ROGERS

Non-Transferable

68 Oklahoma Statutes Section 1356(7): Sales of tangible personal property to or by churches, except sales made for profit or savings, competing with other persons engaged in a same/similar business.

Permit Number

EXM-10091650-03

Business Location	Industry Code	City Code	Permit Effective	Permit Expires
DESTINYLIFE CHURCH, INC. 2300 SOUTHAVEN RD CLAREMORE OK 74019-3846	813110	6606	March 24, 1999	NON-EXPIRING

Steve Burrage, Chairman
Dawn Cash, Vice-Chairman
Thomas Kemp Jr.,
Secretary-Member

Criteria 2: Non-Discrimination

"The fear of the Lord is the beginning of knowledge..."
Proverbs 1:7

Claremore Christian School

Monday - Friday 8:15am – 3:45pm

1055 W. Blue Starr Dr.
Claremore, OK 74017
www.claremorechristian.com

E – ccsoffice@clc.tv
P – (918)341-1805
F – (918)341-1011

Accreditation

Claremore Christian School is accredited by the International Christian Accrediting Association (ICAA), which is parented by the Oral Roberts University Educational Fellowship (ORUEF), which is registered with the Oklahoma Private School Accreditation Commission (OPSAC), which is recognized by the Oklahoma State Department of Education. CCS is also a member of the Heartland Christian Athletic Association (HCAA).

School Board

Jonathan Cook
Bob Diskerud
Lisa Gilsleider
Jim Palmer
John Ray – Chairman
Ami Shaffer
Glenn Shaffer – Emeritus

Administration

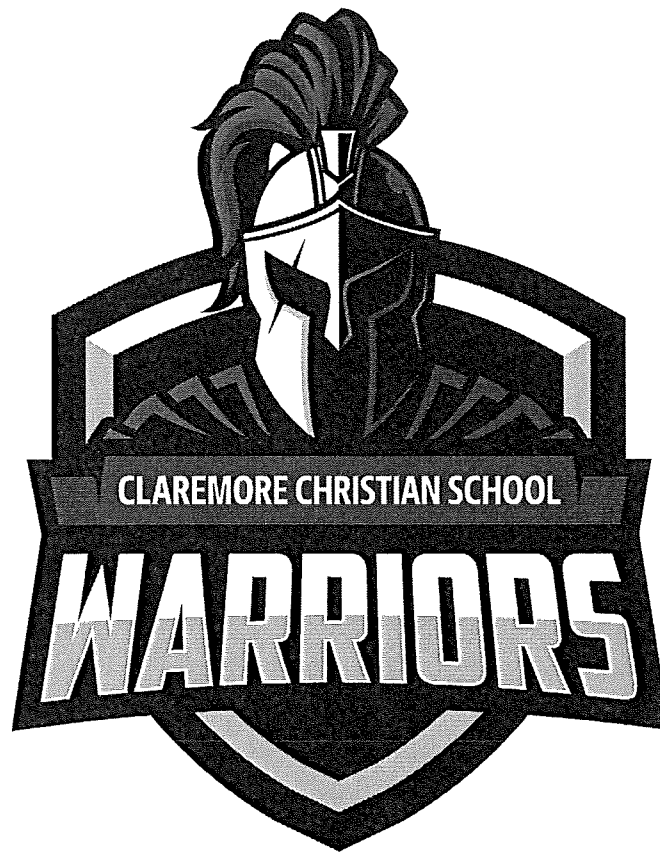
Brant Hall – Head of School

Claremore Christian School does not discriminate on the basis of race, color, age, national and ethnic origin in its admission procedures, educational procedures, athletic procedures, and employment opportunities.

Nothing contained in this handbook is intended to create, nor creates, an expressed or implied contract. Your relationship with Claremore Christian School is voluntary on the part of both the school and you, and either party may terminate that relationship with or without notice or cause.

Claremore Christian School Crisis Management Plan

Updated: March 12, 2021



This document was developed by the Head of School and was audited by the Claremore Fire Dept. Fire Marshall, the Claremore Fire Dept. Fire Chief, and Emergency Management Director.

Emergency Information

Address

1055 W Blue Starr Dr
Claremore, OK 74017

Phone Number

(918) 341-1805



Fire - 911



Ambulance - 911



Police - 911

Claremore Police (kidnapping) - (918) 341-1212



Poison Control - (800) 222-1222

Phone Codes

Also near each phone on campus

Active Shooter (Outside) *980

Bomb *981

Evacuation *981

Fire *981

Hostage *981

Intruder (Inside) *981

Reverse Evacuation *980

Tornado *982

Active Shooter (Outside)

All CCS external doors should be locked at all times. Therefore, if an active shooter incident occurs it has a greater probability of occurring outside the CCS buildings.

If an active shooter is spotted or reported, the following procedure should be followed:

- Press code *980 into the phone system to activate a lockdown.
- All classrooms will be immediately locked down by faculty and staff
 - Remain calm
 - Turn off lights
 - Lock doors
 - Close coverings on interior and exterior windows
 - Silence phones
 - Silently crouch under desks
- Call 911.

Alternative Evacuation Site

If CCS stakeholders are unable to evacuate to the back field, the alternate location is the northwest corner of campus next to Blue Starr Kiddie Ranch.

Blood Borne Pathogens

Claremore Christian School administration, faculty, and staff may be exposed to bloodborne pathogens in various situations. All exposure to blood should be considered potentially infectious and, therefore, thorough hand washing should be done immediately. If at all possible, latex gloves should be used before encountering blood or other bodily fluids.

Every building has hand washing stations and first aid kits, which offer cleaning supplies for areas that have been exposed to blood or other bodily fluids.

Each classroom should be equipped with:

- Latex gloves
- Masks
- Aprons or similar coverings
- First aid kit

Criteria 3: Health & Safety

This equipment is provided by CCS. Employees should not purchase these items unless they wish to bring them in addition to the equipment already in place. Faculty and staff should inform the CCS office if supplies need to be replenished.

