



Parent/Student Handbook
2025 - 2026

Citadel Christian School

Parent/Student Handbook

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CITADEL CHRISTIAN SCHOOL
2025-2026

BOARD OF TRUSTEES

Cody GrubbsChairman
Tyler CoxMember
Dave FormanMember
Brett HopkinsMember
Chris KamprathMember
Erin NelsonMember
Mandy WoodSecretary

ADMINISTRATION, FACULTY, & STAFF

Sheila Suders.....Head of School
Kelli DiersPrincipal

Full-Time Teachers

Marcus Ballentine.....Rhetoric School Humanities
Brittney Church.....PreKindergarten
Jada ConradLatin, Gov't, Economics
Cheri Couch.....Kindergarten
Kim Davis.....3rd Grade
Shana Fry.....5th/6th Grade
Greta Hernández.....7th-8th Grade; Spanish
Collena Jantzi.....4th Grade
Jennifer Johnson.....PE/AD
Heidi Naylor.....2nd Grade
Dan RansdellRhetoric School Math; Bible
Amy Werth.....1st Grade

Part-Time Teachers

Karyl Hayre.....Secondary Art
Amanda Hayre.....Rhetoric School Bible
Steve SudersRhetoric School Bible
Larry Heidbreder.....Rhetoric School American History, Physical Science
Janelle PetersonRhetoric School Chemistry
Amy Schramm.....Music / Theater

Office Personnel

Janelle Peterson.....Office Manager/Clinic
Delilah Miceli.....Development/Marketing Director; Business Manager

Support Personnel

Jada Conrad.....Library
TBD.....The Keep (After School)

MISSION AND PHILOSOPHY

CITADEL CHRISTIAN SCHOOL MISSION STATEMENT

The mission of Citadel Christian School is to equip students for life by providing an exceptional education with a biblical worldview in a supportive, loving atmosphere.

Citadel provides instruction and discipline intended to enlighten the understanding, develop character, form the habits and manners, and prepare the student for useful service. CCS operates on the classical Christian methodology of education because it is consistent with the natural developmental stages of the child and produces in the student a biblical worldview from which to discern right actions and thinking and from which to exercise a proper role in the family, in the body of Christ, and as a citizen.

CITADEL CHRISTIAN SCHOOL VALUES

Citadel Christian School operates according to the following values—foundational principles that are not open to compromise. As we build these values into our students, we believe our students will build the next generation to the glory of God.

Biblical Authority – 2 Timothy 3:16; John 17:17; Psalm 19 – God’s Word is the foundation of our teaching and our practices

Unity – John 17:20-21; 1 Corinthians 12:12-27 – Manifesting the nature of God in our relationships; working together as a team

Integrity – Psalm 15:2; Proverbs 11:3 – Honest and trustworthy in everything we do

Love for God and others – Luke 10:27 – Love manifests itself in service to God and others

Discipleship – Matthew 28:19; John 15:8 – Called to make disciples of all nations and glorify God through the fruit we bear as His disciples

STATEMENT OF FAITH

1. We believe the Bible to be inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:16; II Peter 1:21).
2. We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); and His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that people are justified on the single ground of

faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19; John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5).

5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life (Romans 8:13-14; I Corinthians 3:16; I Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18).
8. We believe that God created all people in His divine image and imbued them with dignity and value from conception to death. God created male and female with the distinct and biological sex of each person immutably determined and manifested at conception by God (Genesis 1:26-27). God decreed marriage to be a covenantal relationship between one man and one woman that reflects Christ's relationship with the Church. God's will for all people is chastity outside of marriage and fidelity within marriage. No affections, desires, or commitments ever justify sexual acts outside of marriage nor do they justify any form of sexual immorality (Genesis 2:18-24; Ephesians 5:3, 31-32).

CITADEL CHRISTIAN SCHOOL EDUCATIONAL PHILOSOPHY

Citadel Christian is a partnership between the students, parents, faculty, administration, and staff. These partners are united in their commitment to the common objectives outlined in the Mission Statement.

The school recognizes that every student is created in the image of God. As such, we endeavor to treat students with respect, fairness, and kindness. Every child is capable of achieving his potential to the fullest extent when trained with appropriate discipline and instruction.

The purpose of Christian education is to equip the student so that he may mature to his fullest potential and thereby become a fruitful member of his family, his church, and his society (Psalm 1:1-3; II Timothy 3:16-17). The student will be equipped to form an eternal perspective by which he can research, evaluate, and creatively apply all information according to biblical standards (Col. 2:8).

The purpose of the Christian school is not to shelter a student from the real world or from exposure to views contrary to his beliefs. Rather, the purpose is to provide students with the tools necessary to evaluate all information and discern what is true biblically. Citadel Christian School recognizes that all subjects inherently contain the truth of God, and that the responsibility of the teacher is to help enable the student to see the unity of natural and special revelation. To maintain truth in the classroom there must be a commitment to the authority of the Bible in every area of life.

In addition, a Christian school assists parents in fulfilling their God-given responsibility to instruct and discipline their children (Deuteronomy 6:6-7; Ephesians 6:4).

Therefore, the primary purpose of Citadel Christian School is to assist parents in the intellectual, spiritual, and moral development of their children so that they can evaluate and perceive all life with the

“mind of Christ” (Deut. 11:19; Prov. 1:7-8; 2:1-6; Jer. 10:2; Luke 6:40; Rom. 16:10; I Cor. 1:30; II Cor. 10:5; Phil. 4:8; I Tim. 6:20) and actively fulfill the Great Commission (Matthew 28:19-20).

EXPECTED STUDENT OUTCOMES

Citadel Christian School is committed to producing students who will:

Spiritual and Moral

1. Confess Jesus Christ as Savior and Lord and have a growing, personal relationship with Him.
2. Live according to the authority of God’s Word.
3. Demonstrate a life of virtue by their understanding and application of God’s Word in their daily lives.
4. Actively pursue a life of faith empowered by the Holy Spirit that demonstrates love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.
5. Practice the disciplines of Bible study, prayer, Scripture memorization, worship, and service.
6. Possess apologetic skills to defend their faith.
7. Understand that all thoughts and choices have consequences; some positive, some negative.

Social and Personal

1. Demonstrate leadership with honesty and integrity.
2. Understand the worth of every human being as created in the image of God, and treat all people with compassion, respect, dignity, grace, and truth.
3. Develop biblical attitudes toward marriage and the family, as well as the understanding and skills needed to establish God-fearing homes.
4. Practice responsible stewardship of God’s creation.
5. Be good stewards of finances, time, and all other resources.
6. Practice good health habits and physical fitness, treating their bodies as the temple of the Holy Spirit.
7. Demonstrate a realistic and biblical view of work and material things as means to accomplish God’s glory.

Academic and Intellectual

1. Demonstrate mastery in all academic disciplines, including reading, writing, speaking, listening, and critical thinking.
2. Be proficient in mathematics, science, and problem-solving.
3. Have knowledge and understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places.
4. Appreciate literature and the arts and understand how they express and shape their belief and values.
5. Have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting inter-ethnic harmony, and encouraging biblical hospitality.
6. Develop the unique talents and gifts given to them by God.
7. Demonstrate an attitude of intellectual inquiry that fosters a love of lifelong learning.

GENERAL INFORMATION

BEFORE AND AFTER SCHOOL CHILD CARE

Citadel Christian School provides care for students whose parents need an earlier drop-off time. **Prior arrangements must be made** for families to participate in this program. Before school care begins at 7:15 a.m. and extends to 7:40 a.m. A fee is associated with this service.

CCS also provides care for students whose parents are unable to pick up their children at the designated pick-up time when school is in **full-day** session. Students PreK through 2nd who have not been picked up by 3:30 p.m., and students 3rd through 12th who have not been picked up by 3:45 p.m. may be picked up from afterschool childcare. Fees are associated with this service based on the amount of time a student spends in childcare.

ARRIVAL AND DEPARTURE TIMES AND PROCEDURES

Children in grades pre-Kindergarten through 12th are to arrive at school no earlier than 7:40 a.m. unless prior arrangements with administration have been made. Parents are asked to have their children prepared to exit from the passenger side of the car for safety reasons. A teacher or administrator will assist preschool and grammar school students as they exit the vehicle. Students must be in place for opening ceremonies at 8:00 sharp, or they will be considered tardy.

For grades PreK through 2nd grade, school dismisses at 3:15 p.m. For students in grades 3 through 6, school dismisses at 3:25 p.m. For grades 7 through 12, school dismisses at 3:40 p.m. All dismissals take place under the front porch. A teacher or administrator will assist preschool and grammar school students into the vehicle.

Drivers should not be on their cell phone during carline. If you must be on a call, please pull to the side of the driveway to finish your conversation before dropping off or picking up your child(ren).

Children are not permitted to use playground equipment while waiting for school to begin or while waiting for rides following dismissal.

When a child is to ride home with someone other than the customary driver, the parent must contact the front office, in advance, for permission. This notice must specify both the driver's name and a description of the vehicle. Children are not allowed to walk or ride a bicycle to or from school unless accompanied by a parent.

BOARD MEETINGS

Parents and individuals in the community who are interested in Citadel Christian School are invited to attend the open session of the monthly board meetings. However, in order for the board to accomplish the agenda for the meeting in a reasonable time, parents or community members who wish to speak must follow the policies for addressing the board:

1. Complete a "Citizen Participation" Form and return it to the CCS office no less than 36 hours in advance of the board meeting. The form can be picked up from the office anytime. (Note that most

board meetings are scheduled for a Monday night at 6:00 p.m. Accordingly, a Citizen Participation form would need to be submitted to the office by the Friday afternoon preceding the meeting.)

2. Comments shall be no longer than 3 minutes (5 minutes at the Chairman's discretion);
3. Comments may not be directed toward a teacher or staff person;
4. The chairman will introduce the speaker and monitor the time;
5. The Trustees are not allowed to interact with the individual speaking. The Board Chairman may provide clarification to an individual if the Board has made a previous decision related to the comment. If the comment is directed toward an upcoming decision, there can be no interaction.

CELL PHONES and ELECTRONIC EQUIPMENT

Students are not to bring electronic equipment to campus, except for class use as authorized by the teacher. Students may not use cell phones, smart watches, fitness bands, or media players during school hours (including breaks and lunchtime). If these devices are brought to school, they must be powered off and stored in the student's backpack during school hours. Cell phones may only be used by students after school hours while still on campus for the purpose of contacting their parents/guardians. A personal timepiece (watch, stopwatch, timer) may be used as long as it is not a distraction to others and is not a smart watch or fitness band. If a student uses a cell phone or other prohibited device during school hours without prior approval by the school administration, the device will be taken by the administration or teacher and held in the office until the end of the day. Such student may be subject to additional discipline at the discretion of the principal. Young adults will be expected to apply wisdom and integrity to every situation, electronic and otherwise. Fees associated with the confiscated electronic devices are as follows:

- First offense - \$25.00
- Second offense - \$40.00
- Third offense - \$50.00

CHAPEL

Chapel is held each week. Each student is required to attend. Attentive, courteous conduct that is honoring to the Lord shall be observed. Parents are invited to attend chapel, as well.

CHURCH ATTENDANCE

Believing that the role of Citadel Christian School is to assist the home and the church in the task of training young people, it is of utmost importance for all students, with their families, to regularly attend their church. The harmony of the school and family in the educational process is negatively affected when the family is not active in church (Heb. 10:25).

CONFLICT RESOLUTION

On occasion, a difference of opinion may occur between a student or parent and a school authority. If this should ever occur, the following is the proper procedure:

1. Approach the teacher of the area in question with humility and a goal of resolution.

2. If the student or parent believes the action taken by the teacher is incorrect according to Citadel Christian School policies, he may appeal to the Administrator.
3. If, after speaking with the Administrator on the matter in question, the student or parent is still dissatisfied, he may then appeal to the Board of Trustees.

DELIVERY OF ITEMS BY OUTSIDE VENDORS

Students are not to disrupt the school day by ordering and arranging for the delivery of items from outside vendors, e.g., food, flowers, balloons, etc. Parents are asked to have such orders delivered to the students' homes; otherwise, items delivered to the school will be kept at the front office until the end of the school day.

FOOD

Aside from the luncheon period, students are allowed to partake of food and drink only during specified times. With teacher approval, students may have a short food break. When permission has been granted in a prior announcement, students may bring food for consumption during school events and activities that occur after school. With the exception of siblings, students are not permitted to share food (snacks or lunch items) with other students. The only other exception would be class-wide snacks or birthday treats. Parents and students should note that chewing gum is never permitted on campus.

GRIEVANCE PROCEDURE

The grievance procedure outlined here is available to any parent. A grievance is a complaint based on any alleged violation or inequitable application of a policy. A grievance must be filed with the Administrator within five (5) days of the occurrence on which the grievance is based. The grievance must be submitted in writing and provide the individual's name, address, and telephone number. The Board of Trustees will address all grievances in closed session. The Board of Trustees will have final authority in all decisions with reference to the grievance.

GIFTS

No monies may be collected from students without prior permission from the Administrator. This includes monies for class gifts, class projects, athletic team gifts to coaches, etc. Parents who desire to organize the collection of monies for gifts to teachers or coaches must obtain permission from the Administrator prior to collecting money.

As we seek to walk in the ways of our Father, we too should be gift givers. But unlike our Father, we are tainted by sin and have a tendency to pervert the good things God has woven into His perfect design. We want to teach our students to be generous, joy-filled gift givers, yet we do not want to present an opportunity for them to use gifts as a means of playing favorites or leaving others out. We also do not want to present an opportunity to highlight any socio-economic discrepancies within their class.

During the class Christmas party (final day before Christmas break), students can participate in a gift exchange. In this scenario, each student would bring a predetermined gift (book, cookies, ornament, etc.) to exchange, but not with a targeted peer. Gifts could be numbered and then corresponding numbers could be drawn from a basket, or students could sit in a circle with their gift in hand and begin passing the gifts to music, receiving the gift that is in their hands when the music stops. Any method that

would make it fair to all in the class is acceptable. This activity should be teacher-directed and clearly communicated well in advance of the Christmas party. (Please remember our focus for Christmas is not Santa, but the birth of Christ.)

Students who give Valentine's Day cards at Citadel must give a similar type of card to every student in their class, not targeting or excluding any other classmate.

HEALTH AND SAFETY

CAMPUS SECURITY

In order to maintain the security of our campus, classroom and library doors are to be locked at all times. During student transitions between classes or when sending a student to the office, teachers will maintain visual supervision until students have entered the room.

ILLNESS

If a child shows signs suggesting the presence of a communicable disease, such as discolored mucous, temperature over 100°, chills, nausea, vomiting, diarrhea, severe abdominal pain, or persistent cough, parents should keep the child at home until they are symptom free for 24 hours with *no medication*. If a teacher detects signs while the child is at school, the child shall be sent to the clinic for evaluation. The Clinic Aide will determine the proper course of action and notify parents if the child needs further attention.

Children who are deemed by a teacher or administrator to have, or to have potentially, a contagious illness will be isolated from other children and will be taken home by a parent. In the event a student is absent from school, he is required upon return to bring a **written note** signed by one of his parents (and/or physician) giving the reason as to the absence and the nature of the illness. This note is to be given to office personnel. ***A student must be fever free (without medication) and must not have vomited for 24 hours before returning to school.***

Citadel Christian School is able to provide only routine first aid for children who become ill or injured at school. If the parent has provided it, medications for pain relief (Tylenol, ibuprofen, etc.), allergies, cough drops, and antacids can be administered in the front office. Additionally, a parent will need to complete and return a *Consent for OTC (Over-the-Counter) Medication for Student Administration* form, which is made available at the beginning of the school year. Prescription medicine is kept and administered in the front office only when the school has on file a completed *Request for Prescription Medication Administration* form, with the physician's information. This form is available at the front office.

IMMUNIZATIONS

For enrollment, each student must provide legible proof of being up to date on their immunizations or provide an exemption approved by the state of Texas. To remain enrolled, each student will be expected to continually meet the immunization requirements for students as stated in the current Texas Administrative Code. Students without proper documentation on file at Citadel, will not be permitted on campus until proper documentation is provided.

INCLEMENT WEATHER

Delayed openings and school-day cancellations are generally announced by 6:00 a.m. on the CCS Facebook page, and a text will also come through REMIND. CCS delays and closures *usually* coincide with the decisions made by the Brenham Independent School District. Parents and students are requested not to call the school office or school personnel for this information.

INFECTIOUS DISEASES

These policies address current and prospective students who are diagnosed with an infectious disease.

1. Introduction:
 - a. The policies presented below apply to students known to be infected with HTLV-III/LAV. They also apply to students infected with other public health office reportable diseases including but not limited to tuberculosis, meningitis, hepatitis B or sexually transmitted diseases.
 - b. This *Infectious Disease* policy does not include HIV/AIDS which is addressed in a separate section.
 - c. These policies are based largely on the guidelines and recommendations published by the Centers for Disease Control (CDC). The CDC developed these guidelines after consultation with various organizations representing public health officials, educators, and concerned parents.
2. Admission or Continued Enrollment
 - a. God deals with each of us individually (cf. 1 Corinthians 15:10), therefore, each admitting case will be on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon evaluation of contagium, the behavior, neurologic development, and physical condition of the student.
 - b. Because we have a responsibility to protect all of God's children (Acts 20:28-31), the expected type of interaction with others in the school environment and the possibility of contagium will likewise be considered in this decision.
 - c. A student known to be infected shall not be admitted or permitted continued enrollment to the school without the unanimous approval of a screening committee. The committee will be composed at least of the student's physician, a public health expert or consultant chosen by the school administrator, the school nurse, the school administrator and if appropriate, the student's pastor. If the screening committee reaches no agreement, the matter will be referred to the Board of Trustees for further consideration. After consultation with appropriate medical experts and the child's parents, the Board of Trustees will make a decision.
 - d. For those infectious diseases for which there is no cure, the parents or guardians of the student who has been permitted to attend school are responsible for securing quarterly medical examinations or more frequent examinations as determined by the school administrator, as to permit a reliable assessment of any change in their child's condition which might affect contagium. Parents or guardians must authorize the release of the results of these evaluations to the appropriate administrator. Their failure to secure such medical evaluations or the failure to authorize the release of the results will jeopardize the child's continued enrollment.
 - e. A student previously excluded from school may be admitted or readmitted, pursuant to reevaluation under the admission procedures specified above, if there is sufficient improvement to warrant admission.
3. Placement
 - a. First consideration should be given to placing the infected student in the regular educational setting, consistent with the appropriate precautions needed to avoid infecting others or

becoming infected with other diseases transmitted by fellow students or others connected with the school.

- b. An infected student unable to attend classes as determined by the screening committee, supported by appropriate data and rationale, and shall be recommended by the Administrator to secure alternative instruction. Absenteeism or withdrawal from attendance at school shall be reported to the proper public authorities in accordance with any applicable provisions of state law.
4. Education About Infectious Diseases
- a. Any education about infectious diseases must be presented consistent with Citadel Christian School's policies and corporate philosophy.
 - b. Programs must direct students to postpone sexual relations until they are married.
 - c. Programs must direct students to abstain from sexual relations outside of heterosexual marriage (1 Thessalonians 4:3-6).
 - d. Students must be directed not to use illicit drugs.
 - e. Students should be informed of the available facts on contracting infectious diseases.

PROHIBITED ITEMS

Any introduction of a weapon, an illegal drug, tobacco, alcohol or sexually explicit material will be treated as grounds for immediate expulsion. Any use of the same either at school or outside school will similarly be treated with utmost gravity and may be grounds for immediate expulsion.

SAFETY DRILLS

CCS requires all faculty, staff, and students to participate in the following safety drills:

- Fire drills
- Tornado/Inclement weather drills
- Lockout drills
- Intruder drills
- Shelter-in-place drills
- Evacuation drills

STUDENT DRIVERS

Driving personal vehicles to and from school is a privilege. Irresponsible or unsafe driving (e.g., driving too fast, excessive acceleration, *peeling out*, etc.) will be reason for disciplinary action. Failure to observe guidelines established by the administration may result in the cancellation of vehicle privileges for the student.

Students who drive their own vehicles to school are to park in the spaces designated for students. After parking, they are to proceed to the school building and not loiter in the parking area. They will not be allowed to return to the parking lot nor leave campus during the school day without permission from the parent(s) and an administrator. A note requesting permission must be presented to the office staff in the morning. A tardy return from an off-campus trip will result in the loss of privilege to leave campus during the school day for the remainder of the school year.

Music should not be audible to anyone outside of any vehicle at any time. The volume should be turned down while the vehicle is on campus, whether parked or moving.

All students who drive to campus must have a copy of their driver's license and insurance on file in the school office. Students who do not abide by the rules as stated in the handbook will forfeit their privilege of driving to school.

VISITORS

Citadel Christian School is a closed campus. For the safety of the students and staff, **all visitors without exception** on campus during the school day must register in the school office with a valid purpose. Registration does not guarantee permission to be on campus. Visitors must wear a clearly visible badge with the current date on it. Visitors include any person not scheduled to be on campus at the time of the visit. Students from other schools are not permitted on campus during the school day, except to tour the campus as a prospective student. Parents and visitors will be expected to dress modestly if spending time in a class or chapel. Visitors on campus without permission will be asked to leave.

LOCKERS

School lockers are the property of Citadel Christian School and are issued to secondary students for a period of one academic year. The lockers are subject to inspection by school officials without notice or prior consent.

LOST AND FOUND

Lost items should be reported to the front office and found items should be turned in to the front office.

MESSAGE TO STUDENTS FROM PARENTS

Messages **of an emergency nature only** are delivered to students during the school day. All other messages are delivered after the school day ends.

PARENT FOLDER

Each Thursday or Friday (depending on enrollment status), grammar school students return home with a folder that contains timely information. Parents are asked to read this information and then sign and date the folder. Parents are encouraged to send correspondence of their own in the folder. The deadline for the return of the folder is Monday morning. Some teachers may send these folders home daily.

PROGRAMS AND SPECIAL EVENTS

Citadel Christian School hosts a number of programs and special events throughout the year. These are carefully designed as opportunities to demonstrate the skills students have been learning in their class(es), and/or to serve and honor our local community. Because these programs and events are purposefully woven into the fabric of our mission, participation is not optional for CCS students. In most cases, students will receive a major grade for their participation. Please do not ask that your child be excused from a program or event.

RECESS

Children need and want a time during the day to engage in self-directed activity. Recess is provided for exercise, games, and conversation. When playing games, children are encouraged to include everyone

who wants to participate. Children are not permitted to leave the designated area during recess. An adult always oversees recess.

SPECIAL OCCASIONS

Birthdays: Students may present a book in honor of their birthday. A bookplate bearing the student's name will be placed in the book and formally presented to the school during the opening ceremony on the student's birthday. Suggestions of approved titles by grade level are available from the principal.

Halloween: There is no formal observation of Halloween at Citadel Christian School. Dress code is worn as usual unless the student chooses to wear the costume of the hero/heroine he/she is studying for Christian Heritage Day. Students are encouraged to dress as the character they have researched.

Valentine's Day: Children in Grades K through 4 are permitted to exchange homemade valentines with their classmates. Class lists are provided, and children who choose to make valentines include everyone on the list, so that each child receives the same number. Children in Grades 5 and up are encouraged to make valentines to share with patients in the local hospital, senior citizens, members of the armed services, first responders in the community, or some other missions-related group.

Christmas and Easter: As a Christian school, Citadel will observe the true meaning of these holidays—the birth and the resurrection of Jesus Christ.

TELEPHONES

Students are not to receive phone calls. Parents may call the front office in case of extreme emergency. Students will not be allowed to use teacher or office phones unless granted permission by administration. Office personnel will call parents in case of illness or injury. Student may not call home during class time for books, assignments, P.E. uniforms, or lunches left at home.