All garments and equipment that come into contact with blood or other bodily fluids should be sealed in a plastic bag and taken off campus to be cleaned appropriately.

Upon closure of the situation, the stakeholders involved should write a report including the timeline, location, relevant medical information, etc. of the incident. After completing the report, a meeting will be held with the Head of School about next steps and whether infectious disease testing needs to be completed. If testing is required, a doctor's note must be submitted to the CCS office prior to a return stating the employee is safe to return to work.

Bomb Threat

If a bomb threat is received or reported, the following procedure should be followed:

- Press code *981 into the phone system.
- Call 911.
- Follow the evacuation plan (located on the back of or to the side of each exit door).
- All students should remain quiet and calm and form a single file line.
- The teacher in charge should walk students outside through the closest approved exit. The teacher should be sure to take a student roster and a cell phone.
- All evacuation plans lead to the back field across the creek bridge. If unable to meet in the primary evacuation location, the secondary location is the northwest corner of campus next to Blue Starr Kiddie Ranch.
- Once at the designated meeting point, the students should sit quietly by class with their teacher.
- The teacher will immediately call roll.
- If any child is unaccounted for, the fire department must be advised immediately upon their arrival. Students should not be left unattended for any reason.
- No one should re-enter the building for any reason until the "all-clear" is given.
- Students should be kept together as a class at all times.
- Students should never be released to anyone other than their parent or designated guardian according to the enrollment form.
- Once an "all-clear" is given, students should be walked back to classrooms in an orderly fashion.

Criteria 3: Health & Safety

Breaking Up a Fight

Immediately upon knowledge of a physical fight between students, the following procedure should be followed:

- Engage the situation. Do not ignore it.
- Get help along the way.
- Give firm commands to stop.
- Stay out of the physical altercation but impede at the first opening.
- Separate those fighting.
- Remove parties from the area to separate locations, never to the same place.
- Request medical attention, if needed.
- Investigate the situation by questioning those who were fighting, bystanders, and others as appropriate.
- Call the parents of the students who were fighting. Send the students home and inform the parents that the Head of School will contact them at a later time.
- Write a report and submit it to the Head of School for determination of further action.
- The Head of School will make a determination of consequences and inform the parents.

CPR

All CCS administration, faculty, and staff will strive to be trained in CPR techniques.

Crisis Chain of Communication

In the event of a crisis, the following chain of communication will be initiated:

- The Head of School will communicate with faculty and staff.
- Faculty will communicate with their students and parents, as appropriate.
- If additional information needs to be communicated to the parents or others, the Head of School will handle this communication.
- Only the Head of School, School Board, and/or Designee should speak with the media or approve social media posts regarding the crisis.

Criteria 3: Health & Safety

Arrest, Injury, or Death

The Head of School is the primary contact to notify appropriate stakeholders of a death or arrest of a student, faculty, or staff member.

The school office is the primary contact to notify appropriate stakeholders of an injury to a student, faculty, or staff member.

Equipment

Faculty and staff should have on their person or have electronic access to the following items at all times during school hours and at all CCS activities:

- Student roster with detailed personal information
- Handbook
- Pen or pencil
- Cell phone

In addition, faculty and staff should have quick access to the following items at all times in their CCS building or vehicle and at activities:

- Flashlight
- First aid kit

This inventory is to be monitored by the primary teacher or staff member in charge. Faculty and staff should inform the CCS office if supplies need to be replenished.

Evacuation of All Buildings

If a building evacuation is required, the following procedure should be followed:

- Press code *981 into the phones.
- Call 911.
- Follow the evacuation plan (located on the back of or to the side of each exit door).
- All students should remain quiet and calm and form a single file line.
- The teacher in charge should walk students outside through the closest approved exit. The teacher should be sure to take a student roster and a cell phone.

Criteria 3: Health & Safety

- All evacuation plans lead to the back field across the creek bridge. If unable to meet in the primary evacuation location, the secondary location is the northwest corner of campus next to Blue Starr Kiddie Ranch.
- Once at the designated meeting point, the students should sit quietly by class with their teacher.
- The teacher will immediately call roll.
- If any child is unaccounted for, the fire department must be advised immediately upon their arrival. Students should not be left unattended for any reason.
- No one should re-enter the building for any reason until the "all-clear" is given.
- Students should be kept together as a class at all times.
- Students should never be released to anyone other than their parent or designated guardian according to the enrollment form.
- Once an "all-clear" is given, students should be walked back to classrooms in an orderly fashion.

Fire Drill or Evacuation

In the event of a fire or a schedule fire drill, the following procedure should be followed:

- Press code *981 into the phones.
- Call 911 (do not call during a drill).
- Follow the evacuation plan (located on the back of or to the side of each exit door).
- All students should remain quiet and calm and form a single file line.
- The teacher in charge should walk students outside through the closest approved exit. The teacher should be sure to take a student roster and a cell phone.
- All evacuation plans lead to the back field across the creek bridge. If unable to meet in the primary evacuation location, the secondary location is the northwest corner of campus next to Blue Starr Kiddie Ranch.
- Once at the designated meeting point, the students should sit quietly by class with their teacher.
- The teacher will immediately call roll.
- If any child is unaccounted for, the fire department must be advised immediately upon their arrival. Students should not be left unattended for any reason.
- No one should re-enter the building for any reason until the "all-clear" is given.
- Students should be kept together as a class at all times.
- Students should never be released to anyone other than their parent or designated guardian according to the enrollment form.
- Once an "all-clear" is given, students should be walked back to classrooms in an orderly fashion.

Criteria 3: Health & Safety

Hazardous Materials Incident

In the event of a person ingesting or coming into contact with a hazardous material, immediately call the Poison Control Center at (800) 222-1222.

Every classroom should be equipped with first aid kits and safety equipment such as gloves and goggles. Cleaning supplies should be locked in the janitor's closet at all times.

Hostage Situation (Inside the Building)

In the event of a hostage situation inside a building, the following procedure should be followed:

- Call 911.
- There are two primary objectives: 1) remain calm and impart calmness to the hostage taker; and 2) preserve life.
 - If a faculty or staff member is first on the scene, the faculty or staff member will calm the situation as much as possible and try to notify the Head of School.
 - Upon arrival, the Head of School will take command of the situation.
 - Upon arrival, the police will take command.
 - Appropriate action should be taken to isolate the hostage taker and victims. Additional individuals should not be exposed to the hostage taker in any way.
- Press code *981 into the phone system.
- If appropriate for the situation and it would not involve additional exposures to the hostage situation, students should be evacuated.
 - All students should remain silent and calm and form a single file line.
 - The teacher in charge should walk students outside through the closest approved exit. The teacher should be sure to take a student roster and a cell phone.
 - All evacuation plans lead to the back field across the creek bridge. If unable to meet in the primary evacuation location, the secondary location is the northwest corner of campus next to Blue Starr Kiddie Ranch.
 - Once at the designated meeting point, the students should sit quietly by class with their teacher.
 - The teacher will immediately call roll.
 - If any child is unaccounted for, the police must be advised immediately upon their arrival. Students should not be left unattended for any reason.
 - No one should re-enter the building for any reason until the "all-clear" is given.
 - Students should be kept together as a class at all times.
 - Students should never be released to anyone other than their parent or designated guardian according to the enrollment form.

Criteria 3: Health & Safety

- Once an "all-clear" is given, students should be walked back to classrooms in an orderly fashion.
- Only the Head of School, School Board, and/or Designee should speak with the media or approve social media posts regarding the crisis.

Hostage Situation (Outside)

In the event of a hostage situation inside a building, the following procedure should be followed:

- Call 911.
- There are two primary objectives: 1) remain calm and impart calmness to the hostage taker; and 2) preserve life.
 - If a faculty or staff member is first on the scene, the faculty or staff member will calm the situation as much as possible and try to notify the Head of School.
 - Upon arrival, the Head of School will take command of the situation.
 - Upon arrival, the police will take command.
 - Appropriate action should be taken to isolate the hostage taker and victims. Additional individuals should not be exposed to the hostage taker in any way.
- Press code *980 into the phone system to initiate Reverse Evacuation.
- If appropriate for the situation and it would not involve additional exposures to the hostage situation, students should be moved inside the nearest CCS building.
 - If in the JH/HS building, everyone should proceed to their first hour classroom.
 - If elementary students go to the JH/HS building, they should gather in the gym.
 - The teacher should be sure to take a student roster (electronically available through Gradelink) and a cell phone.
- All buildings and classrooms will be immediately locked down by faculty and staff.
 - Turn off lights
 - Lock doors
 - Close coverings on interior and exterior windows
 - Silence phones
 - Remain calm
 - Silently crouch under desks
- Once at the designated meeting point, the students should sit silently by class with their teacher.
 - The teacher will immediately call roll.
 - If any child is unaccounted for, the police must be advised immediately upon their arrival. Students should not be left unattended for any reason.
 - No one should exit the designated space for any reason until the "all-clear" is given.
 - Students should be kept together as a class at all times.

Criteria 3: Health & Safety

- Students should never be released to anyone other than their parent or designated guardian according to the enrollment form.
- Once an "all-clear" is given, students should be walked back to classrooms in an orderly fashion.
- Only the Head of School, School Board, and/or Designee should speak with the media or approve social media posts regarding the crisis.

Intruder (Inside Building)

In the event of an intruder in the building, the following procedures should be followed:

- Press code *981 into the phone system.
- Call 911.
- If appropriate for the situation and it would not involve additional exposures to the intruder, students should be evacuated.
 - All students should remain silent and calm and form a single file line.
 - The teacher in charge should walk students outside through the closest approved exit. The teacher should be sure to take a student roster and a cell phone.
 - All evacuation plans lead to the back field across the creek bridge. If unable to meet in the primary evacuation location, the secondary location is the northwest corner of campus next to Blue Starr Kiddie Ranch.
 - Once at the designated meeting point, the students should sit quietly by class with their teacher.
 - The teacher will immediately call roll.
 - If any child is unaccounted for, the police must be advised immediately upon their arrival. Students should not be left unattended for any reason.
 - No one should re-enter the building for any reason until the "all-clear" is given.
 - Students should be kept together as a class at all times.
 - Students should never be released to anyone other than their parent or designated guardian according to the enrollment form.
 - Once an "all-clear" is given, students should be walked back to classrooms in an orderly fashion.
- Only the Head of School, School Board, and/or Designee should speak with the media or approve social media posts regarding the crisis.

Kidnapping

In the event of a student being kidnapped from school, the following procedure should be followed:

- The Head of School or Designee will call the Claremore Police Department directly at (918) 341-1212
 - Note: 911 is monitored by local police scanners and may put the student in further danger.
- Disclose the following information to the police:
 - Student's full name
 - Student's date of birth
 - Description of the student's clothes and physical features
 - Description of the kidnapper
 - Other relevant information
- Only the Head of School, School Board, and/or Designee should speak with the media or approve social media posts regarding the crisis.

Recovery After Emergency

After a crisis situation, students will be dismissed to the care of their teacher. The teacher, in turn, will dismiss students to their parents or other guardian as designated on the enrollment form.

In the event that counseling is needed, CCS will utilize DestinyLife Church as a primary resource of counseling.

Only the Head of School, School Board, and/or Designee should speak with the media or approve social media posts regarding the crisis.

Reverse Evacuation (From Outside to Inside)

If outside danger is spotted or reported, all students, faculty, and staff should immediately proceed inside the nearest CCS building.