ADMISSIONS

NON-DISCRIMINATION

Citadel Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and financial aid, and athletic and other school-administered programs.

GENERAL INFORMATION

1. All qualified students are eligible for admission providing the student and parents desire a Christian education and are willing to abide by the rules and regulations of the school.
2. This school is not equipped to handle young people with serious emotional, academic, or discipline problems, students who are academically lazy, or who are spiritually rebellious.

REQUIREMENTS

1. Parent(s) or legal guardians must be in agreement with the Christian philosophy of education which molds the education program of Citadel Christian School.
2. Parent(s) must agree that the Statement of Faith will be the basis for the education program.
3. The student must show evidence of a willingness to attend Citadel Christian School.
4. The student must meet age requirements.
5. The student must meet testing requirements.
6. The student must not be currently suspended, expelled, or on academic or disciplinary probation at another school.
7. Generally, an applicant with a history of disciplinary problems will not be admitted. Exceptions will be made only if the student has experienced a manifestation of God's grace and a changed heart subsequent to the discipline problems.
8. The logic and rhetoric school student must agree to abstain from premarital sex, the illegal use of drugs, the use of vulgar language, the practice of illicit internet activity and the use of tobacco and alcoholic beverages both on and off campus while attending Citadel Christian School.

AGE-GRADE PLACEMENT GUIDE

Normal placement of incoming students should follow the age schedule shown below. Exceptions to this schedule will only be considered after consultation with the principal and relevant teachers. A careful review of the child's placement test results, previous education and curriculum, standardized test scores and assessment of personal readiness must be accomplished before any exceptions will be considered. Students who are more than one year above the chronological age for the applicable grade will not be admitted. Students at Citadel Christian School may not fail or be held back more than one time. Any exception must be approved by the Administration.

AGE OF CHILD AS OF SEPTEMBER 1 OF CURRENT ACADEMIC YEAR	GRADE OF PLACEMENT
4	Pre-Kindergarten
5	Kindergarten
6	Grade 1
7	Grade 2
8	Grade 3
9	Grade 4
10	Grade 5
11	Grade 6
12	Grade 7
13	Grade 8
14	Grade 9

15	Grade 10
16	Grade 11
17	Grade 12

APPLICATION AND ENROLLMENT

New students

Applications for new students are available online and require a \$50 non-refundable application fee. Interviews and enrollment for the following school year are open to new students on March 1. Priority for placement is given to families with siblings already attending Citadel Christian and to children of employees. By May 1, parents whose children are offered an opening reserve the opening with a \$250 new student enrollment fee.

Returning students

For grades K-12, parents of students already attending Citadel Christian are contacted first and allowed to re-enroll their children by submitting a discounted returning-student enrollment fee of \$150 by March 31. Those who do not re-enroll by that date are subject to the full enrollment fee of \$300.

Application and enrollment fees are non-refundable.

Tuition and fees

For the 2025-2026 academic year, tuition and curriculum fees are as follows:

	5-day Tuition	3-day Tuition	Curriculum	Supplies
PreKindergarten	\$4,500*	\$2,700	\$100	\$60
Kindergarten	\$4,600	\$4,000	\$200	\$60
First Grade	\$5,900	\$5,000	\$300	\$60
Second Grade	\$5,900	\$5,000	\$300	\$60
Third Grade	\$6,200	\$5,000	\$300	\$60
Fourth Grade	\$6,200	\$5,000	\$300	\$60
Fifth Grade	\$7,100	\$5,500	\$300	\$60
Sixth Grade	\$7,100	\$5,500	\$300	\$60
Seventh Grade	\$7,500	\$6,000	\$300	
Eighth Grade	\$7,500	\$6,000	\$300	
Ninth Grade	\$8,500	\$6,000	\$400	
Tenth Grade	\$8,500	\$6,000	\$400	
Eleventh Grade	\$8,500	\$6,000	\$400	
Twelfth Grade	\$8,500	\$6,000	\$400	

Tuition payment plans are available.

Each year the board establishes a budget amount for financial aid based on the overall budget.

Application for financial aid is processed through FACTS and should be completed by **April 30** of the previous school year. Distribution of financial aid is determined after a review by the financial aid

committee based on the FACTS report. Award for financial aid will not exceed ½ the amount of full annual tuition. Families deemed ineligible by FACTS will not generally be awarded financial aid. Recipients of financial aid are notified by June 30, or 2 weeks after FACTS verifies a completed application.

Parents who withdraw their child (either by voluntary withdrawal or expulsion) from Citadel Christian are responsible for the balance of the tuition for the current month and a \$500 withdrawal fee per student.

FINANCIAL OBLIGATION AGREEMENT

We understand that the budgets are set and staff is employed for the full school year and the Citadel Christian School needs regular tuition and fee payments throughout the year to meet its obligations.

- We understand that the monthly tuition and fee payments are due on the 1st of each month, and we promise to make the payment before the 10th of the month.
- We understand that we must withdraw our child if we allow an outstanding balance to become 60 days late.
- We promise to pay a \$500 withdraw fee if our child leaves school before the end of the school year (either by voluntary withdraw or expulsion). We understand that the Board of Trustees may waive this responsibility when circumstances warrant. Should the school or the family determine that a withdraw is in the best interest of the school or student within the first 45 calendar days of a student's first day at Citadel, no withdraw fee will be assessed. Parents will incur a \$500 withdraw fee for a withdraw (voluntary or expulsion) after 45 calendar days.
- If we have an outstanding balance, we understand that transcripts, report cards and other school records will not be released.
- We understand that should we have a past due balance, it is our responsibility to explore the possibility of obtaining help from relatives, church, or friends to pay the outstanding tuition.

RECORD RELEASE

1. Records will be released subject to the financial policies of Citadel Christian School.
2. Records will only be released to other educational institutions, doctors, etc., when the parent signs a "Release of Records" form.

WITHDRAWING FROM SCHOOL

Parents should make direct contact with the Administrator several days prior to the withdraw date and schedule an exit interview. No records will be forwarded to the new school until the interview is completed, all textbooks or other school property is cleared, and all outstanding fees and fines are paid.

ACADEMICS

PHILOSOPHY

Let every student be plainly instructed and earnestly pressed to consider well, the end of his Life and studies as to know God and Jesus Christ which is eternal Life, John 17:3, and therefore to lay Christ in the bottom, as the only foundation of all sound knowledge and learning.

-New Englands First Fruits, Harvard College, 1643

Teachers at Citadel Christian School are challenged by this quote from Dorothy Sayers in *The Lost Tools of Learning* (1947). She said, "Although we often succeed in teaching our pupils 'subjects,' we fail lamentably on the whole in teaching them how to think... They learn everything except the art of learning." The challenge for today's Christian educators, and also for parents, is to lead in advance of our students in the spiritual, intellectual, and cultural battle for their hearts and minds with an educational program that begins with truth, instructs in Biblical reasoning, and builds a curriculum upon Christian character and scholarship.

Our students must be strong in spirit, mind, and body to help solve, rather than add to, the problems of the times. This generation of young people needs to know God and His Word and, through personal scholarship, learn to apply knowledge in science and technology, in business and industry, in the arts, and in the economy and civil government. At Citadel Christian School, we use the Bible as the basis for all sound knowledge and learning. The future leaders we are teaching need to be equipped with Godly wisdom, personal convictions, and a Christian work ethic.

Citadel Christian School endeavors to teach its students to apply knowledge to new and ever-changing situations, and to work productively with those around them by establishing high standards. A standard is a benchmark by which performance is measured. Academic standards should be set realizing that not every student will meet the standard. Although every student may not meet the highest standards, the average level of academic performance will be raised with higher objectives. Without high standards, low expectations become self-fulfilling prophecies, a prescription for educational failure. The school's desire is that our reputation be one of high academic standards and that all students be challenged to meet those standards.

An instructional program that lacks scholastic rigor cannot produce a well-prepared, educated graduate. Any student who can meet the school's admission standards can succeed at the School by working hard and learning good study habits and skills that are taught at the School. The instructional program requires effort by the student to succeed with learning being active, not passive. Some students will have to spend more time at their studies than others. The result of this added time will be better preparation for the future than if a student is allowed to perform at a lower standard.

We believe that success in college requires mastery of the subject matter and the ability to spend significant periods of time studying and completing class assignments. These abilities must be developed through growth in self-government and in personal responsibility for learning to adequately equip

students to achieve in college and life. The successful graduate of Citadel Christian School has been equipped not only in academics but in strong Christian character for future citizenry and leadership.

The School's purpose is to assist the parent in this responsibility, not to remove the responsibility from them. The character instilled at home through the parents will carry over to school and elsewhere. Parents must teach their children about submission to authority.

Parents must consistently provide a good environment for doing homework, studying for tests, writing papers and completing class projects. They must be involved in the education of their child. Parents should not expect the School to be solely responsible for their child's academic performance. For those students who struggle academically or who have not developed good work and study skills, parents will have to work harder to help them meet the academic standards. Since students spend almost 80 percent of their time away from school, parental support is essential to a successful education. The School considers a good educational environment and parental involvement to include the following:

1. No television, technology, or distracting music during the fixed study time.
2. Consider limiting television to the weekends.
3. Consider limiting time spent playing video games.
4. Strive for more time (no less than an equal amount of time) reading than playing computerized games and/or watching television.
5. Parents should monitor the student's work each night to evaluate completeness and quality, primarily for the student who has not developed personal responsibility for his/her learning. This may require working at the kitchen table instead of the bedroom for closer attention until stronger self-government develops.
6. Parents should require students to review notes or assignments each day in classes in which they have difficulty. This will better prepare them for tests and teach them the value of hard work and diligence.
7. Parents should require students to do all work neatly and completely.
8. Parents should help students with assignments and with studying for exams or provide tutors as needed.
9. Parents should support the consequences their child receives for not doing homework, late homework, or lack of preparation for tests, etc.

Students who learn to strive for high standards in academics will profit for the rest of their lives. It will help them develop a strong work ethic and personal responsibility for the quality of their work. Students will learn the internal satisfaction of a job well done. Successful students who strive for the high academic standards will have developed the skills and character necessary to be successful in their university, in their future careers, and in life.

Pursuant to our educational mission, Citadel Christian School establishes policy to promote good study habits, clear communication of student progress with parents, and recognition for outstanding achievement.

ABSENCE POLICY FOR ASSIGNMENTS

All course work and homework assignments which were assigned prior to a student's absence, and which were due on the day of the absence will be due on the day of return to class. (If the class doesn't

meet on the day of the return, the assignment is due the next time the class meets.) All work assigned on the day of absence will be due the day after returning to school. All work missed for extended days of absence will be given one day more than the number of days absent to complete work (e.g., absent two days, the student has three days to complete make-up work). Students are encouraged to check FACTS SIS and keep the schoolwork as current as possible. A special plan may be necessary for a student who has an unusually long absence.

ACADEMIC DISHONESTY

Citadel Christian School seeks to nurture absolute respect for intellectual property. Any willful misrepresentation of another's work or ideas as one's own—cheating or plagiarizing (including self-plagiarism)—is not tolerated at Citadel (Proverbs 19:9; 11:3). Parents will be contacted immediately if their child is involved in any of the following situations:

- Lying or giving false information about an assignment
- Copying another student's work
- Using answer keys or teacher editions to finish assignments without permission
- Obtaining copies of quizzes or tests without permission to practice the test
- Plagiarizing an assignment without crediting the source
- Using AI (artificial intelligence) software
- Altering a graded paper or assignment to change the grade
- Talking to another student during a test or quiz without permission
- Giving or receiving information during a quiz or test (copying)

Students committing any of the infractions above will be given a zero on the assignment. The teacher will document the situation, ensuring the parent receives a copy of the documentation via email. If this is not the first infraction, the Head of School may use full discretion to enforce further discipline.

Teachers in the grammar school understand that students need coaching and careful guidance in such matters.