The following procedure should be followed:

- Press code *980 into the phone to activate lockdown
 - If near the JH/HS building, JH/HS students should proceed to their last hour class. Elementary students should proceed to the gym.

Criteria 3: Health & Safety

- If near the elementary buildings, JH/HS students should proceed to the cafeteria. Elementary students should proceed to their homeroom.
- The teacher should be sure to take a student roster (electronically available through Gradelink) and a cell phone.
- Call 911.
- All classrooms will be immediately locked down by faculty and staff.
 - Turn off lights
 - Lock doors
 - Close coverings on interior and exterior windows
 - Silence phones
 - Remain calm
 - Silently crouch under desks
- Once at the designated meeting point, the students should sit silently by class with their teacher.
 - The teacher will immediately call roll.
 - If any child is unaccounted for, the police must be advised immediately upon their arrival. Students should not be left unattended for any reason.
 - No one should exit the designated space for any reason until the “all-clear” is given.
 - Students should be kept together as a class at all times.
 - Students should never be released to anyone other than their parent or designated guardian according to the enrollment form.
- Once an "all-clear" is given, students should be walked back to classrooms in an orderly fashion.

Sudden Death

In the event that a person suddenly dies at CCS or a CCS event, the following procedure should immediately be followed:

- Initiate CPR or other life-saving measures, if appropriate.
- Call 911.
 - Nature of emergency
 - Unresponsive person
 - Visible injuries
 - Environmental hazards present
 - What is being done (CPR, etc.)
 - Location
 - 1055 W Blue Starr Drive, Claremore, OK 74017
 - Where on campus is the emergency
 - Phone number

Criteria 3: Health & Safety

- Personal cell
- CCS office (918) 341-1805
- Notify the Head of School.
- The Head of School will immediately call the family.
 - Someone is unresponsive
 - Ambulance has been called
 - Where to go once on campus
- The Head of School will close school for the remainder of the day once the area is safe.
 - Text message from Gradelink
 - Email from Gradelink
 - Message: "Important: Due to an unexpected circumstance, CCS will dismiss all classes today at (time)."
- The Head of School, School Board, or Designee will prepare an official statement to be sent to CCS stakeholders.
- Only the Head of School, School Board, and/or Designee should speak with the media or approve social media posts regarding the crisis.
- Counseling will be provided by DestinyLife Church for those who would like it.
- Upon closure of the situation, the stakeholders involved should write a report including the timeline, location, any other relevant information of the incident.

Tornado Drill or Warning

In the event of a tornado drill or actual tornado warning, the following procedure should be followed:

- Press code *982 into the phone system.
- All students should remain quiet and calm and form a single file line.
- The teacher in charge should walk students to the appropriate shelter. The teacher should be sure to take a student roster and a cell phone.
 - Elementary students should proceed to the cafeteria building*. They should line the cafeteria building's most interior walls (and the interior hallway walls if additional space is needed). All building and cafeteria doors should be closed.
 - Junior High and High School students will line the gym's most interior walls. All doors should be closed.
 - *If elementary students are already in the JH/HS building, they should not leave. Rather, they should join the JH/HS students in the gym.
- Once at the shelter location, the students should kneel quietly facing the wall and cover their heads.
- The teacher will immediately call roll.
- If any child is unaccounted for, the teacher should inform the office immediately.

Criteria 3: Health & Safety

- Students should not be left unattended for any reason.
- Do not leave the shelter for any reason until the “all-clear” is given.
- Students should be kept together as a class at all times.
- Students should never be released to anyone other than their parent or designated guardian according to the enrollment form.
- Once an "all-clear" is given, students should be walked back to classrooms in an orderly fashion.

Utilities/Main Switch

The main water shutoff valve for the JH/HS building is located in the school office bathroom on the west wall.

ACADEMIC POLICIES

Curriculum

CCS utilizes Abeka, BJU Press, Saxon, Prentice Hall, IEW, Shurley English, Positive Action, Pearson, and Apologia curriculum. This curriculum is reviewed annually by administration and faculty.

Graduation Requirements

High School students must complete all curriculum graduation requirements set forth by the Oklahoma State Department of Education. For more information on graduation requirements, please visit <https://sde.ok.gov/achieving-classroom-excellence-resources#Checklists>.

Graduation

CCS graduates eligible Seniors and Kindergarteners. Graduation information will be communicated during the last quarter of the academic year. Seniors must meet all academic and financial obligations prior to obtaining a diploma or transcript.

Grading Scale

PreK & Kindergarten

E = Excellent
G = Good
S = Satisfactory
NI = Needs Improvement

Grades 1st-12th

A = 90-100	A = 4 GPA points
B = 80-89	B = 3 GPA points
C = 70-79	C = 2 GPA points
D = 60-69	D = 1 GPA points
F = <59	F = 0 GPA points

Communication of Grades

Parents are encouraged to stay informed of students' academic status by utilizing Gradelink regularly. Student planners and take-home folders may also be utilized by teachers and parents. For assistance with Gradelink, please contact the CCS Office.

All assignments with a grade of F require a parent signature and must be returned to the teacher.

Make-up Work for Missed Class

Students who miss class for any reason are required to complete all assignments. It is the student's responsibility to get class notes from peers and to ask the teacher for missed assignments.

The number of days allowed for make-up work is equivalent to the number of days missed. Any days beyond that in which make-up work is submitted will be subject to a deduction of points earned (see

Criteria 4: Academically Accountable

Late Work policy). Students who are absent for tests or quizzes will be required to take them upon return.

Students who miss class for athletic or other school-sponsored events are not considered absent. Therefore, they do not have extra days to submit assignments for full credit. All work must be completed and submitted in the manner and timeframe assigned in class. It is the student's responsibility to complete all missed assignments on time.

Late Work

Coursework turned in after the class period on the assigned due date is considered late. Points will be deducted as follows:

- One day late = 10 points off
- Two days late = 20 points off
- Three days late = 30 points off
- Four days late = Not accepted; will be graded as a 0, but student still must submit assignment

Teachers may assign in-class work and require it to be submitted at the end of class. In this case, students may not turn it in late, even for points off.

Homework

Homework reinforces academic skills, develops self-discipline, teaches responsibility, and creates time management skills.

Elementary

All Elementary students are expected to read at least 20 minutes each weeknight. Parents must verify with a signature this has been completed.

In addition, Elementary students may have homework in subjects for which they

- missed class;
- did not finish in-class work;
- need to study, read, and complete projects.

Junior High & High School

Junior High and High School students may have homework in subjects for which they

- missed class;
- are assigned work specifically to be completed outside of class;
- did not finish in-class work the teacher allows to be taken home; or
- need to study, read, and complete projects.

GPA Requirements

All students are expected to maintain a minimum GPA of 2.0. Student grade reports (measured at progress report and report card) that indicate a cumulative performance falling below 2.0, or who has earned a grade of F for any one course, will be placed on academic probation. Students who continue to perform at these substandard levels may be subject to withdrawal.

Academic Eligibility for Extra-curricular Activities

Academic eligibility requirements of Claremore Christian School are consistent with those stipulations dictated by the Heartland Christian Athletic Association (HCAA) and are managed by CCS Administration or a designated representative. All questions concerning academic eligibility will defer to the HCAA policy and must meet published standards.

Student eligibility is measured weekly and at the end of each semester.

Students who transfer to CCS will be held to the same standard as continuing students. In this case, grades from the previous academic institution will be reviewed for eligibility purposes.

Weekly Eligibility Requirements

Weekly academic eligibility is checked for all students beginning the fourth week of school. Grade reports are run at the end of the school day each Friday to determine eligibility for the following week.

Students must have a grade of D or better in all subjects to remain eligible for extra-curricular activities. If a student is not passing one or more course, the student will be considered ineligible.

Eligibility may be re-established with a grade of D or better in all classes when the next weekly academic eligibility report is run.

Semester Eligibility Requirements

Semester academic eligibility is checked for all students after all semester grades are posted to the transcript or report card.

Students must have a semester grade of D or better in all subjects to remain eligibly for extra-curricular activities. If a student does not pass one or more course, the student will be considered ineligible.

Eligibility may be re-established by earning a grade of D or better in all classes during the weekly grade check after four weeks of the next semester.

Ineligibility

Students who do not meet the minimum weekly or semester academic standards for participation in extra-curricular activities will be considered ineligible.

Ineligibility due to weekly grades will begin at 8:30am on the Monday morning after the grade check and will continue until the following Monday morning at 8:30am. Ineligibility due to semester grades will last the first four weeks of the following semester.

For additional details on eligibility, please refer to the Athletic Handbook.

Concurrent Enrollment

Claremore Christian School offers concurrent classes to eligible seniors through local universities.

Oklahoma State Regents for Higher Education (OSRHE) policy 3.10.3 indicates that,

“A high school student admitted under the provision set forth [...] may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester-credit-hours of college work.”

In agreement with this policy, CCS offers this option to students who are eligible according to their CCS academic record and university admission requirements.

All concurrent enrollments must fit within students' CCS class schedule and be approved by the Head of School and parents/guardians. For each concurrent course taken in a semester, CCS will allow two class periods in which to work on the concurrent course. (For example, if a student enrolls in Composition I concurrently, the student could be allowed to “miss” second and third hours for attendance of and work on that course.) Students enrolled in concurrent classes must be on the CCS campus or university campus during time allotted.

CCS will award one high school credit for each concurrent course successfully completed. The grade earned at the university level will be the grade posted to the CCS transcript and will be calculated into the CCS GPA. An official transcript must be received from the university before CCS credit will be awarded. In addition, students who are in the running for valedictorian or salutatorian must provide a written statement from each college professor verifying the actual number grade earned in the concurrent course.

CCS students who are interested in concurrent courses are encouraged to enroll through Rogers State University (RSU). RSU is a four-year regional institution, accredited through the Higher Learning Commission (HLC). The RSU campus is located one mile from CCS and allows students the option of on-campus or online coursework. Additionally, RSU offers discounted courses to eligible high school students.

Concurrent students will be required to pay all tuition, fees, books, etc, required by the university through which they enroll, as well as their regular CCS bill.

Student Retention

Elementary

The decision to promote or retain an Elementary student at the end of the school year is based on the student's ability to function adequately at the next grade level. Aspects to be considered include academic progress (especially in reading, language, and math), presence of learning disabilities, and social maturity. Often, the student's teacher can predict this decision by the end of the first semester. Efforts will be made to inform parents of possible retention no later than the end of the third quarter. A final decision will be made by the teacher and Administration after final grades are posted to the end-of-year report card.

Goals for students who need modification or enhancement will be discussed with the teacher and approved by the Head of School.

Criteria 4: Academically Accountable

Junior High

The decision to promote or retain a JH/HS student at the end of the school year is based on the student's academic performance, as recorded on the transcript or report card. To pass to the next grade, a Junior High student must earn a grade of D (60%) or higher and pass 60% of classes each semester; or earn a 2.0 GPA for the academic year.

High School

The decision to promote or retain a High School student at the end of the year is based on the student's academic performance, as recorded on the transcript. To pass to the next grade, a High School student must earn a grade of D (60%) or higher and pass 60% of classes each semester; or earn a 2.0 GPA for the academic year. High School student who earn an F in any class for any semester may be required to retake the course in order to earn credit for graduation.

Honor Rolls

Elementary

All 1st-6th Grade students are evaluated at the end of the year for the Elementary Honor Roll. To qualify for the Elementary Honor Roll, students must earn an A or B in all classes for both semesters. Semester grades are calculated by averaging the two quarter grades.