ACHIEVEMENT TESTING

1. Grades three through eight will take end of year standardized achievement tests.
2. Freshmen and sophomores will take the CLT10.
3. Juniors should take the ACT, CLT, or the SAT College Board entrance exam since one of these is required by Citadel Christian School prior to December of their senior year.
4. Seniors are required to take the ACT, CLT, or SAT College Board entrance exam prior to December of their senior year.

ASSIGNMENTS

To access student assignments, parents will need to create a Family Portal in FACTS SIS. Please follow these directions to access the FACTS Family Portal:

1. In Chrome, Firefox, Safari, or Microsoft Edge, visit factsmgt.com and click Family Login | FACTS Family Portal.
2. Type in the District Code: BREN-TX

3. Type your email address and click [Create Account](#). An email will be sent which includes a link to create your Family Portal Login. The link is active for 6 hours.
4. Select the [Click to Create your Family Portal Login](#) link.
5. Type a [User Name](#), [Password](#), and [Confirm](#) your password.
6. Click [Save Username and/or Password](#).
7. A message displays at the top of the browser, "User Name/Password successfully updated."
8. Return to factsmgmt.com and click Family Login | FACTS Family Portal.
9. Login with your newly created Username and Password.

Navigate to student assignments by selecting [Student](#) on the left side of the screen. Next, select [Lesson Plans](#) to see lesson objectives and student assignments for each class in which the student is enrolled. You may also want to check [Homework](#) in case the teacher assigned homework in addition to class assignments.

CONFERENCES

Parent and teacher conferences are held two times a year, after first quarter and after third quarter. These times are designated for discussing the student's academic achievement and citizenship. Both parents are expected to attend. Of course, parents and teachers are welcome to request conference throughout the year.

CONSEQUENCES FOR LATE ASSIGNMENTS

The teacher will conference with the student to determine the cause of the late assignment. When an assignment is turned in one day late, 10 points will be deducted. If the student cannot complete it during the school day due to time constraints, they will take it home for homework and submit it to the appropriate teacher the next school day. If the assignment is left incomplete the following day (Day 2), there will be an additional 10-point deduction. If the late assignment is not turned in to the appropriate teacher the third day, the student earns a zero on that assignment until the work has been completed and turned in. Some credit will be awarded for a completed assignment.

EXTRA WORK REQUESTS

Extra work for the purpose of replacing a low grade or to improve low grades is generally not permitted. A teacher may, at his discretion, allow a student to do extra work for further practice or to correct something done improperly. Teachers may choose to assign extra work if a student does not complete assigned work on time.

FIELD TRIPS

Teachers are encouraged to plan field trips that enrich classroom instruction. These trips are an integral part of the curriculum; therefore, student attendance is recommended. To maximize instructional time, field trips will normally be scheduled on days designated as satellite days for students in the collaborative model. In order to establish the learning these trips provide and to ensure the safety and security of our students, the following guidelines should be followed.

General Guidelines As field trips are an extension of the classroom, all school and classroom standards, such as those concerning dress and behavior, apply to field trips. Students should wear their regular dress code for most field trips. If the activities require casual clothing, the teacher will inform parents in advance of the dress code. Field trips are generally limited to Citadel students. Chaperones should not bring preschool children, as this may distract from their primary responsibility of supervising the students assigned to them. The number of chaperones for each field trip will be determined by the teacher and the guidelines of the facility to be visited. Tours in which the students may be divided into smaller groups, such as at a museum, for example, may require more chaperones than, for example, a theatre trip in which the students will all remain together. No unrelated stops are to be made on the way to or from the field trip destination.

Student Guidelines Because field trips are a class event, the interaction of all the classmates with each other and the chaperones and teachers must follow the same standards we use here at school. The use of individual audio or video players will not be permitted on field trips. Student cell phones (if allowed at all) must remain powered down unless needed for an emergency.

Parent Responsibilities Parents who assist on field trips, either as drivers or chaperones, do so under the authority of the teacher. They must complete the Citadel Christian School Volunteer Driver Form and agree to its guidelines prior to their service as a chaperone or driver. If at any time a parent is not cooperative with the teacher or fails to follow school policy or state law, that parent will be removed from the list of eligible drivers or chaperones. When serving as chaperones or drivers, parents should consider their own children as equal with all other students in the class. Their children will be expected to be a part of the class carpool; they will be expected to stay with the class and follow the same instructions as the other children. Drivers must be careful to obey all traffic laws.

GRADING AND REPORTS

Parents receive report cards regarding their children’s academic standing and citizenship. Teachers give most assignments and all tests numerical designations, which then guide the teachers in assigning report card grades. In PreK, Kindergarten, 1st and 2nd grade, reports indicate the extent to which a skill has been mastered. An “E” is defined as excellent; “S” as satisfactory; “N” as needs improvement, and “U” as unsatisfactory.

In grades 3 to 12, letter grades are assigned according to the following scale:

100%.....	A+	93-99%.....	A
90-92%.....	A-	88-89%.....	B+
83-87%.....	B	80-82%.....	B-
78-79%.....	C+	76-77%.....	C
75%.....	C-	73-74%.....	D+
71-72%.....	D	70%.....	D-

<70%..... F

An “A” is defined as excellent; “B” as above average; “C” as average; “D” as below average; “F” as failing. Typically, students receive number grades for most assignments and letter grades on report cards. Achievement is based upon understanding of the subject as judged by tests and teacher observation. An evaluation of conduct for each course will be given on the report card. Conduct may also be reported on Progress Reports. The following marks will be used:

E - Excellent

S - Satisfactory

N - Needs Improvement (barely acceptable)

U - Unsatisfactory (In danger of suspension)

Grading and reporting periods

Grades 7-12

1. Each semester will be divided into two (2) nine-week grading and reporting periods.
2. Each nine-week period will have a value of 40% of the course grade.
3. The semester exam will have a value of 20% of the course grade.

Grades 3-6

1. Each semester will be divided into two (2) nine-weeks grading and reporting periods.
2. Each nine-week period will have a value of 1/4 of the course grade.
3. The final course grade will be the average of the two semester grades.

Academic warning and probation

A student is placed on academic *warning* for receiving one F or two grades of D+ or lower in a marking period. A student is placed on academic *probation* for (1) receiving two Fs or three or more grades of D+ or lower in a marking period, or (2) being placed on academic warning for two consecutive marking periods. Students on academic probation may not participate in extracurricular activities. Any student who is placed on academic probation for an entire year must repeat that grade.

Progress reports

A report of the students’ progress will be issued in the fourth week of the nine-weeks reporting and grading periods for students with grades below 80 or who have conduct concerns.

Report cards

A report of the students’ course grades, conduct and attendance will be issued at the conclusion of each nine-weeks reporting and grading period.

GRADUATION PLAN

Each student must earn a credit in Bible for each year in rhetoric school at Citadel Christian School. Elective credits from transferring school must help fulfill total credits required.

GRADUATION REQUIREMENTS

<u>Course</u>	
Bible	4
English	4
Rhetoric	2
Senior Thesis	1
Math	4
Science	4
History	3
Government	½
Economics	½
Foreign Language	2
Fine Arts	1
PE/Athletics	1
Electives	<u>2</u>
	29

The intent and goal of Citadel Christian School is to provide all the courses necessary for students to graduate under a plan that meets or exceeds Texas requirements for public schools.

In addition, courses at CCS are taught from a biblical perspective, integrating Scripture into every content area. In order to preserve the biblical foundation of our instructional program, students are required to take all courses on the CCS campus except approved dual credit courses.

- Full-time students must be enrolled in an English, Math, Science, and History (includes Government and Economics) course every year of their rhetoric school careers.
- Rhetoric school credit is awarded only for courses taken in grades 9-12, unless a student completes a course eligible and approved for credit (e.g., Latin 1, Latin 2, Algebra 1).
- Students may take dual credit courses at Blinn College (or any other accredited educational institution) only with prior written approval of CCS administration and college-ready test scores (TSI, ACT, SAT).
- All electives taken through an educational institution other than Citadel Christian school must be approved by CCS administration.

Classification of grade levels

Students will be classified in grade levels based on the number of credits accumulated:

Grade 09	00.0 - 05.5 credits
Grade 10	06.0 - 11.5 credits
Grade 11	12.0 - 17.5 credits
Grade 12	18.0 - or more credits

Course credits for rhetoric school

1. Each semester course earns one-half credit.
2. Full year courses earn one-half credit per semester.
 - a. To earn credit for the full year the student must pass the second semester and have a passing average for the two semesters.
 - b. Full year credit will not be given when failure in a semester is due to excessive absences (see attendance requirements in this policy).
 - c. Full year credit will not be given if the student fails the second semester.

Dual credit

Citadel Christian School students taking college courses for dual credit will receive honors credit at the school for the course.

Service hours

All Citadel Christian rhetoric school students are required to complete at least 20 service hours each year. Hours can be logged from June through May for the academic year. Forms for service verification and service hour logs can be obtained in the front office.

HOMEWORK

Homework is an effective instructional technique and is an important part of the student's learning experience. Homework provides educational value and importance in progressively preparing students for the more independent work required in college. We believe that meaningful home study is a necessary part of each pupil's educational program and that it should be related to the educational philosophy and goals of the school. Homework should be a purposeful extension of the school day that provides the student with additional opportunities for the development and reinforcement of the school's instructional objectives. The administration will periodically evaluate homework loads.

Teachers assign quality homework for a school night, within the following guidelines:

Grades 1 and 2	15 to 20 minutes
Grades 3 and 4	20 to 30 minutes
Grades 5 and 6	30 to 50 minutes
Grades 7 and 8	60 to 90 minutes
Grade 9	60 to 90 minutes
Grades 10 through 12	60 to 120 minutes

- From Friday to Monday is considered one school night for homework purposes; however, Friday to Monday is considered three school nights for major projects in Grades 5 through 12. Unfinished class work is not considered homework.
- Homework may be assigned during long weekends, but it is not assigned the day of a vacation period to be due the day classes resume.

Students in Grades 3 through 12 are required to document assignments in their assignment planners each day. Teachers initial the assignment planner of students in grades 3 through 5 each day to ensure that the student has accurately copied the assignment from the whiteboard. This procedure assists parents in their work with their children.

If a student spends more time on homework than designated above, the teacher who assigned the homework should be promptly informed so that corrective measures can be taken. While, occasionally, homework assignments will require more than the designated time, if a student is spending excessive time on homework with little likelihood of satisfactory completion, the parent should help the student find a reasonable stopping point and then attach to the homework a note detailing the time spent on the incomplete assignment. The teacher will accept the homework and will then contact the parent to review the circumstances. The principal should next be consulted if these steps do not remedy the situation.

All homework assignments are to be completed before the beginning of the class for which the work was assigned. Students in Grades 1 and 2 are encouraged to learn to meet deadlines, and teachers work closely with parents to ensure that they do. Beginning in Grade 3, failure to complete homework on time results in the loss of a full letter grade on that assignment provided the homework be made up by the next class meeting. (See previous policy on Consequences for Late Assignments).

HONOR ROLL

After each report card is issued, the principal releases the list of students who have qualified for Honor Roll. Requirements are a “B” or higher and “S” or better in conduct. Students with an “A-” or higher will be placed on the Distinguished Scholar’s List.

INCOMPLETE GRADE

An *incomplete* may be given when a teacher believes there are justifiable reasons for required assignments to be late. Students must follow the guidelines for turning in assignments following an absence to replace an *incomplete* with an earned grade.

RESOURCES

Technology Acceptable Use Policy

The use of technology offers an opportunity for collaboration, research, and enrichment. At Citadel Christian School, all technology use must be used for academic purposes that uphold Christian principles, such as discernment, responsibility, respect, and self-control. The use of digital devices must support the mission, vision, and core values of Citadel Christian School.

School Computer Use

At Citadel Christian School, all computers have internet access. Computers may be used for learning keyboard skills, researching, reinforcing classroom teaching, and typing teacher-assigned projects. These are the only four acceptable uses of Citadel Christian School computers. No use of non-academic computer games, online chat rooms, etc. is permitted. If a teacher assigns a project that requires online research, that teacher will issue the student a computer usage pass, which must be presented to the librarian. Upon presenting the librarian with the computer pass, the student will then sign the computer-use log sheet stating purpose, time, date, and computer number that he/she will log on and use. This procedure has been put in place to better track computer usage and assist Citadel Christian’s Information Technology Services (ITS) in tracking unauthorized computer use. Any student using school

computers for anything other than teacher assigned projects will earn a consequence from administration.

Family-owned Devices

Appropriate use of technology is expected by all students on campus, including when using one's own technological equipment. Students are responsible for proper digital behavior while using any technology at Citadel Christian School. Any student using family-owned devices for anything other than teacher assigned projects will earn a consequence from administration.

Grade Specific Technology Use

Student emails - All students in 6th grade and higher will receive a student email. Email communication from faculty and staff is only permitted from the employee's Citadel email to the student's Citadel email account. Faculty and staff will not communicate with students via personal email accounts.

Sixth Grade

Students in 6th grade will be issued a Chromebook for learning keyboarding skills. Parents and students will need to sign a specific agreement from the librarian before checkout can occur.

Online Media Use

Citadel has chosen to use some applications and social media platforms. Our community may engage with these platforms for both personal and professional use. Use of social media by Citadel Christian School offers opportunities to share the happenings of the school that fulfill its mission with our campus community and the community at large. As such, the possibility of misuse, abuse, or misrepresentation is present. A member of the Citadel Christian School community (student, parent, faculty, or staff) represents the school in the broader world. Ethical use and responsible use are required of all school community members, as together we pursue Beauty, Goodness, and Truth.

Library

All students receive library orientation during the first month of school. At this time, students are advised of specific library rules regarding using the library's resources, checking out and returning materials, appropriate behavior and the like. Most library materials are available to be borrowed if they are not reference works, and if they are not reserved for use by a class. In general, preschool and grammar school students may check out one book for two weeks. Students in 5th grade and up may check out two books for two weeks. The school continues to add new books to the library and welcomes family suggestions for new purchases.

Off-campus education and cultural programs

Citadel Christian School considers off-campus education an important aspect in the total development of each student. Off-campus educational and cultural programs provide students with an opportunity to use previously acquired knowledge and skills, while gaining new knowledge and skills. Citadel Christian School faculty and/or administrators are always included as chaperones on these trips.

Whenever students are off campus on school-sponsored trips, they are subject to the school's rules and are expected to observe the school's standards of politeness and civility. To earn the right to attend an

off-campus trip, a student must demonstrate that he has the self-discipline to obey the rules and regulations that are necessary to have a safe and successful trip. Any faculty member, with the consent of the principal, may choose not to take any student who has demonstrated a lack of self-discipline and may be a potentially disruptive influence on a trip.

Parents or family members of both students and teachers may be invited to accompany any class or group of students on an off-campus program. However, adults should recognize that participation in these events will always include duties as chaperones assisting the teacher in maintaining general order among all participants. Families should not participate in these outings in any other way than as members of the school class or group involved in the program. Teachers have final authority regarding the number of participants and chaperones.

Textbooks: student responsibilities

Textbooks are the property of the school. They are loaned to the student and should be cared for properly. The student's name should be entered neatly in the book at the designated location, and the book should always be covered. Please do not tape paper covers to the book. Removal of tape causes damage to the book. Textbooks should be returned at the end of the year with a reasonable amount of wear and tear. The student will be charged for any excessive damage to a textbook. Records will not be released until all charges are paid.

RETENTION

1. Students in third through eighth grades will be required to repeat the year if they fail the year in two major subjects (i.e., Bible, English, Reading, Math, Science, or History).
2. A student who fails courses would be required to attend an available summer school program or receive tutoring to strengthen skills prior to the next school year at the parents' expense. All summer work must be approved by the Administrator to determine expectations for course work.
1. Factors to consider in retention decisions:
 - a. The classroom performance during the previous year. Two key questions are: Did the student struggle all year? Did remediation attempts fall short of needed results?
 - b. Spring Achievement Test: Do the results indicate below grade level performance?
 - c. The student's history of retention: Has the student been previously retained?
2. General Principles
 - a. In certain cases, retention is a necessary and appropriate tool in the educational strategies that are used for the development of children. In rare cases, retention is necessary because of academic failure. The social and emotional difficulties that may be created by retention must be minimized. The objective of retention is that through the experience the student would meet with success in the classroom and develop age-appropriate social and emotional behaviors.
 - b. The goal is to minimize the need for retention. The study of a student's academic history and further achievement testing if needed, while not infallible, may be used to reach this goal. Early communication between the home and school and vigorous intervention efforts (which may include private tutoring) will be made to reduce the potential for retention.
 - c. The general policy regarding retention is that a child may not be retained more than one time while attending Citadel Christian School. If academic problems continue after one retention, dismissal may be recommended in the student's best interest.

SEMESTER EXAMINATIONS

Secondary school students (grades 7-12) must take final semester examinations. These examinations are summative in nature and comprehensively cover all the facts, skills, and concepts covered during the semester. Second semester seniors may be exempt from each course exam in which they have earned an "A" average for the second semester and had no more than 10 absences for the year. (Exceptions must be approved by a faculty hearing.)

SKIPPING A GRADE

A sincere effort is made at the time of admission to place students at the proper grade/age level. On rare occasions, because of a student's good academic performance, parents may desire that a student be advanced a grade-level beyond his normal promotion. Skipping a grade is not considered to be a beneficial practice and will rarely be considered or allowed. The nature of the curriculum is such that a student will usually miss critical concepts and skills by skipping a grade. Other factors such as those related to maturation, social development, and student success in comparison to other very bright and intelligent students must also be considered. At Citadel Christian School students move through a planned curriculum which encourages steady academic, spiritual and social development. There is no feeling of urgency on the part of the school administration to accelerate a student through the grades.

ATTENDANCE

Attendance at school provides a student with classroom experience. This experience is composed of participation in class activities and direct instruction by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. Generally, it is impossible for this experience to be *made up*. For this reason, regular and punctual attendance at Citadel Christian School is expected and required. Regular school attendance is important to a student's academic success and also promotes good work habits and self-discipline. Also, a child who has had a proper night's rest is better prepared to learn than one who is tired due to a late night. Establishing a regular bedtime helps students appreciate that school is an important endeavor and requires adequate rest.

Daily records of attendance will be kept for every student and entered on his or her permanent record at the end of the school year.

Parents are to report all unplanned absences to the front office (not to the teacher) by telephone or email on the day of the absence. This will also allow our students and staff to pray for your child during his absence. Students are not to report their own absences. Students who are dismissed from school early, for any reason, must sign out from the front office.

On the day that a student returns to school after any absence, he must bring a note signed by parents stating the reason for the absence. When a student is absent for three days, the teacher or the office personnel will make a courtesy call to the parents. It is the student's (or parents of grammar school students) responsibility to see the teacher regarding work missed during absence from school. A parent may request make-up work for students who have been absent by writing a note, e-mailing, or calling

the office. If the request is made by 10:00, the work can usually be picked up that same afternoon between 3:00 p.m. and 3:30 p.m.

Certain absences will be considered excused. They are absences due to personal illness, the death of an immediate family member, dangerous travel due to weather or road conditions, or other unusual and unforeseen circumstances. Absences other than those listed will be considered unexcused unless pre-approved by an administrator.

Students are expected to arrive on time and be in attendance for the entire school day. Arriving between 7:40 and 7:55 allows your child to begin the day without undue stress.

In grammar school, attendance is taken at 9:30. In logic and rhetoric school, attendance is taken at the beginning of each class.

A 5-day student may miss 7 days per semester without penalty. The only exception will be for extended illness that requires a doctor's excuse. Each day over 7 that the student is absent will result in a one point reduction in the semester average for every course where the absences apply. Example: If a student has an 85 average and has 9 absences in a semester, the average will be reduced 2 points to an 83. A 3-day student may miss 5 days per semester without penalty. Each day over 5 that the student is absent will result in a one-point reduction in the semester average for every course where the absences apply. Example: If a student has an 85 average and has 7 absences in a semester, the average will be reduced 2 points to an 83.

Students participating in any extracurricular activities (sports, academic competitions, service projects, etc.) must be in class on the day of the activity for a minimum of four (4) core academic classes (English, Reading, Science, Math, History, Bible, Foreign Language). Students participating in extracurricular activities that require departure before noon must be in classes all morning to participate in the activity.

PREARRANGED ABSENCES

The school calendar is published and distributed in the spring of the previous school year so that families can make their vacation and holiday plans around it. Every effort should be made to do so. However, we do understand that occasionally a unique opportunity for educational travel may require students to miss some school. The parents are expected to pre-arrange these absences ***at least two weeks in advance*** by obtaining a Pre-Arranged Absence form in the office for administrator approval. Students who miss school due to such a trip will be given an excused absence if they follow the Make-Up Work Policy. (Family vacations are not an excused absence.) Secondary students must obtain their assignments from each teacher before their trip and complete the assignments prior to returning to school. Extended time missed from school is discouraged.

Parents who know in advance that their child/children will miss school or class for medical or dental appointments are required to obtain from the front office a Prearranged Absence form. The form should be on file at least two days in advance of the requested time off from school. The form is submitted to the principal for approval.

In Grades 5 through 12, it is the student's responsibility to make arrangements with teachers for completing and turning in any missed assignments.

TARDIES

Being late to class hinders the student's learning and interrupts classmates and teachers. Being late is a sign of irresponsibility and shall not be habitual. Students are expected to be standing with his/her class when opening ceremony begins, or be seated and ready to work the moment each class is scheduled to begin. If a student is tardy for the beginning of the school day, he must check in at the office and be escorted to the classroom. All tardies will be unexcused if no note is presented when the student comes to the office. Tardies to all other classes will be dealt with by the classroom teacher through the disciplinary policy. Students in grades PK through 6th that arrive later than 9:30 a.m., except in the case of an excused tardy, will not be admitted to school for the day. Secondary students only—after 15 minutes of missed class, the tardy will be considered an absence.

Excused tardies must fall into one of the following categories and be accompanied by a signed note from the parent.

- * Illness
- * Doctor's appointment
- * Mechanical problems with vehicle, including flat tire
- * Traffic congestion due to accident or unscheduled road work
- * Major catastrophic event (e.g. fire, car wreck, hospitalization of family member)
- * Major (not minor) weather conditions

Any excuses other than the above reasons will be considered "unexcused."

After four (4) unexcused tardies, the parent will be notified of such. Four unexcused tardies will be converted to one unexcused absence, which will be considered when determining course credit for rhetoric school students and promotion to the next grade level.

Unexcused tardies are also subject to a fine. Grace will be extended for the first four unexcused tardies each year. Additional consequences incurred for unexcused tardies per child include:

- \$5 per unexcused tardies for the 5th through 7th occurrence
- \$10 per unexcused tardies for the 8th through 10th occurrence
- \$20 per unexcused tardy for the 11th and successive occurrences

CODE OF CONDUCT

PURPOSE

The purpose of discipline at Citadel Christian School is to guide students into a restored image of God and to equip them to be used as an instrument of reconciliation in the world. While punitive measures may accompany discipline, the main focus is on heart transformation.

FOUNDATION

The Honorable Robert Charles Winthrop (1809-1894), Massachusetts's orator and legislator, said:

All societies of men must be governed in some way or other. The less they may have of stringent State Government, the more they must have of individual self-government. The less they rely on public law or physical force, the more they must rely on private moral restraint. Men, in a word, must necessarily be controlled, either by a power within them, or by a power without them; either by the Word of God, or by the strong arm of man; either by the Bible, or by the bayonet.

According to Webster's 1828 Dictionary, discipline is first of all education, instruction, including instruction in morals and manners, and in due subordination to authority. This primary meaning makes sense, since *discipline* comes from the Latin word meaning *to learn*.

One of the most fundamental needs of all human beings is the need for order, for a reasonable, organized existence which is the opposite of anarchy and chaos. If order comes from within, a person can enjoy freedom; if it must be imposed from without, his liberty will be lost. Therefore, children must be educated from the beginning of their lives, in the Christian self-government that produces order and restraint from within.