Junior High & High School

Junior High and High School students are evaluated at the end of the year for the 4.0 Honor Roll and the 3.5 Honor Roll. The GPA for these awards is calculated by averaging the two semester averages.

Valedictorian & Salutatorian

Each year, CCS recognizes one graduating student as Valedictorian and one as Salutatorian. To be evaluated for these honors, a student must be in good standing at CCS and must have attended CCS for the Junior and Senior years.

Yearly calculations are performed at the conclusion of the 2nd semester, and final calculations are performed at the end of the senior year. Calculations are processed until the two students with the highest overall grades are determined.

The Valedictorian and Salutatorian will be invited to speak at the graduation ceremony. Speeches must be submitted to Administration for approval prior to graduation.

National Merit Scholarship Program

The National Merit Scholarship Program is an academic competition for recognition and scholarship. This program is regarded as one of the highest academic honors attainable by U.S. high school students.

Criteria 4: Academically Accountable

To participate in the competition, a student must:

- be enrolled as a high school student (traditional or homeschooled), progressing normally toward graduation or completion of high school, and planning to enroll full time in college no later than the fall following completion of high school;
- take the PSAT/NMSQT in the specified year of the high school program and no later than the third year in grades 9 through 12, regardless of grade classification or educational pattern; and
- attend high school in the United States, District of Columbia, or U.S. commonwealths and territories; or meet the citizenship requirements for students attending high school outside the United States. (To be eligible for the 2021 National Merit Scholarship Program, a student attending high school outside the United States must be a citizen of the United States; or be a U.S. lawful permanent resident [or have applied for permanent residence, the application for which has not been denied] and intend to become a U.S. citizen at the earliest opportunity allowed by law.)

National Merit Finalists are often eligible for numerous other post-secondary financial opportunities. For more information on the National Merit Scholarship Program, visit www.nationalmerit.org/

Learning Differences

CCS believes that God has created all people with the ability to learn. With that in mind, faculty make reasonable efforts to recognize learning differences, teach using a variety of methods, and help students learn to their fullest capacity. CCS also believes that a student's education is the primary responsibility of the student and family. Teachers partner with families to find reasonable solutions to learning-related difficulties. While efforts should be made by the student, parents, and teachers for classroom and at-home solutions, CCS is limited in its capacity to provide accommodations. Families of students who have a documented learning disability should discuss this with appropriate personnel during the admission interview and throughout the educational process.

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CCS participates in several standardized testing programs that provide data for evaluation of local instructional methods and student retention. These tests may also be used as measures for post-secondary opportunities. The standardized testing program at CCS does NOT function as an intelligence test, nor were the individual tests designed to be used in this capacity. The CCS testing program serves as a feedback mechanism and is used as a small factor in the overall evaluation of students and instructional effectiveness. All CCS underclassmen participate in spring standardized testing which is normed nationally, as well as locally with all ORUEF schools.

Before a student's graduation, the CCS Office must have on file the results of an ACT taken during the senior year.

Each fall, CCS administers the PSAT/NMSQT to all juniors.

Transcript Requests

Official transcripts are provided to and sent on behalf of students at no cost. All tuition, fees, and other balances must be paid prior to any official transcript being released. To request a transcript, please contact the CCS Office.

3.4 Faculty Qualifications (K5-12)

Criteria 5: Teacher Requirements

Each faculty member teaching five-year old kindergarten (preschool or K-12 school) through grade 12 must have received a baccalaureate degree from an accredited postsecondary institution. The approved accrediting associations may be found at the U.S. Department of Education Web site at <http://www.ed.gov/index.jhtml>. Advanced studies and degrees beyond the baccalaureate degree are to be encouraged.

Official transcripts, verifying degrees and courses taken, as well as documentation of other qualifications will be on file for each preschool/childcare and K-12 faculty member.

The school will assume responsibility for validating the qualifications and/or experience of its teaching staff including monitoring the progress of personnel currently enrolled in appropriate degree/continuing education programs.

"Hold on to instruction; do not let it go; guard it well, for it is your life" (Prov. 4:13).

- Self-Study Notebook Requirements:**
The school will submit the Faculty Summary Form 3.4 listing all instructional staff (part-time and full-time) teaching 5-year old kindergarten through grade 12. If a preschool does not offer five-year old kindergarten, the chief administrative officer will submit a signed and dated statement to that effect in lieu of Form 3.4. (Refer to Part III: Required Forms for a copy of this form).

- Visitation Guidelines:**
The school will make all pertinent records and files regarding the instructional personnel of the school available for inspection and will provide opportunity as may be requested by ICAA representatives to observe each individual in the performance of his/her duties.



CONDUCT POLICIES

Criteria 6: State Laws & Disciplinary Procedures

Parent/Guardian Responsibilities

The following statement was signed by parents at the time of enrollment:

In order for my family to be informed and aware of all school policies, we commit to read and be familiar with the Student/Parent Handbook.

In keeping with the student's expected conduct, our family agrees and upholds all Biblical standards of integrity and morality. We agree to lead our home to exhibit respect for the instructional process at CCS and support the code of conduct expected from CCS students.

We understand and support the need for the CCS student governance policy to include multiple means of correction of inappropriate behavior and ultimate expulsion of a student if necessary.

We support and uphold behavior that is law abiding and respectful towards others.

We understand that students are expected to maintain a minimum of a 2.0 GPA.

We understand that the school reserves the right to dismiss any student who does not cooperate with the educational process.

We understand that all students are accepted at first on a 9-week probationary basis.

We understand students should not bring valuable items or unnecessary cash to school. CCS cannot be responsible for any items lost or stolen from the students. Any personal belongings brought to school should be labeled with the student's name.

We understand the importance of cooperating with our student's teachers, and we understand that if we have questions, comments, or complaints, we will follow the Issue Resolution Guidelines.

As Christian parents/guardians we support and commit to:

- Speaking respectfully of others and guarding against gossip.
- Addressing a problem in person and not on social media.
- Christ-like behavior at all school functions, including assemblies, field trips, and athletic events.