Christian self-government is God ruling internally from the heart of the individual. In order to have true liberty, man must be governed internally by the Spirit of God rather than by external forces. Fortunately, God has provided parents, adults, and teachers to help boys and girls learn how to make choices and decisions that are responsible.

Children need to understand the demands upon each one of them, and they need to learn how to live with these demands voluntarily. Learning work habits begins at home and extends into the classroom. Becoming accountable for one's learning and productivity is the result of discipline and direction from an early age. The manner in which students conduct themselves, and especially what they learn in the home and in the school, determines whether they will need a "king" to tell them how to live or whether they will rely wholly on God and learn to be directed from within.

Parents have the strongest role in the discipline of their children. The School exists to help parents in the education of their children and expects support from parents on disciplinary consequences given at school. In a Christian home, it is the parents' duty to teach their children that God is the source of all authority. In a Christian school, this duty is delegated to teachers who must account to God for their stewardship of the children. Christian self-government can be practiced in the everyday events and activities of the classroom. It is important for children to learn the difference between being controlled and learning to accept God's authority in their lives. They need to be taught that the external authority of parents and teachers will diminish as they become more responsible for what they do.

As a child learns to be properly self-governed, he is able to contribute to a righteously governed home, neighborhood, community, state, and nation. Therefore, the goal of discipline at Citadel Christian School is to teach each student to be self-governed, yielding to God's ruling internally. In order to accomplish

this goal, teachers will direct student behavior toward that which is pleasing to Christ. The following qualities are to be studied and applied in the classrooms and at all CCS activities:

- *Respect*: To demonstrate proper *respect* for God, school authorities, school rules and policies, school property, the feelings and rights of other students and themselves by their behavior and attitudes.
- *Honesty*: To be *honest* in all school situations including the taking of tests, the completion of homework, and in the relationships that are a part of daily school life.
- *Integrity*: To demonstrate *integrity* by using language and displaying character that is properly moral and Christ-like.
- *Thrift & Economy*: To demonstrate *thrift and economy* by being good stewards and managing or taking care of whatever is given them. Students must learn to make good use of time, supplies, and all things God gives them. Waste and consumption help to destroy goods, money, time, and talent.
- *Industry & Initiative*: To demonstrate *industry* through a steady attention and diligence in their studies. The student should combine the ability to *initiate* action, to begin on one's own, with industry to become a self-governed learner.
- *Self-Reliance & Confidence*: To learn to be *self-reliant* by accepting responsibility as God gives the student stewardship of talents and opportunities for using these talents and to be *confident* because of the student's faith in God to reveal His purpose and His will.
- *Cooperation*: To *cooperate* with the faculty and staff in achieving the goals of Citadel Christian School regarding conduct, performance, and attitude.

Because self-government is a learning process, students will, at times, fail to meet these standards. When students disobey or fail to show respect, students should receive immediate consequences for their conduct. Prompt discipline is important to the development of the student. Delayed discipline harms the offending student more than anyone. Faculty and staff should not hesitate to administer proper discipline as soon as an offense is committed. Faculty and staff whose children attend the School must consistently subject their children to the same or stricter standards than other students. Failure of any staff or faculty member to administer discipline is a failure to follow the mandate for staff and teachers of the School. It is important to teach a student, from the first day of class, that improper behavior, missed assignments, and poor academic performance are not acceptable. We believe that if misbehaving students are not promptly disciplined and students are allowed to freely disobey or be disrespectful, peer pressure takes hold and bad attitudes and actions by a few students can infect others.

Participation in extracurricular activities is a privilege. An undisciplined student may lose the privilege of participating in extracurricular and off-campus activities. This participation is not given to an undisciplined student in the hope that it will cause a change in conduct. A student who demonstrates good behavior on campus may enjoy participation in extracurricular activities.

Since students rarely exceed the standards set for them, high standards for discipline are essential. High academic standards are irrelevant if the learning environment is disorderly and undisciplined. Without proper discipline, teachers are unable to teach and students are unable to learn. Citadel Christian School will, therefore, strive to provide an orderly, well-disciplined, and caring environment for student

learning. We believe that students will desire to achieve and thrive in an environment that promotes self-governed Christian character and personal responsibility for learning.

AUTHORITY OF THE SCHOOL

1. An important aim of Citadel Christian School is to foster within a child a regard and love for his neighbor. Students are expected to act in such a manner that their behavior reflects favorably on themselves, fellow students, and the school. All students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. Respect and courtesy are to be shown at all times to all adults and other students.
2. All students should clearly understand that to maintain high standards, Citadel Christian School reserves the right to discipline, suspend, or expel a student who is guilty of misconduct. Whether this occurs on or off the school campus, students must reflect favorable Christ-like behavior. Citadel Christian School reserves the right to suspend any student who becomes involved in the actions of the judicial system.
3. Parents are expected to work with the school staff in a cooperative manner in the training of their child. If the parent repeatedly interferes with the goals and objectives of the school, the student may be dismissed from the school.

Discipline at Citadel Christian School is understood to be an aspect of Christian development and not a form of punishment. The purpose of discipline is:

1. To help each student become more responsible.
2. To provide a classroom experience conducive to learning.
3. To educate each student in attaining self-control.

PARENTAL RESPONSIBILITY

Parents are ultimately responsible for the discipline of their children and should deal with their child at home for any disciplinary action taken at school. The parents' cooperation in any disciplinary action is expected. The parent should contact the teacher assigning the discipline notice if they have any questions relating to the situation.

STUDENT RESPONSIBILITY

As members of a Christian community that is concerned for one another, students are expected to follow the guidelines in scripture (Matthew 18:15-17 and Galatians 6:1) when aware of violations of school standards. This will usually mean the following:

1. Personally confronting the person and encouraging him to stop the violation and to make known his problem to those in authority. The problem should not be communicated to other students who are not immediately involved.
2. Others who are aware of the problem should be encouraged to talk to the person if the first step is unsuccessful.
3. It is the responsibility of the student to report a violation to school authorities so that the one who has committed the violation can be helped. Inability or failure to follow the first two steps should not keep a student from following the last.

TEACHER RESPONSIBILITY

All teachers will direct student behavior toward that which is pleasing to Christ. Teachers will deal with inappropriate behavior in their own classrooms and may assign consequences for misbehavior and negative attitudes. Teachers will keep accurate records for the purpose of reporting to parents when necessary. When necessary, student discipline concerns will be referred to the Administrator. Normally, this will result in the student being subject to the administrative discipline steps.

GRAMMAR SCHOOL DISCIPLINE

Discipline related to minor offenses will generally be addressed in the classroom. More serious offenses will be deferred to an administrator. Teachers and administrators will make every effort to communicate in a timely manner with parents regarding a student's conduct. A goal of CCS is to aid parents in nurturing their children for the glory of God. A child's attitude toward his/her parent(s) provides the basis for his attitude toward all other people in authority. Respect for the parent(s) and those in authority must be taught. Our desire is to mold respectful, responsible, young citizens. Best results come when the home and the school work together.

In the lower grammar school grades, teachers may choose to use a color-change system, basing classroom rules on Biblical standards, expectations, and goals. In all grammar school grades, CCS has chosen to use the Honorable Character™ Classroom Management System. This program helps our teachers develop positive character in children by consistently reinforcing their strong points and gently correcting their weak ones, significantly reducing interruptions during valuable instructional time. The Honorable Character™ program focuses on six behaviors at the PreK and Kindergarten level: Listen, Obey, Work Hard, Tell the Truth, Share, and Self-Control. In the grammar school grades, fourteen key observable virtues are stressed: Honor, Obedience, Diligence, Wisdom, Kindness, Self-Control, Orderliness, Service, Attentiveness, Cooperation, Initiative, Honesty, Forgiveness, and Responsibility. These traits are pursued at a personal level, but students are also encouraged to look for these traits in historical and literary characters.

Each day, teachers are looking for students who are demonstrating these traits and making note of their action or attitude. If a student behaves unwisely or needs guidance developing a character trait, warnings and discipline follow. At the end of each week, a Conduct Card is sent home for the parents to view, sign, and return on Monday. We encourage parents to have conversations with their child to celebrate virtuous, wise choices, and to give guidance for any unwise choice.

SECONDARY SCHOOL DISCIPLINE

As students prepare for life as an adult, Citadel Christian School recognizes that both greater freedoms and greater responsibilities arise. This will be reflected in the expectations of the secondary students.

In classroom management, we still expect students to pursue the practical application of Christian virtues. The faculty and staff are committed to developing relationships with students to encourage this pursuit. However, when students choose not to do so, CCS staff will be consistent and fair while addressing the student as an individual.

HONOR CODE (GRADES 7-12)

By God's grace and for God's glory, I will honor God, my family, my peers, and Citadel Christian School with my words, my actions, my attitude, and my mind.

STUDENT EXPECTATIONS

All teachers will direct student behavior toward that which is pleasing to Christ. The following guidelines have been established regarding respect, honesty, integrity, cooperation, and effort. Students will be directed:

1. To demonstrate proper respect for God, school authorities, school rules and policies, school property, the feelings and rights of other students and themselves by their behavior and attitudes. Students will conduct themselves in a manner that does not distract or detract from the learning environment.
2. To be honest in all school situations including the taking of tests, the completion of homework, and in the inter-relationships that are a part of daily school life.
3. To demonstrate integrity by using language and displaying character that is properly moral and Christ-like, avoiding insults or unkindness toward one another, maintaining a climate of mutual respect in word and deed.
4. To cooperate with the faculty and staff in achieving the goals of Citadel Christian School regarding conduct, performance, and attitude.
5. To diligently give their best effort in using the gifts and abilities God has given them in accordance with God's will and proper Christian stewardship.
6. To create a safe and secure environment by refraining from rough-housing or other forms of physical interference such as tripping, poking, hitting, and the like.
7. To take responsibility for the stewardship of the school's physical facilities by keeping them clean and orderly.
8. To protect the property rights of others and refrain from meddling with the personal or assigned property of others.
9. To remain only in authorized areas of the building or grounds unless accompanied by a staff member.
10. To walk quietly and in an orderly manner between locations on the campus in an effort to avoid distracting others.
11. To refrain from the possession or use of drugs, alcohol, vaping and tobacco products, or weapons on campus. These items are forbidden on campus.
12. Additionally, CCS students who engage off-campus in actions that are detrimental to the student's well-being or the reputation of the school in the community, may be placed on probation or expelled immediately if the school deems it necessary.
13. To refrain from public displays of affection or dislike in order to eliminate distracting behavior and promote mutual respect for one another.
14. To arrive promptly to class and other school events.

ON AND OFF-CAMPUS BEHAVIOR

On and off-campus behavior is important to a student's overall development. Students are expected to uphold a standard of conduct that reflects favorably on themselves, fellow students, and Citadel Christian School. Therefore, students may not participate in or practice the following behaviors.

Violation of these guidelines may result in expulsion:

1. Vulgar Language (Cursing, suggestive language, etc.)
2. Consumption of alcoholic beverages
3. Use of tobacco products
4. Use of illegal drugs
5. Pre-marital sex
6. Illicit Internet activity
7. Engaging in inappropriate social media behavior

CONSEQUENCES

It is important to apply a disciplinary consequence which is appropriate in comparison to the offense. Not all violations are equal; therefore, they should not be treated as such. It is also important that the disciplinary system keep in focus the goal of nurturing and instructing young men and women toward self-discipline and maturity. With this in mind, the following guidelines will be used to help determine the consequences when a student violates Citadel Christian School's Student Expectations.

LEVEL ONE OFFENSE - Consequence: Written Warning with possible work detail and/or detention(s), and possible loss of exemption.

Recognizing that students at times will make choices that display a lack of proper judgment or compliance with the Student Expectations, and that some conduct issues or responses have a minor effect on both the individual and the community as a whole, the appropriate consequences for such minor indiscretions will be written warnings. These written warnings should bring to the student's attention his/her area of poor judgment and encourage the student in the direction of making wise choices. If a student continues to show poor judgment by repetitive minor indiscretions, which indicate that written warnings are not helping the student toward proper behavior, then the student will be assigned detentions. Some Level One Offense's may have additional consequences added to the written warning. Example: A student caught chewing gum may be given the chore of scraping gum for a period of time; or, a student throwing trash may be given an area to clean. These additional consequences will be assigned at the discretion of the administration.

Examples of some Level One Offenses would be dress code violations, disruptive talking in class, gum, candy, or food in any unauthorized area, running in the buildings, throwing paper or trash on campus, mischief, roughhousing, lockers messy or containing indiscreet pictures.

LEVEL TWO OFFENSE - Consequence: Mandatory 4 days of detention with possible work detail and possible loss of exemption. Recognizing that some students will make choices that show a lack of proper respect for the Student Expectations, and that these choices have a greater effect on the individual and the community as a whole, the appropriate consequences for such minor violations will be four (4) days of detention. These detentions should cause the student to consider their improper actions or choices and encourage them in the direction of making wiser choices in the future.

Examples of some Level Two Offenses would be unexcused absences from class; verbal and/or physical abuse of others, including threats to other students, or slander (depending on the nature of the problem, it may be handled as a Level Three Offense.), leaving school without permission, improper

response to authority, the use of profane language, excessive or repeated minor indiscretions showing a habit of disrespect for the Student Expectations, public display of affection or derision, use of restricted electronic equipment without permission, some instances of cheating.

LEVEL THREE OFFENSE - Consequence: Mandatory in-school suspension with possible work detail and possible loss of exemption.

Recognizing that some students may make choices which show a serious lack of proper compliance with the Student Expectations, and that these choices have a serious effect on the individual's personal character and the life of the community as a whole, the appropriate consequences for such major indiscretions will be a mandatory in-school suspension. This suspension should cause the student to consider the serious nature of his/her decision and clearly impress on him the need for immediate behavior change.

Examples of some Level Three Offense's would be cheating, copying another's work, deliberate deception, lying, rudeness or profanity to an adult, fighting, some slander or verbal threats, improper touching or gestures, stealing, vandalism, habitual non-conformity to the Student Expectations, plagiarism.

Note: PLAGIARISM DEFINED AND EXPLAINED Everyone who submits written work in the school must be the author of his/her own work. When a student uses facts or ideas originating with others, he must make clear what is his/hers and what is not his/hers.

Failure to make such a distinction is to be guilty of offering as one's own what is in fact someone else's (plagiarism). To misrepresent one's own work knowingly is to defraud the school and, more seriously, the Lord.

LEVEL FOUR OFFENSE - Consequence: Probable Dismissal

Recognizing that some students may make choices that show a complete disregard for the Student Expectations and the community of Citadel Christian School, and that these choices have a serious effect on the safety and/or life of the community as a whole, the appropriate consequences for such major violations will be probable dismissal from Citadel Christian School. This dismissal should cause the student to consider the serious nature of his/her decision and clearly impress on him or her that some decisions in life warrant community responses of a severe nature.

Examples of some Level Four Offense's would be any violation which transcends the scope of the above, such as the use or possession of illicit drugs, the use or possession of alcohol, blatant immorality, bringing weapons on campus, and other serious violations of the law. This would also include coming on campus under the influence of drugs or alcohol or exposing others to pornography.

EXPLANATION OF CONSEQUENCES

Below is a description of the most common consequences issued for failure to meet the Student Expectations. Other consequences may be issued as well, including but not limited to loss of privilege, restrictions, probationary status, etc.

Written Warnings

In the school or school related activities the expectation of student's conduct is high. Students should maintain a disciplined attitude and refrain from being a disruption or distraction to the learning environment established by the school. A teacher's or administrator's request for a student's attention or behavior change should be responded to quickly and appropriately. This request is considered a verbal warning with the expectation of the student's quick and timely compliance. Failure to do so will cause a written warning to be recorded in FACTS SIS. These written warnings will be kept in the student's file. An accumulation of written warnings will cause additional actions to be taken.

Detention

Detention days and times will be designated by the administration. These detentions preclude all other school-related activities. The detention time is for reflection on one's conduct or behavior and therefore school or personal work during this time will not be allowed. A student may be assigned a morning detention for excessive late arrivals to school, and an after-school detention, or a work detention. All detentions will include some level of work detail.

Restitution

Restitution or reimbursement for loss, damage, or injury is a part of biblical justice. It demonstrates acceptance of personal responsibility in cases of carelessness or neglect. Restitution builds trust and community and is a necessary part of reconciliation. Appropriate restitution will be made a part of every decision where it applies and continued enrollment at CCS will be contingent upon meeting that obligation.

Suspension

In-school suspensions will be served on campus for the academic day assigned by the administration. During the in-school suspension, the student will do schoolwork at a monitored desk during the normal school hours. Out-of-school suspensions may be warranted in certain situations.

Students who are suspended from school may not participate in extra-curricular activities or be on campus after hours until the full suspension is served.

Dismissal

The school may ask for the dismissal of any student whose conduct is detrimental to the school's reputation and good name. The administration will consider the evidence and any other testimony bearing on the issue, paying special attention to the guidelines specified in the Student Expectations. Final determination in the matter of separation lies with the administrator. The student or his/her parent may appeal that decision in writing to the Board of Trustees. However, the decision of the administrator can be reversed only if the decision, in the opinion of the Board of Trustees, is arbitrary and/or capricious. Dismissal of a student remains in effect for one calendar year from the date of removal. Parents may appeal for their child to re-enter the school at the end of this specified period of time.

Corporal Punishment

The staff and administration of Citadel Christian School will not, under any circumstances, administer corporal punishment to a Citadel Christian School student. This practice is not intended to make a statement about the use of corporal punishment.

Disciplinary Probation

Disciplinary actions are not carried from one year to the next, so that each student begins each year with a clean slate. The exceptions to this would be suspensions and dismissals. Those students would be placed on Disciplinary Probation. This would simply mean that the situation was such that should the student be involved in any serious violation of school rules the following year, then it may result in automatic dismissal. This probationary status would be discussed with the parents before the issuing of enrollment contracts each year.

Discipline Records

Discipline records shall be stored in FACTS SIS. Discipline records for any student who is officially expelled from Citadel Christian are to be retained in FACTS SIS.

ANTI-BULLYING POLICY

Citadel Christian School has a zero tolerance for any form of bullying. Bullying is defined as unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Any report of bullying should be documented on the CCS Bullying/Cyber-Bullying Reporting Form (found on the website) and returned to the office. Investigations into bullying allegations will be undertaken in a timely manner, with all parties involved spoken to in order to establish the facts of the situation.

Should the investigation confirm an act of bullying, disciplinary measures will be determined based on the basis of facts, including the nature of the conduct, the age of the student(s) involved, the severity and period of time during which such conduct has occurred, whether the student has previously engaged in such conduct, and the need to balance accountability with the teaching of appropriate behavior. Discipline may include, but is not limited to, reprimand, detention, suspension, expulsion or other sanctions as determined by the school administrator.

STUDENT MINISTRY

HOUSE SYSTEM

The student body is divided into three Houses to promote relationship building, servant-leadership opportunities, and friendly competition. New students are inducted into their House during Orientation at the beginning of the school year, or in January, depending on when the student begins their experience at Legacy. The House in which a new student is inducted is chosen by the HOS and a School Board Member. Siblings are inducted into the same House.

House Meetings are held during Z Period on alternating Mondays with Student Council Meetings.

Houses earn points throughout the school year during competitions, for their completion of S.M.A.R.T. Goals, and through their display of the characteristics outlined in the Portrait of a Disciple of Christ. More information on S.M.A.R.T. Goals and the Portrait of a Disciple of Christ is given later in this section of Student Ministry.

The three Houses are described below:

Antioch
Color: Fig/ Deep Purple
Mascot: Wolf
Characteristic of God:
Omnipresence. He know us fully and gives us our identity
Scripture: 1 Peter 2:9 “You are a chosen race, a royal priesthood, a holy nation, a people for his own possession, that you may proclaim the excellencies of him who called you out of darkness into his marvelous light.”

Ephesus
Color: Navy Blue / Sapphire
Mascot: Warrior
Characteristic of God: Our loyal and perfect Defender and Protector
Scripture: Ephesians 6:10-11
“Finally, be strong in the Lord and in the strength of His might. Put on the whole armor of God, that you may be able to stand against the schemes of the devil.”

Philippi
Color: Ocean Blue
Mascot: Owl
Characteristic of God: Majetic and vivid Creator of life and joy
Scripture: Philippians 4:4-5
“Rejoice in the Lord always; again I will say, rejoice. Let your reasonableness be known to everyone. The Lord is at hand.”

S.M.A.R.T. Goals

Students are encouraged to strive for excellence through goal setting with S.M.A.R.T. Goals. This stands for:

- Specific
- Measurable
- Achievable
- Realistic
- Time-bound

When a student identifies an improvement that needs to be made in their life, whether it be related to academic, behavioral, or spiritual aspects of their life, Citadel encourages the student to set a S.M.A.R.T. Goal. There are S.M.A.R.T. Goal Cards that a student can fill out with the **Specific** goal they aim to achieve. They determine how this goal will be **Measured**, and if they can **Achieve** this goal. Another thing to consider is how **Realistic** the goal is. Will accomplishing this goal actually help improve this student’s situation? For example, a goal of “Wake up on time each day for a week” is not a realistic goal for someone who already wakes up on time each day. Also, a chore list is not a set of realistic goals. However, “Accomplish everything on my chore list for a week” is a realistic goal for someone who struggles with time-management or procrastination. Finally, the student sets a deadline for this goal to make it **Time-bound**.

Once the student has filled out the S.M.A.R.T. Goal Card, they need to present the card to an adult that can help hold the student accountable for achieving the goal. This adult could be a family member, a teacher, or a church leader, for example. The adult signs their initials on the “Adult Approved” blank,

showing that they have read through the S.M.A.R.T. Goal Card and find it fulfills all the qualifications of being **S**pecific, **M**easurable, **A**chievable, **R**ealistic, and **T**ime-bound. The same adult will initial the card again when the adult verifies the student achieved the goal by the deadline that the student noted on the card. The student will then give the S.M.A.R.T. Goal Card to the Head of School. The card will be reviewed for accuracy and points will be awarded to the student's House for the accomplishment!

Citadel requests that families are active in the setting and accomplishing of S.M.A.R.T. Goals with their student(s)! S.M.A.R.T. Goal Cards are available from the Head of School.

Portrait of a Disciple of Christ

Citadel strives to accomplish our value of Discipleship by defining what it looks like and incorporating those aspects into our classes and activities. Citadel's "Portrait of a Disciple of Christ" is as follows:

- Others see evidence that Christ is the center of my life. (Luke 9:23, John 15:4-5)
- I live in and by God's Word. (John 8:31-32)
- I pray in faith and for everything. (Phil. 4:6-7, John 15:7, I Thess. 5:16-18)
- I fellowship with believers. (John 13:34-15, Heb. 10:24-25)
- I bear witness to unbelievers with love, joy, and boldness. (Acts 1:8, 5:41-42)
- I serve unselfishly to glorify God and exalt Christ. (Luke 9:46-48, II Cor. 4:5, 5:14-15, Phil. 2:3-4)

Students earn points for their Houses when teachers submit observations of the above behaviors to the school Administrator(s).

Building Blessing

During Z Period every Thursday and Friday, students will break up into small groups to clean the classrooms and restrooms. In this way, students are blessing the building that we share.

Flex Time

After lunch each day, students will get supervised free time to relax, play, and visit with friends.

FAMILY MINISTRY

Orientation

Citadel holds a Parent & Student Orientation at the beginning of each semester to help prepare families for a successful school year.

Parent Practicums

Citadel conducts at least one Parent Practicum each semester to support parents in their role as the primary educators of their child(ren). These meetings might be held online or in person. Parents are expected to participate.

Mom's Prayer Time

Mothers of Citadel students are encouraged to gather in prayer on a regular basis. Time(s) and location will be communicated in advance.