We understand it is important to attend all CCS parent meetings and all school programs in which our student is participating.

We agree that for CCS to be successful, parent and family participation is required. We desire and agree to participate in the CCS volunteer program. We will work to create and develop a successful CCS family culture.

Student Governance Policy

"If your brother sins, go and show him his fault in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector."

Matthew 18:15-17

Criteria 6: State Laws & Disciplinary Procedures

The goal of CCS is to provide an environment that is most conducive to safe and effective learning for all students. This environment is effectively fostered by students who understand and act with Biblical principles. CCS maintains a school-wide commitment to safe and orderly classrooms. It is our expectation that students are able to operate in a social/classroom setting with a standard of respect for authority and others. To this end, teachers are given the responsibility of enforcing classroom regulations in accordance with school policy and in light of Christian principles. In order to maintain proper order in the classroom, it becomes necessary to correct behavior or attitudes that are a detriment to the welfare of the school.

Administration oversees student consequences that maintain a proper atmosphere for learning. Factors that govern the severity of these consequences include but are not limited to:

- Nature of the offense
 - To what degree has the infraction compromised the Code of Conduct?
 - To what degree has the infraction adversely affected the welfare of the school or the delivery of educational services?
 - To what degree has the infraction violated the CCS standard of respect for authority and others?
 - To what degree does the infraction contributed to the delinquency/truancy of a student?
- Demeanor of the student
- Repeated/historical/perpetual nature of the student's infraction

It is the function of administration and instructional staff to maintain an orderly and respectful climate that is most conducive to education. It is the function of parents to discipline their respective students so that behavior is modified to an acceptable point that maintains enrollment at CCS. The enforcement of classroom regulations is accomplished with teacher/student conferences, teacher/parent conferences, teacher/administrator/parent conferences, and suspension or expulsion.

Code of Conduct

The following statement was signed by all parents and by 4th-12th Grade students at the time of enrollment:

Recognizing that it is a privilege to be enrolled in Claremore Christian School, it is my desire and commitment to demonstrate Christian character through standards of integrity and morality while on campus and off all year.

It is my desire and aim to grow in Christian character and in relationship with Jesus Christ. I recognize that I am expected to grow through personal prayer and Bible reading while participating in my local church, chapel, and devotions.

I know my spiritual growth and progress is directly related to how I embrace and submit to the leaders God has placed in authority over me. It is important that I recognize the place of my parents, teachers, principals, and pastors.

I understand that the principle of respecting the property of others means I will show respect, honor, and guard against taking what does not belong to me as I choose to respect the property of others and the school.

As a Christian, I recognize my call to love my neighbor as myself. I commit to not gossip, speak against others, or participate in bullying.

Criteria 6: State Laws & Disciplinary Procedures

It is my desire to learn how to resolve conflict with others through the principles laid out in Matthew 18. I agree to allow authorities in my life to walk through the process with me when in conflict with others.

My life as a Christian will be in keeping with the Scriptural admonishment to not have "a hint of sexual immorality or any kind of impurity" (Eph 5:3). I understand the need to maintain a lifestyle of purity in all my relationships as a student at CCS.

To participate as a student at CCS, I understand certain activities are not allowed such as use or possession of alcoholic beverages, tobacco products, vaping, or illegal drugs/substances.

My behavior toward others will reflect honor and respect. I understand physical or verbal fighting is not tolerated.

I commit to guard my tongue and not allow unwholesome talk to come out of my mouth (Eph 4:29). I will refrain from the use of vulgar language, cursing, suggestive language, and racial or cultural slurs.

I recognize the seriousness of social media and will not participate in posting or reposting comments that reflect anti-Christian values against our school, classmates, teachers, administration, coaches, school board, or any other school personnel.

I understand that at all school activities and events at home or elsewhere the Administration has the right to address any inappropriate dress, overall appearance, or conduct. I understand it is my responsibility to inform guests in advance of our code of conduct.

I understand that violation of these guidelines may result in expulsion.

Issue Resolution Agreement

The following statement was signed by all parents at the time of enrollment:

I understand that the proper way to handle a school-related issue or question at Claremore Christian School is to follow the Biblical guidelines set forth in Matthew 18. Christ gives instruction that any time an issue or question arises, I am to first contact the person with whom I have a conflict to schedule a discussion. If no resolution can be reached, I may then contact the school office for further steps.

I further understand that addressing the issue in public or by posting on any type of social media whatsoever is not acceptable and will not be tolerated.

Discipline Policy

The following statement was signed by all parents at the time of enrollment:

Teachers and administrators have the responsibility and authority to enforce school and classroom policies. Failure of a student to abide by school policies, classroom procedures, and/or the Student Code of Conduct will result in consequences.

Teachers are encouraged to use positive reinforcement and are required to have control of their classroom so the student may experience an optimal learning environment and will learn self-discipline, which is a fruit of the Spirit (Galatians 5:22).

Criteria 6: State Laws & Disciplinary Procedures

Disciplinary measures may include but are not limited to admonishment, detention, withdrawal of privileges, parent conferences, temporary suspension, and, as a last result, expulsion from Claremore Christian School.

Student Due Process

Students should make all attempts to settle personal differences with the teacher. This may be done privately outside of class, not during instructional time. Teachers and students who are unable to work together should consult with the school administrator. The CCS School Board has final authority on all issues involving student governance.

Basic Procedures

Procedures used for maintaining the general welfare of the school include but are not limited to:

- Locker checks
- Use of drug dogs
- Searches of wallets, purses, gym bags if probable cause exists

Teachers have the authority to deal with situations in "real-time." A good basic protocol for most daily situations include:

- Get the facts
- Have appropriate students apologize
- Email parents

Alcohol, Tobacco, Vaping, or Illegal Drugs/Substances

In accordance with state law and as agreed upon by students in the Code of Conduct, CCS prohibits the use of alcohol, tobacco, vaping products, and illegal drugs/substances on campus and at all CCS-sponsored events. Students who are found in violation of this policy may face a minimum consequence of a 3-day suspension for the first offense. Parents will be contacted by CCS Administration and may be required to pick up the device or substance, if applicable. Additional violations may warrant consequences up to and including expulsion.