Citadel Family Gatherings

There are several family gatherings scheduled throughout the school year to give families the opportunity for friendly fellowship. See the "Citadel Christian School Family Calendar" and the announcements in FACTS SIS for more information.

ATHLETICS

All students who intend to participate in any extracurricular sport during the course of the academic year must have one of their parents complete Citadel Christian School's insurance-coverage-verification form if this information was not provided at the time of enrollment. A physician must complete the Preparticipation Physical Examination form. The latter form must be completed after May 18 of the preceding academic year and turned into the front office before practice begins. Students are not permitted to practice for or participate in any athletic contest if both forms have not yet been completed and turned in.

The principal and athletic director, in consultation with teachers and coaches, determine which students are eligible to participate on Citadel Christian School's teams and which students are no longer eligible to participate on Citadel Christian School's teams.

Students accepted to a team are required to abide by the following rules:

1. It is the responsibility of students with permission to leave early for an away game to contact their teachers in person with sufficient prior notice to obtain work and assignments which will be missed. Students who neglect to contact their teachers in person will be held accountable for all work, assignments, and due dates, just as if they had been in class, with no extensions given.
2. Students who are absent from school for more than half of the academic day on the day of a game will not participate in that game.
3. Students are to notify the coach of any injury or accident which occurs to them or to another student.
4. On days when school is canceled due to inclement weather, all practices, home games and away games are canceled as well.
5. Good sportsmanship. This is defined as playing fair, following the rules of the game, respecting the judgment of referees and officials, and treating opponents with respect. During games and on trips to and from games, students are to abide by all CCS rules and are to behave in such a manner as brings credit to themselves, the team, and Citadel Christian School. Please note that good sportsmanship is not limited to the athletes and coaches. Parents, fans, and cheerleaders should be aware that they are also a representative of the school and the name of Christ and should behave in a respectful manner.

DETAILED DRESS CODE

DRESS CODE - General

Our school dress code seeks to achieve a handsome appearance for our students and to free them from fashion trends and peer pressure. Trends and fashions vary from one year to the next and significant advertising pressure is focused on young people to adopt the latest fad. Sometimes, even Christian young people can be caught up in styles that represent philosophies and lifestyles that are immodest.

Because we are more concerned about matters of the heart than outward appearance, we have chosen to require a specific dress code for all students enrolled at CCS. Our goal is to keep the focus on the child, not the clothing. The dress code is designed for these purposes:

- To train students to dress in a conservative, traditional, and modest fashion.
- To create a positive, disciplined environment in the school.
- To assist students in concentrating on academic achievement rather than on clothing competition.
- To eliminate immodest or inappropriate fashions.
- To help parents and students with financial stewardship.
- To create a positive image in the community.
- To provide an opportunity to show and teach respect for authority.

The cooperation of the student and parent is necessary in maintaining the standards of the dress code. A student's appearance is a family responsibility. Therefore, any actions taken by CCS to enforce the dress code will be primarily directed toward the parent, even though such action will impact the student himself.

Dress Code Compliance: *Dress code compliance is about attitude.* We believe that dress standards will be required throughout life. It is our goal to teach compliance and encourage cooperation because it simply is the right and appropriate course of behavior. Students who rebel against the standards are learning habits which will have negative outcomes into adulthood. Therefore, dress code violations will be addressed as noted in the conduct system, beginning with a policy reminder. An infraction may also require that a parent bring approved clothing to the school office before a student may rejoin his or her class. The student needs to be in the proper dress code before he/she exits the vehicle in the morning in order to be ready for the school day, and it is to be maintained throughout the day unless special instructions are sent home.

Parental Example: CCS requests that parents model modesty and appropriateness in dress while on campus and at school functions.

Global Schoolwear: To order chapel shirts and find other dress-code-compliant garments, go to <https://www.globalschoolwear.com/> and enter **Citadel** in the "Shop By School Name" search box.

Please note that each student will need to order **at least one purple, navy, light blue, or white polo or oxford shirt with the school logo** embroidered on it from this store for chapel.

GUIDELINES

- **Shoes, backpacks, or lunch boxes** may not display characters (i.e. Spiderman, Cinderella).
- **Hair:**
 - must be styled in a socially acceptable manner with no extremes in cut, style, or color (i.e. blue, green, pink);
 - must be neat, clean, and not in the face;
 - may not be more than 1 inch long when spiked;
 - Boy's hair should not hang over the top of the eyebrows or a collared shirt. It should also not hang below the earlobe on the side.
 - Boys must be clean shaven. Boys will be asked to shave if they come to school with facial hair. Sideburns should be no longer than the bottom of the ear.
- Moderate **make-up and artificial nails** are allowed for girls in 7th grade and up.
- **Jewelry:** Girls may not wear more than 2 earrings per ear.
 - Earrings are not permitted for boys.
 - Body piercing, tattoos (including temporary), and gages are not permitted.
 - Neck chains, bracelets, and watches should be removed for P.E., sports, and playground.
- Bizarre styles, fads, badges, pins, emblems, hairstyles, etc. which are calculated to call attention to the wearer are not permitted.
- **Hats, caps, and bandanas** are not acceptable except for pre-authorized conditions or designated special occasions with approval of the administration.
- **Modesty** is required at all times. Developmentally appropriate undergarments should be worn.

GENERAL DRESS CODE GUIDELINES - GIRLS AND BOYS (See Wednesday code for Chapel day)

- **Shirts:** Polo or oxford shirts in the following colors: royal purple, navy, light blue, gray, black, and white. Shirts must be appropriately sized for the student. (Please note that we will phase out gray and black in the 2026-2027 school year.)
- **Pants:** Khaki, black, gray, or navy twill pants or walking shorts for boys or girls. Pants must be properly fitted. Skin-tight, form fitting, baggy, frayed, or ragged pants are not permitted. Sweatpants are only allowed for PE class, not as daily dress code uniform.
- **Skirts/Skortts:** Skorts, or skirts in khaki, gray, black, navy, or purple plaid. Must be no shorter than 5 inches from the floor in a kneeling position. Must be hemmed, not frayed.
- **Dresses/Jumpers:** Polo dresses and jumpers in purple, navy, light blue, gray, black, khaki, purple plaid, and white that meet the length requirement are also acceptable. (Please note that we will phase out gray and black in the 2026-2027 school year.)
- **Tights/leggings:** Only solid-colored, opaque purple, navy, gray, black, or white are permissible – no other colored tights are allowed. Leggings should be a neutral color with no lace. Leggings are not a replacement for pants. They must be worn with a regulation-length skirt.
- **Socks:** All socks are to be solid-colored purple, gray, navy, white, black, or khaki.
- **Shoes:** Shoes do not have to be a solid color as long as they are not distracting. Character shoes or shoes with distractions such as lights, wheels, or superhero characters are not acceptable. Close-toed shoes are required for preschool and grammar students. No flip-flops or backless shoes are permitted at any time.

- **Sweaters:** Students may wear black, gray, navy, purple, or white sweaters over their polo shirts.

Miscellaneous:

- Uniform items approved for CCS may be worn interchangeably on Monday, Tuesday, and Thursday.
- T-shirts (long- or short-sleeved) worn under polo or oxford shirts should be a solid color (black, navy, light blue, white, purple, or gray) with no writing.
- Hair bows, headbands, and barrettes are not required but may be worn.
- Jeans (Friday) must be regular denim jeans or long denim shorts. Baggy, distressed, frayed, ragged jeans, and jeans with designs, writing, stains, holes, or patches are not permitted.
- Hoodies, sweatshirts, and fleece pullovers and zip-up jackets may be purchased on the Global Schoolwear website. CCS and other quarter-sized slogans, logos, emblems, and symbols are acceptable on outerwear. Students may wear purple, white, navy, light blue, black, or gray polos, sweaters, jackets, or hoodies, but the hood is not to be worn in the classroom.
- During cold weather, a heavy coat or jacket may be worn to and from school, or when moving from class to class, but not in the classroom. Coats may have a manufacturer’s logo, but no additional lettering or character on it. Blankets may not be used in place of coats.
- Returning students are to be in the correct uniform on the first day of school.
- New students must be in uniform within two weeks of acceptance.

GYM UNIFORM REQUIREMENTS

(Required for students in 3rd grade and up)

- Purple, navy, or gray t-shirt (long or short sleeve) with CCS logo
- Purple, navy, black, or silver gym shorts – (must be long enough that the shorts meet the tip of the student’s middle finger when held beside his/her thigh in a standing position, but no longer than knee length). Skorts are also acceptable for girls.
- White athletic socks
- Non-skid athletic shoes
- May wear a gray sweat suit in winter
- Note: Neck chains, bracelets, and watches should be removed for P.E., sports, and playground.

CHAPEL DRESS CODE – Wednesdays

(May be worn any day of the week, but is required on chapel days.)

- Purple, navy, light blue, or white polo or oxford (short- or long-sleeved) with CCS logo.
- Khaki pants (no shorts) for boys. Purple plaid or khaki skirt or jumper for girls.
- Solid-colored belt in pants with belt loops.
- Dress socks with khaki pants.
- A hoodie worn on Wednesdays must be purple, navy, white, black, or gray and have the CCS logo on it. (If worn, it must be on top of a chapel polo or oxford.)

REGULAR DRESS CODE

Uniform items approved for CCS may be worn interchangeably Monday, Tuesday, and Thursday.

Boys (Monday, Tuesday, Thursday)

- Polo or oxford shirt – purple, navy, light blue, black, white, or gray, short or long-sleeved (Black and gray will be phased out in 2026-2027.)
- Navy, black, gray, or khaki twill slacks or walking shorts
- Belts must be navy, black, or brown standard belts in pants with belt loops.
- Dress shoes, boots, or athletic shoes -see General Dress Code Guidelines
- Socks: solid-colored black, purple, khaki, white, or navy

Girls (Monday, Tuesday, Thursday)

- Polo shirt – purple, navy, light blue, black, white, or gray, short or long-sleeved (Black and gray will be phased out in 2026-2027.)
- Blouse – white oxford – long or short sleeved
- Pants or Capris – black, navy, gray, or khaki twill
- Walking shorts/Culottes - black, navy, gray or khaki (no shorter than 5” from floor, kneeling)
- Skirt/skort – purple plaid, black, gray, navy, or khaki (no shorter than 5” from floor in kneeling position)
- Dress/jumper - purple plaid, navy, black, gray, or khaki (no shorter than 5” from floor in kneeling position) Black and gray will be phased out in 2026-2027.
- Belts must be navy, black, or brown standard belts.
- Shoes – See General Dress Code Guidelines.

FRIDAY AND FIELD TRIP DRESS CODE

Blue jeans (denim shorts or skirts) are permitted on **Friday only**, along with any CCS shirt or a t-shirt with a distinctly Christian message. CCS t-shirts may be ordered through the Citadel Parent Association.

Boys

- Any CCS t-shirt, CCS sweatshirt, or CCS hoodie
- Solid blue or black regular denim jeans or long denim shorts. Baggy, frayed or ragged jeans, and jeans with designs, writing, holes, or patches, are not permitted. May wear twill pants instead of jeans, if preferred.
- Belt
- Athletic shoes or boots (Pants may not be tucked into boots.)
- Socks: solid-colored black, purple, khaki, white, or navy for field trips. On Fridays, students may wear their choice of socks.

Girls

- Any CCS t-shirt, CCS sweatshirt, or CCS hoodie
- Solid black or blue denim jeans or long denim shorts or capris (not too tight). Baggy, frayed or ragged jeans, and jeans with designs, writing, holes, or patches, are not permitted. May wear twill pants or skirt if preferred.
- Belts must be navy, black, or brown standard belts.
- Athletic shoes or boots (Pants may not be tucked into boots.)

- Socks: solid-colored black, purple, khaki, white, or navy for field trips. On Fridays, students may wear their choice of socks.

Teachers reserve the right to determine the appropriate dress code standard for field trips. Chapel attire may be more appropriate than Friday Dress Code for some field trips.

Opportunities to vary from the standard dress code on special occasions will be announced in advance and may be school-wide or only class-wide.