Uniform Infractions

When a uniform infraction occurs, any CCS Administration, Faculty, or Staff member is authorized to address it.

Per-day general guidelines are as follows:

Infraction 1

- Inform the student (and/or parent, if Elementary) of the infraction
- Require student to change clothes, if applicable

Infraction 2

- Inform the student (and parent, if Elementary) of the infraction
- Require student to change clothes, if applicable
- Require student to turn in inappropriate item to CCS Office, if applicable, to be picked up by student at the end of day

Criteria 6: State Laws & Disciplinary Procedures

Infraction 3

- May result in a call to parent/guardian from CCS Administration and further action

Repeated or ongoing disregard for the Uniform Guidelines may result in a parent conference with CCS Administration.

Suspension & Expulsion

Suspension is the temporary exclusion for a specified period of time (1-5 days) or until a specified action is completed by the parent/student. Major tests and quizzes are allowed to be made up upon the student's return. Any weekly or daily tests or quizzes will be given a grade of zero. All other coursework must be completed and turned in for one letter grade deduction.

Expulsion is permanent separation from CCS. Multiple suspension in a single academic year is sufficient reason for expulsion.

Student actions leading to suspension or expulsion include but are not limited to:

- Possessing, handling, or transmitting any object or material which is generally considered a weapon
- Use of violence, force, fear, or abuse of any kind that compromises the institution's commitment to an orderly and respectful climate
- Causing or threatening to cause bodily injury to oneself or others
- Sexual or vulgar conduct on or off campus
- Truancy or skipping of class
- Remarks of disrespect to any CCS personnel
- Violations that compromise the Code of Conduct
- Causing or attempting to cause damage to private or school property
- The excessive necessity of student/teacher conferences (more than three per semester)
- Divisive nature or object such as secret clubs, writings, flags, banners, symbol, slogans, or other actions that compromise an orderly climate
- Writing or passing notes in class, halls, or on school grounds
- Unauthorized open containers of food or drink in lockers or in classrooms
- Inappropriate displays of affection, including but not limited to holding hands or kissing
- Discussing inappropriate entertainment

Cussing is considered a violation of the Code of Conduct and warrants an automatic one-day suspension for the first offense. Further incidents of cussing will warrant additional discipline.

Full cooperation is expected from parents and students. If at any time CCS believes this cooperation is insufficient, the student will be requested to transfer out.

Purpose of Technology

Technology is a tool to further God's purpose in the earth. At CCS, we do not worship technology. We are not addicted to technology. We do not serve technology. Rather, technology serves us. Technology is a tool that allows Christians to be more productive and efficient in impacting the earth for the kingdom of God.

Criteria 6: State Laws & Disciplinary Procedures

"For the [remarkable, undeserved] grace of God that brings salvation has appeared to all men. It teaches us to reject ungodliness and worldly (immoral) desires, and to live sensible, upright, and godly lives [lives with a purpose that reflect spiritual maturity] in this present age." Titus 2:11-12

"The Kingdom of God is the sphere of God's rule (. . .) Since, however, the earth is the scene of universal rebellion against God, (. . .) the 'kingdom' of God is the sphere in which, at any given time, His rule is acknowledged."

Strong, J. (2010). Kingdom. In The new Strong's expanded exhaustive concordance of the Bible (p. 52). Thomas Nelson.

For students to learn the specific fruit of the spirit: self-control.

"But just as he who called you is holy, so be holy in all you do; for it is written: 'Be holy, because I am holy.'" 1 Peter 1:15

For students to learn how to create and not just consume.

"In the beginning, God created..." Genesis 1:1

Student Internet Policy

Students must receive authorization before using any media device that is connected to the internet. Authorization must be granted before a student is to use the internet services at CCS/DLC during CCS sponsored activities. This policy is in effect anytime the student is on campus during school activities/events/programs. Under no circumstance should a student view, download, or share material of an inappropriate nature including but not limited to the following:

- Content of a sexual nature
- Pornography
- Child pornography
- Extreme violence
- Content related to illegal drugs or drug use
- Materials of a questionable nature

Consequences for violations will be consistent with the Student Governance Policy.

Internet Usage Policy

The following statement was signed by all parents and by 4th-12th Grade students at the time of enrollment:

I understand that internet use is designed for educational purposes and that Claremore Christian School, a ministry of DestinyLife Church, and DestinyLife Church, Claremore, Oklahoma and Owasso, Oklahoma, have taken precautions to eliminate controversial material. However, I also recognize it is impossible for Claremore Christian School and DestinyLife Church to restrict all access to controversial materials.

Therefore, I will not hold Claremore Christian School nor DestinyLife Church responsible for information acquired on the internet.

Further, I will accept full responsibility for supervision if and when my student's internet use is not in a school setting.

The International Christian Accrediting Association

certifies that

Claremore Christian School

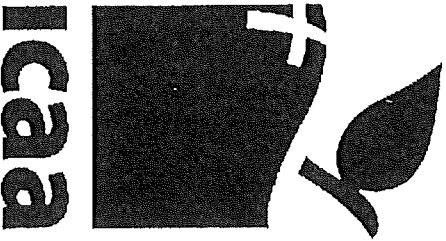
Claremore, Oklahoma

has met the requirements for

Accreditation

Kindergarten - 12th Grade

June 2018 - June 2023



Michael Ritt

CHAIRMAN

Lucy Tidwell

SECRETARY

Dr. Dennis Ford

DIRECTOR

Criteria 8: Support & Services

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